



ACT Government Gazette

Gazetted Notices for the week beginning 24 May 2012

VACANCIES

Canberra Institute of Technology

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au

Centres

Centre for Health Community and Wellbeing

Community Development

Community Services Teacher

Teacher Band 1 \$60,293 - \$81,123, Canberra (PN: 51999)

Gazetted: 28 May 2012

Closing Date: 12 June 2012

Details: The Community Services Program at Canberra Institute of Technology is seeking experienced people with professional knowledge and practical skills in online development and delivery appropriate to teaching a range of Community Development training programs delivered traditionally, flexibly, online and at workplaces.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment and appropriate industry competencies demonstrated by the following qualifications: Certificate 3 to Advanced Diploma or higher in the Community Services sector. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an advanced Diploma in Adult Vocational Education (or equivalent). All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: Experience in the following fields: community work, correctional practice, community development, alcohol and drug work, youth work, mental health work and family services/child protection work.

Contact Officer: Helga Rosenthal (02) 6207 3339 helga.rosenthal@cit.edu.au

Centres

Health Community and Wellbeing

Fitness

Teacher Sport and Fitness

Teacher Band 1 \$60,293 - \$81,123, Canberra (PN: 51174)

Gazetted: 29 May 2012

Closing Date: 19 June 2012

Details: The Department of Sport and fitness is seeking applications for a Teacher Band 1 to teach in both Fitness and Sports. The position will be filled via short term employment.

Eligibility/Other Requirements: Mandatory qualifications: all Teacher Band 1 teachers will hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment. An appropriate industry competencies demonstrated by the following qualifications: Advanced Diploma or Bachelor Degree in Physical Education, Sports Coaching, Exercise Sciences, Sports Administration, Fitness, or other relevant disciplines as appropriate to teaching to an Advance Diploma level. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an Advanced Diploma in Adult Vocational Education (or equivalent).

Notes: This is a temporary position for the period of June 2012 to March 2013.

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@cit.edu.au

Centres

Learning Centre

Resource Access Officer

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 54304)

Gazetted: 30 May 2012

Closing Date: 13 June 2012

Details: The CIT Learning Centre's Library Services seek applicants with sound knowledge and experience in the acquisition and cataloguing of learning resources for an educational institution, including serials, print and digital formats. Applicants should have sound communication skills, ability to assign priorities, high quality customer service and team skills.

Eligibility/Other Requirements: Ability to work shift as required. Tertiary qualifications relevant to position are highly desirable.

Notes: This position is for temporary filling for the period 2 July 2012 to 3 July 2013. Temporary employment offered as a result of this advertisement may lead to permanent appointment under Canberra Institute of Technology Enterprise Agreement 2011-2013.

Contact Officer: Heather Carter (02) 6207 3373 heather.carter@cit.edu.au

Chief Minister and Cabinet

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

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

Policy

Executive

Deputy Director-General, Policy and Cabinet

Executive Level 3.7 \$278,633 to \$294,793 depending on current superannuation arrangements, Canberra (PN: E683)

Gazetted: 25 May 2012

Closing Date: 4 June 2012

Details: The Chief Minister and Cabinet Directorate (CMCD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, the Minister for Industrial Relations, and the Cabinet on policy development, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice. CMCD would like to appoint an outstanding executive to the position of Deputy Director-General, Policy and Cabinet. The Deputy Director-General, Policy and Cabinet works collaboratively with the Chief Minister's Office, the CMCD Director-General, other Executives across the ACTPS, and key government and non-government stakeholders. He/she provides executive leadership on policy and strategy. The position requires a person with exceptional leadership and executive management skills. An established record in strategic policy development and implementation, commitment to public service integrity and people management is essential. Demonstrated capacity to contribute to and support various activities across the Directorate is also required.

Remuneration

The 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.

Contract

The successful applicant will be engaged under an executive contract for a period of up to 5 years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Selection documentation is available at www.jobs.act.gov.au, or by calling Sue Hall on (02) 6207 0569.

Contact Officer: Andrew Cappie-Wood (02) 6205 0241

Policy

Economic, Regional and Planning

Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 12335)

Gazetted: 28 May 2012

Closing Date: 4 June 2012

Details: The Chief Minister and Cabinet Directorate is looking for a dynamic person to fill the role of Manager in its Economic, Regional Planning Branch. The Chief Minister and Cabinet Directorate leads the ACT Public Service (ACTPS) and provides strategic advice and support to the Chief Minister and the Cabinet on policy development, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice.

Eligibility/Other Requirements: Relevant tertiary qualifications highly regarded.

Contact Officer: Brook Dixon (02) 6205 0468 brook.dixon@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

Policy and Organisational Services

Organisational Services

Injury Prevention and Management

Work Safety Advisor

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 30589)

Gazetted: 25 May 2012

Closing Date: 8 June 2012

Details: The Community Services Directorate is seeking applications from suitably experienced and enthusiastic team players to join the Directorate as the Work Safety Advisor. The Work Safety Advisor is required to work under limited direction from the Senior Work Safety Advisor and Manager. The Work Safety Advisor will be responsible for assisting in the development and implementation of innovative health and safety practices, policies, processes and a Directorate wide health and wellbeing program to create a safe work environment, and improve the overall health of Directorate staff. The Work Safety Advisor will have the opportunity to work with a broad range of clients, workplaces and activities. They will also be responsible for providing legislative advice to managers and supervisors, the Executive Management team, and employees, to assist them in understanding and executing their responsibilities in relation to work health and safety.

Eligibility/Other Requirements: Qualifications and/or experience in work safety or other related fields are highly desirable.

Notes: The successful applicant may be offered a position at the Administrative Services Officer Class 5 or Administrative Services Officer Class 6 level dependant on skills, experience and qualifications.

Contact Officer: James Hogben (02) 6205 0448 james.hogben@act.gov.au

Policy and Organisational Services

Internal Audit and Review

Finance and Budget

Internal Auditor

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 16762)

Gazetted: 29 May 2012

Closing Date: 5 June 2012

Details: The successful applicant will be responsible for conducting operational and compliance audits within CSD as a member of the Internal Audit and Review team. The Internal Audit and Review team also supports the Directorate's Audit and Review Committee that meets every six to eight weeks by reporting on the Directorate's internal control framework, risk management and business processes.

Eligibility/Other Requirements: Tertiary qualifications in relation to subject matter (or study towards) e.g. commerce/accounting would be beneficial; and experience in accounting and financial systems is desirable.)

Notes: Temporary vacancy available from 01 June 2012 to 31 August 2012

Contact Officer: Diane Warner (02) 6207 6864 (diane.warner@act.gov.au)

Disability ACT

Policy and Program Development

Strategic Policy

Everyone, Everyday Program Coordinator

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 07835)

Gazetted: 25 May 2012

Closing Date: 1 June 2012

Details: Disability ACT are seeking applications from experienced and enthusiastic individuals to assist in the writing and training on the Everyone, Everyday curriculum resource for teachers, which aims to raise awareness about disability in schools. Six primary schools will trial the resource in term 3 2012. The resource is the subject of current community consultation and a report on consultation will be available early May 2012.

Eligibility/Other Requirements: Teaching qualifications and experience desirable. Experience in developing curriculum resources. Understanding of issues relating to people with disability Experience in developing and delivering training for teachers.

Notes: Temporary vacancy available asap for 230 hours, approx seven weeks full-time.

Contact Officer: Fiona McIntosh (02) 6207 5594 fiona.mcintosh@act.gov.au

Policy and Organisational Services

Office of Multicultural, Aboriginal and Torres Strait Islander Affairs

Centre Manager

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 01943)

Gazetted: 29 May 2012

Closing Date: 5 June 2012

Details: The successful applicant will perform the function of tenancy manager of the Theo Notaras Multicultural Centre, liaise with tenants and stakeholders and promote the facilities to the wider community. They will undertake responsibility for the booking system function for the Theo Notaras Multicultural Centre and the Aboriginal and Torres Strait Islander Cultural Centre for the hire of the function, kitchens and meeting rooms. As the front of house staff for the Centres you will need to have a strong customer focus, be flexible and have good organisational skills.

Eligibility/Other Requirements: Current driver's licence; some after hours and or weekend work may be required on occasion

Notes: This is a temporary vacancy for a period of eight weeks. Please note this position will be advertised for permanent recruitment in the near future.

Contact Officer: Jancye Winter (02) 6205 3153 Jancye.Winter@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

Land Strategy and Finance

Sustainable Land Strategy

Direct Sales

Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 23027)

Gazetted: 30 May 2012

Closing Date: 13 June 2012

Details: The Sustainable Land Strategy Branch is looking for a highly motivated Manager who can provide leadership for project management of issues arising from the sale of Territory land through the Territory's regulated direct sale processes, and also by public Expressions of Interest. The position's responsibilities include processing applications for the direct sales of Territory land to meet Government priorities, providing high-quality project advice and analysis on strategic planning issues relating to the economic and spatial development of Canberra, managing complex projects from conception to completion (incorporating all aspects of project management), liaising with and maintaining close and productive relationships with industry, the community, ACT Government Directorates and relevant local, state and Commonwealth Government agencies and preparing and coordinating complex briefings and correspondence on Cabinet and ministerial business. The position also represents Sustainable Land Strategy at a range of high level meetings and forums.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Notes: This position requires a detailed understanding of the Territory's lease management system and legislative, regulatory and administrative framework of the Territory's direct sale process.

Contact Officer: Greg Ellis (02) 6207 5744 greg.ellis@act.gov.au

Land Strategy and Finance

Sustainable Land Strategy

Land Release Strategy

Manager, Statistical Analysis

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 18462)

Gazetted: 29 May 2012

Closing Date: 12 June 2012

Details: The Sustainable Land Strategy Branch is looking for a statistical analyst to provide high-quality statistical analysis on complex strategic policy issues affecting housing and property. Duties will include; maintaining statistical datasets, statistical modelling to inform emerging trends in market demand and preparing regular publications on statistical trends.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Advanced skills in Microsoft Excel.

Contact Officer: Greg Ellis (02) 6207 5744 greg.ellis@act.gov.au

Economic Development, Policy and Governance

Ministerial, Cabinet and Policy

Economic Development Policy

Policy Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 27977, several)

Gazetted: 28 May 2012

Closing Date: 12 June 2012

Details: The Economic Development Policy team are seeking an enthusiastic person to assist with the development of policy on a range of Economic Development, Land Development and Gaming and Racing issues. Duties include undertaking research, preparing policy briefing papers and other high level Ministerial and Cabinet documents.

Contact Officer: Kathy Goth (02) 6207 8891 kathy.goth@act.gov.au

Tourism, Events and Sport

Venue and Event Services

Events

Senior Officer, Logistics and Operations

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 11949)

Gazetted: 29 May 2012

Closing Date: 19 June 2012

Details: Economic Development is seeking a dynamic and experienced person to fill the position of Senior Officer, Logistics and Operations to coordinate, implement and manage operation and logistic responsibilities associated with events. The successful applicant will contribute to a comprehensive and fully integrated event management response, research and analyse key venue and event issues and develop, recommend and advocate appropriate responses, solutions, plans and strategies. The successful applicant will also prepare briefs, submissions and correspondence relating to events and establish, develop and manage client, partner, event contractors and stakeholder relationships.

Eligibility/Other Requirements: Applicants should possess a current driver's licence and have the ability to work flexible hours and travel as required. Relevant experience or relevant qualifications in event management or related field or industry are desirable.

Contact Officer: Dianne Ireland (02) 6207 5369 dianne.ireland@act.gov.au

Tourism, Events and Sport

Sport and Recreation Services

Client Services and Programs

Assistant Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 15106)

Gazetted: 30 May 2012

Closing Date: 6 June 2012

Details: Assist in the management of Section and/or Function and deploy resources, budgets and staff. Prepare complex briefs, submissions and correspondence as required, inclusive of outcomes, identified risks, budgetary matters and matters affecting resolution of issues and completion of programs within the identified timeframes. Research and analyse key sporting, recreation and social issues and risks and help lead the development of appropriate responses, solutions, plans and strategies. Deputise for the Manager as required and represent, as directed, Sport and Recreation Services, Economic Development Directorate and ACT Government in alliances and relationships with industry and community organisations, achieve quality outcomes and results through professionalism and leadership in applying public services values and work practices.

Contact Officer: Wayne Lacey (02) 6207 2080 wayne.lacey@act.gov.au

Land Strategy and Finance

Sustainable Land Strategy

Project Facilitation and Direct Sales

Project Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 23489)

Gazetted: 29 May 2012

Closing Date: 12 June 2012

Details: The Sustainable Land Strategy Branch is looking for a motivated person to work in the Project Facilitation and Direct Sales Section. Duties include: providing high level secretariat functions and support to strategic meetings, maintaining a number of data bases and undertaking ongoing evaluation to enhance the effective delivery of direct sale projects.

Contact Officer: Greg Ellis (02) 6207 5744 greg.ellis@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

South/Weston Network

Canberra College

CCCare Coordinator

School Leader B \$113,350, Canberra (PN: 09924)

Gazetted: 30 May 2012

Closing Date: 13 June 2012

Details: Support the Principal to develop and achieve the 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, primarily at CCCares.

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

Contact Officer: John Stenhouse (02) 6205 5777 john.stenhouse@ed.act.edu.au

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

Office for Schools

South/Weston Network

The Woden School

Pastoral Care Coordinator

School Leader C \$97,350, Canberra (PN: 30544)

Gazetted: 29 May 2012

Closing Date: 12 June 2012

Details: As a member of the executive team, contribute to the development and achievement of whole school strategic goals and the implementation of the school plan. Work collaboratively with the school executive team, staff and students to develop innovative whole school approaches and programs to support a strong and relevant Pastoral Care Program for students with disabilities.

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

Contact Officer: Ian Copland (02) 6205 5966 ian.copland@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

North Ainslie Primary School

Executive Teacher P-6

School Leader C \$97,350, Canberra (PN: 19314)

Gazetted: 29 May 2012

Closing Date: 12 June 2012

Details: 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute).

Contact Officer: Louise Owens (02) 6205 6533 louise.owens@ed.act.edu.au

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

Office for Schools

South/Weston Network

Stromlo High School

Executive Teacher - Science

School Leader C \$97,350, Canberra (PN: 02014)

Gazetted: 29 May 2012

Closing Date: 12 June 2012

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Jo Kellow (02) 6205 6166 jo.kellow@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.

Teaching, Learning and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Murrumbidgee Education and Training Centre

Transition Teacher

Classroom Teacher \$56,350 - \$84,350, Canberra (PN: 26647)

Gazetted: 28 May 2012

Closing Date: 12 June 2012

Details: Murrumbidgee Education and Training Centre is the school that provides education and training for students in detention at Bimberi Youth Justice Centre. The Transition Program currently works with those students who have left Bimberi to support a successful transition into education, training and employment. The Transition Program works collaboratively with schools, the Community Service Directorate, Registered Training Organisations and community agencies. The teacher's role is to be responsible for the development of a student's Individual Learning Plan (ILP) and providing literacy and numeracy school work for student. The teacher will provide direct teaching and also support school staff in integrating students into schools and community workers who may act as tutors.

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

Notes: Use of a personal car will be reimbursed through a Motor Vehicle Allowance.

Contact Officer: Steve Watson (02) 6207 3528 steve.watson@gov.act.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.

Teaching, Learning and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Murrumbidgee Education and Training Centre

Education Teacher

Classroom Teacher \$56,350 - \$84,350, Canberra (PN: 21771)

Gazetted: 28 May 2012

Closing Date: 12 June 2012

Details: Murrumbidgee Education and Training Centre is the school that provides education and training for students in detention at Bimberi Youth Justice Centre. The Education Teachers are responsible for supporting the development of literacy and numeracy skills in students. The teachers progress the learning of students through the development of an Individual Learning Plan. The ability to develop and maintain respectful relationships with young people who have experienced difficulties in their learning and relationship histories is a critical attribute. Flexibility in delivering a creative and engaging program is also important.

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

Notes: This is a temporary position available until 26 January 2013.

Contact Officer: Steve Watson (02) 6207 3528 steve.watson@gov.act.au

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

Corporate Services

Human Resources

HR People Services

Classroom Teacher

Classroom Teacher \$56,350 - \$84,350, Canberra

Gazetted: 24 May 2012

Closing Date: 6 July 2012

Details: Classroom Teachers

The ACT Education and Training Directorate is seeking suitably qualified teachers for permanent and contract employment in ACT Public Schools across all learning areas.

ACT Public schools

Canberra schools offer exciting teaching opportunities for enthusiastic teachers. Our schools are committed to ensuring students succeed through quality teaching that engages them and supports the development of capabilities for life. The ACT recruits high quality staff who are provided with excellent professional development and career opportunities. The public school system has a strong focus on school improvement, teamwork and sharing of best practice, across schools to improve school performance and student outcomes, particularly literacy and numeracy. To find out more about teaching in Canberra visit www.det.act.gov.au.

Schools in Canberra offer a range of co-educational settings including:

Early Childhood Schools

Years P-6 (primary schools)

Years P-10 (primary/middle/high schools)

Years 7-10 (high schools)

Years 7-12 (secondary school)

Years 11-12 (secondary colleges)

Special schools (for students with moderate and severe disabilities)

Particular areas of need include literacy and numeracy, mathematics, science, English, social sciences, special education (including autism), student support (student management specialists), technology, early childhood and Languages-Japanese, French, Italian, and Indonesian.

Employment Opportunities

Annual Recruitment Round opens May 2012

Employment is offered on a merit basis during the annual recruitment round to successful applicants who will be offered permanent or short term and long term temporary employment for 2013. Please visit the Directorate's website

www.det.act.gov.au to register your interest and employment details online to receive a copy of the Classroom Teacher recruitment round application package.

Applications close 6 July 2012.

Only applicants who have a minimum of four years full-time (or equivalent) tertiary study leading to an award of a recognised school teaching qualification are eligible for permanent appointment.

Continuous Recruitment

The continuous recruitment process enables applications to be processed throughout the year. This process enables suitably qualified applicants to be considered by principals for longer term temporary vacancies through the school year 2013. For further information and enquiries Phone: (02) 6205 9284.

For Classroom teacher recruitment round application information Email: TeachingInCanberra@act.gov.au

School counsellors

Information and applications for school counsellor (school psychologists) recruitment is also available at the Directorate's website www.det.act.gov.au.

Attractive Employment Conditions

Teachers in the ACT enjoy favourable conditions of employment including employer superannuation contributions, cumulative paid personal leave, annual leave bonus, parenting leave and 18 weeks paid maternity leave, salary packaging opportunities, and a comprehensive induction and orientation program.

The salary for four year trained classroom teachers is \$58 041 to \$86 881 effective 1 October 2012. The ACT provides recognition of prior experience and additional qualifications for starting salary purposes.

Professional learning opportunities

ACT teachers have excellent professional learning opportunities with access to a range of in-school and system wide professional learning programs.

Contact Officer: Kratai Visityuthasart (02) 6205 9284 kratai.visityuthasart@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.

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

Policy

Nature Conservation Policy

Conservation Planning and Research

Fire Ecology Project Officer

Professional Officer Class 2 \$68,515 - \$78,705, Canberra (PN: 17705)

Gazetted: 28 May 2012

Closing Date: 13 June 2012

Details: Conservation Planning and Research is a dynamic, small team in the Environment and Sustainable Development Directorate that provides scientific advice to land managers. We are seeking a person with a strong scientific background and interest in fire ecology and ecological monitoring. Demonstrated technical ability to plan and conduct fire ecology vegetation or fauna surveys, including survey design, data collection, analysis and report writing is essential. Requires good liaison and communication skills and will work with many areas of Government to provide information and advice on ecological issues in fuel management.

Eligibility/Other Requirements: Tertiary qualifications in a field of environmental management or biological science, preferably including botany or zoology (aquatic ecology may be considered) is essential. Passing the 'arduous' fitness level (20 kg pack for 45 minutes) prior to being appointed to the position is a mandatory requirement. Willingness to participate in fire suppression activities and fire training. A current manual driver's licence, preferably with 4WD experience. Willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field.

Note: This is a temporary position available from July 2012 until June 2014. This position may be filled using written applications and referee reports only.

Contact Officer: Luke Johnston (02) 6205 3168 luke.johnston@act.gov.au

Policy

Nature Conservation Policy/Natural Resource Management

Team Supervisor

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 22569)

Gazetted: 24 May 2012

Closing Date: 13 June 2012

Details: The Environment and Sustainability (ESDD) is seeking an experienced Team Supervisor for nine months to manage, supervise and provide support to four Aboriginal and Torres Strait Islander trainees who are training in Conservation and Land Management. The Team Supervisor will Work on Country in the ACT and will supervise a range of tasks including pest animal and weed control, collecting and growing native trees and planting tree seedlings on areas of land that need to be repaired, water quality testing, building paths and fences and protecting and interpreting Aboriginal culture and heritage. The Team Supervisor will be employed by the Environment and Sustainability (ESDD), but will be seconded to the Parks and Conservation branch of Territory and Municipal Services Directorate (TaMSD).

Eligibility/Other Requirements: Demonstrated experience working with Aboriginal people. 2A current C class drivers license, preferably with 4wd experience. Preparedness to wear a uniform. Current Senior First Aid Certificate and Tertiary qualifications (at least Certificate III) in Conservation and Land Management or equivalent.

Notes: This is a temporary position available asap until 22 March 2013.

Contact Officer: Darren Chong (02) 6207 5032 darren.chong@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>

Strategy and Corporate Service and Capital Plan Health Infrastructure Program Director Redevelopment Unit

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E681)

Gazetted: 31 May 2012

Closing Date: 14 June 2012

Details: This position requires an energetic, results orientated person to provide strategic direction to the overall planning, coordination, and implementation of the ACT Government Health Directorate's major redevelopment program, more commonly known as the Health Infrastructure Program (HIP). The program consists of projects with an estimated value of well over \$1 billion, designed to transform and realign health infrastructure to meet projected growth for a growing and ageing population. The Director's responsibilities include developing, monitoring and reviewing systems, planning processes and programs/projects in order to deliver high quality, cost-effective, performance based infrastructure. The Director will work closely with a broad range of stakeholders to undertake planning, provide advice and coordinate the development of this major health infrastructure redevelopment program.

Eligibility/Other Requirements: A relevant degree is desirable (for example civil engineering, project management).

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

The successful applicant will be engaged under a performance based contract for up to five years. This position attracts a remuneration package ranging from \$195,141-\$206,068, depending on the current superannuation arrangements with a cash component of \$156,093 pa. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: Grant Carey-Ide (02) 6205 0877

Canberra Hospital and Health Services Mental Health, Justice Health, Alcohol and Drug Services Rehabilitation and Specialty Mental Health Clinical Nurse Consultant - Mental Health Registered Nurse Level 3.2 \$98,122, Canberra (PN: 30528)

Gazetted: 31 May 2012

Closing Date: 14 June 2012

Details: Winnunga Nimmityjah Aboriginal Health Services (AHS) is charitable non-profit organisation. Winnunga Nimmityjah means Strong Health. The service logo is the Corroboree Frog that is indigenous and significant to Aboriginal people in the ACT region. The holistic model of health care provided by Winnunga Nimmityjah AHS encompasses not only medical care, but a range of programs to promote good health and healthy lifestyles.

The ACT Health Directorate's Mental Health Service in partnership with the Winnunga Nimmityjah Aboriginal Health Services have developed an exciting new model of care combining the benefits of comprehensive publically funded mental health care services with the cultural safety, multidisciplinary and holistic health care approach of one of Australia's most successful Community Controlled Aboriginal Health Services.

The ACT Health Directorate is looking to employ a senior Mental Health Nurse to provide clinical services and to continue to develop the model of mental health service delivery based at Winnunga Nimmityjah Aboriginal Medical Service.

Applications from Nurses of Aboriginal and Torres Strait Islander background are encouraged.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency with a minimum of five years post registration nursing experience in mental health. Current driver's licence.

Contact Officer: Herb Krueger (02) 6205 1062 herb.krueger@act.gov.au

Canberra Hospital and Health Services Women, Youth and Children Paediatrics Paediatric Clinical Nurse Consultant Registered Nurse Level 3.2 \$98,122, Canberra (PN: 14205)

Gazetted: 31 May 2012

Closing Date: 14 June 2012

This is an exciting and challenging opportunity to lead a busy 34 bed paediatric ward encompassing medical, surgical and high dependency presentations from birth to 16 years. It requires a dynamic person with strong leadership skills to lead the service in a period of significant change and development.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post graduate qualifications in Paediatric Nursing or Health Management or similar field.

Note: This is a Monday-Friday position with no shift work. 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: Katie McKenzie 0478 407 585

Canberra Hospital and Health Services Surgery and Oral Health Operating Room

**Patient Flow Coordinator Perioperative Services
Registered Nurse Level 3.1 \$86,796 - \$90,368, Canberra (PN: 14825)**

Gazetted: 31 May 2012
Closing Date: 7 June 2012

Perioperative Services at the Canberra Hospital is seeking a dynamic Registered Nurse to join our team as the Patient Flow Coordinator. This role is to facilitate the day to day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Services Management Team. Our Perioperative Unit consists of a DOSA admissions unit, 13 operating theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit and an Extended Day Surgery Unit.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold or is working towards a tertiary level management qualification 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 Reeves (02) 6244 2765 or (02) 6244 3051

**Strategy and Corporate
E-Health and Clinical Records
E-Health Projects**

**System Administrator, Intensive Care Unit
Registered Nurse Level 3.1 \$86,796 - \$90,368, Canberra (PN: 30595)**

Gazetted: 31 May 2012
Closing Date: 7 June 2012

The ACT Government Health Directorate is implementing a range of information and communication technology (ICT) initiatives with the aim of improving continuity of care and availability of information to support clinical decision making, by ensuring that the right information is available to members of the treating team, regardless of where healthcare services are delivered. As a result, ACT Government E-Health projects will improve the quality, safety and efficiency for care for residents of the ACT and surrounding regions, through more efficient communication across the treating team, improved medication management, and better informed clinical decisions. The Intensive Care Unit at The Canberra Hospital has implemented a clinical information system – MetaVision. This system requires a suitably qualified Registered Nurse with recent critical care experience for the position of System Administrator. This position will also be responsible for the system when it is implemented at Calvary Healthcare.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Minimum of three years full-time equivalent post registration experience. Have or working towards a Critical Care post-graduate qualifications highly desirable.

Note: This is a permanent position; hours are Monday to Friday with weekends and public holidays off. 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: Renee Schofield (02) 6205 9069

**Canberra Hospital and Health Services
Surgery and Oral Health
Medical Imaging**

**Angiography Suite Clinical Nurse Consultant
Registered Nurse Level 3.1 \$86,796 - \$90,368, Canberra (PN: 22375)**

Gazetted: 31 May 2012
Closing Date: 7 June 2012

Details: Applications are invited from committed Registered Nurses with excellent clinical, procedural, leadership, human resource and time management skills to act in this position for a period of 12 months. The Angiography Clinical Nurse Consultant is responsible for the compilation, coordination and daily staff management of procedural lists in the Angiography Suite in Medical Imaging. The Angiography CNC is the nursing team leader in a setting where effective multidisciplinary teamwork is essential. This position is full-time.

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

Note: This is a temporary position available for a period of 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Greg Morley 0439 492 056

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

**Transitional Therapy and Care Program Manager
Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 30626)**

Gazetted: 31 May 2012
Closing Date: 14 June 2012

Details: The Transitional Therapy and Care (TTCP) Team, within the division of Rehabilitation, Aged and Community Care (RACC), is seeking applications from a dynamic health professional to manage the allied health team. The suitable applicant will be a leader of the multi-disciplinary TTCP allied health team (approximately 12 full-time equivalent employees), and will be responsible for undertaking line management duties, and provide leadership for the development, management, clinical excellence, reporting and evaluation of the TTCP service against targets and governance requirements. The applicant will collaborate with TTCP partners and to ensure appropriate support and governance is provided. RACC provides excellent support for this position and the TTCP team through an experienced allied health management/senior clinician team.

Qualifications/Other Requirements: Degree or Diploma in Health (for example, but not limited to, Physiotherapy, Social Work or Occupational Therapy) and where applicable, professional registration or eligibility for membership of relevant Professional Association. Current driver's licence.

Note: This is a temporary vacancy available for a period of two years. This successful applicant may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Annegret Ludwig (02) 6244 2852

**Canberra Hospital and Health Services
Medicine**

Medical Unit Services

Health Professional

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 22279)

Gazetted: 31 May 2012

Closing Date: 7 June 2012

Details: An exciting opportunity exists for a self-motivated, autonomous and enthusiastic individual to manage the research program of the Academic Unit of Internal Medicine within the Division of Medicine at the Canberra Hospital.

The incumbent of this position offers high level research support to researchers within the Clinical Departments of the Division of Medicine, including Professor of Medicine ANU. The successful applicant will display advanced clinical and population health research skills and proven ability to effectively communicate and negotiate.

Eligibility/Other Requirements: Relevant postgraduate research qualifications (PhD/Masters degree in population health/epidemiology/other health related field). Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Contact Officer: Walter Abhayaratna (02) 6244 3442

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

Adult Mental Health Unit Registered Nurse

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 13658, several)

Gazetted: 31 May 2012

Closing Date: 7 June 2012

Details: An opportunity has arisen for experienced mental health nurses to work in a state of the art acute mental health facility. The Adult Mental Health Unit currently has vacancies for Level 2 Registered Nurses to work within a dynamic team that offers contemporary evidenced based mental health care within a consumer centred recovery framework. Successful applicants will be supported with clinical supervision.

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

Note: Previous applicants need not re-apply. 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: Wendy Kipling (02) 6205 1062

**Canberra Hospital and Health Services
Operational Support**

Acute Care

Senior Acute Neurosciences Physiotherapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 29002)

Gazetted: 31 May 2012

Closing Date: 7 June 2012

Details: An opportunity exists to fill a temporary vacancy as the full-time Senior Acute Neurosciences Physiotherapist for a period six months with the possibility of extension. This position involves the acute treatment including rehabilitation of Neurology and Neurosurgical Inpatients and early graduate and student supervision.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Eligible for Physiotherapy AHPRA Registration.

Note: This is a temporary position for a period six 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. This position will be required to participate in an overtime roster.

Contact Officer: Lisa Gilmore (02) 6244 2154

**Canberra Hospital and Health Services
Pathology**

Immunoassay

Supervising Scientist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 30569)

Gazetted: 31 May 2012

Closing Date: 7 June 2012

Details: ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Canberra and Calvary Hospital laboratories operate 24 hours, 7 days per week, offering a wide range of testing procedures. The successful applicant will be responsible for the day to day management of the special proteins immunology sub section of the Clinical Chemistry department providing leadership in strategic planning and optimal operational management. In conjunction with the Chief Scientists, Clinical Chemistry and Immunoassay, plan, allocate and coordinate the work of the Clinical Chemistry laboratory. A commitment to own personal development is essential.

Eligibility/Other Requirements: A Degree in Science or equivalent relevant qualification. A relevant post graduate or professional qualification would be an advantage.

Note: Applicants will be shortlisted on basis of written application, which should address the selection criteria. Current curriculum vitae and written referee reports must accompany the applications. Shortlisted applicants will be required to attend a further assessment.

Contact Officer: Gus Koerbin (02) 6244 2835 gus.koerbin@act.gov.au

Canberra Hospital and Health Services

Operational Support

Acute Care

Speech Pathologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 20838)

Gazetted: 31 May 2012

Closing Date: 7 June 2012

Details: An exciting opportunity exists to join a dynamic team of speech pathologists providing acute services at The Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of The Canberra Hospital and the surrounding community. This position specialises in cleft lip and/or palate and neonatal/paediatric feeding. Backfill will be required on occasions to acute adult patients requiring communication and/or swallowing disorder management. Duties include provision of speech pathology services to specialised caseloads, clinical supervision of staff and students and contribution to an active teaching and quality improvement program with strong professional support.

Eligibility/other requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership of The Speech Pathology Association of Australia.

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

Contact Officer: Felicity Martin (02) 6244 2230

Strategy and Corporate

Business and Infrastructure

Strategic Support

Asset Coordinator

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 20109)

Gazetted: 31 May 2012

Closing Date: 14 June 2012

Details: The Asset Management Unit forms a part of the Strategic Support section within the Business and Infrastructure Branch of the Health Directorate. With responsibilities across the Directorate, the Asset Coordinator reports to the Procurement Coordinator, Strategic Support and provides guidance and expert advice on the effective management of Health Directorate assets. To be successful in this position you will need to have the ability to understand procurement and asset management principles and procedures.

Eligibility/Other Requirements: Experience in Government Procurement (Health Sector) and/or possession of a Certificate VI in Government Procurement would be preferred.

Note: Selection may be based on written applications and referees reports only. Please ensure all necessary attachments are lodged with your application. 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: Jamie Mawson (02) 6244 4055

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drugs

Mental Health Services and Sector Development

Mental Health Post Graduate Diploma

Registered Nurse Level 1 \$53,688 - \$72,545, Canberra (PN: 18180, several)

Gazetted: 31 May 2012

Closing Date: 14 June 2012

Details: ACT Health Directorate, through Mental Health ACT, have developed a program for Registered Nurses (RNs) interested in gaining post-graduate nursing qualifications. The Post Graduate Diploma in Mental Health Nursing program offered by Mental Health, Justice Health Alcohol and Drug Services is an excellent means by which RNs can build their knowledge and skills base in caring for people experiencing a range of mental health conditions. The program is clinically based and provides RNs with the option of either part-time or full-time paid employment for 12 to 18 months in Canberra, while they study through University of Canberra. Living in Canberra offers a culturally diverse lifestyle and stimulating environment. It has the benefits of a city while retaining its rural personality and is an ideal place to educate and bring up a family. During the program, RNs rotate through the diverse services provided by Mental Health, Justice Health Alcohol and Drug Services, including crisis assessment, acute inpatient, rehabilitation, community adult, child and adolescent and older persons as well as placement options with specialist teams. Registered Nurses who undertake the program are: paid while they study, guaranteed a scholarship to cover course fees, well supported and able to fast track their career.

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

Note: Positions are temporary for 12 to 18 months, part-time or full-time. 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: David Jackson-Hope (02) 6205 3661

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Aged Care and Rehabilitation Administration
Administration Support Officer
Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 22878, several)**

Gazetted: 31 May 2012

Closing Date: 7 June 2012

Details: Applications are sought from suitable applicants for the position of Administration Support Officer within the division of Rehabilitation, Aged and Community Care (RACC). The successful applicants will be required to have a high level of experience with customer service both face to face and over the phone, experience with Microsoft Office, and have data entry skills with good attention to detail and the ability to work amongst a fast paced team. Other duties required of the successful applicant will include answering telephone enquiries, resolving customer complaints and providing assistance to health professionals and other staff within RACC.

Note: There are several full-time positions available, working between the hours of 8:30am - 5:00pm Monday - Friday. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please provide two referees reports with your application, one of which being from your current manager. Contact Officer: Tarryn Albrecht (02) 6244 2767

**Strategy and Corporate
Business and Infrastructure
Security and Emergency Preparation
Switchboard Operator - Night Shift
Administrative Services Officer Class 2/3 \$44,804 - \$55,076, Canberra (PN: 21403)**

Gazetted: 31 May 2012

Closing Date: 14 June 2012

Details: This position is responsible for providing excellent customer service by answering and transferring callers to appropriate personnel and services within the Health Directorate, operating communications equipment and accurate data entry. The successful candidate is required to work solo shifts on a rotating night roster and will have excellent communication skills and positive approach to their work. Full training is provided primarily on day or afternoon shifts to reach competency to progress to the solo night shift role.

Eligibility/Other Requirements: Experience in the operation of a switchboard is highly desirable.

Note: New employees commence as an Administrative Services Officer Class 2 then can apply to be assessed as competent to be paid as Administrative Services Officer Class 3 after 12 months full-time equivalent employment. 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: Andrei Lena (02) 6174 5116

**Strategy and Corporate
Business and Infrastructure
Security and Emergency Preparation
Switchboard Operator
Administrative Services Officer Class 2/3 \$44,804 - \$55,076, Canberra (PN: 21365)**

Gazetted: 31 May 2012

Closing Date: 14 June 2012

Details: This position is responsible for providing excellent customer service by answering and transferring telephone callers to appropriate personnel and services within the Health Directorate, by operating communications equipment. The successful candidate will have excellent customer service skills and a positive approach to their work. This position is required to work flexible hours, including shift work, public holidays, weekend rosters and occasionally solo night shifts.

Eligibility/Other Requirements: Experience in the operation of a switchboard is highly desirable.

Note: New employees commence as Administrative Services Officer Class 2 then can apply to be assessed as competent to be paid as Administrative Services Officer Class 3 after 12 months full-time equivalent employment. 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: Andrei Lena (02) 6174 5116

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation
Equipment Services Health Service Officer
Health Service Officer Level 3 \$40,734 - \$42,197, Canberra (PN: 16627)**

Gazetted: 31 May 2012

Closing Date: 7 June 2012

Details: The Equipment Loan Service is looking for an enthusiastic Health Service Officer who is highly motivated to provide weekend support in relation to cleaning and maintenance of equipment and a delivery/collection service for clients in the community.

Eligibility/Other Requirements: Current driver's licence with unblemished driving record. A high level of physical fitness is required, with no history of illness or injury that could prevent the performance of all duties.

Note: This is a part-time position at 8 hours per week, every Saturday and Sunday morning from 8:00 – 12:00 at the Village Creek Centre, Kambah. This position will also be required to work on public holidays.

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: Bryce Mitchell (02) 6205 5360

Justice and Community Safety

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

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

ACT Corrective Services

Alexander Maconochie Centre

Custodial Operations

Project Manager - Operational Performance

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 13891)

Gazetted: 24 May 2012

Closing Date: 12 June 2012

Details: Contribute to ACT Corrective Services achieving its mission to deliver a safe and secure corrections system in which we actively engage detainees and the community to promote positive behaviour change. Monitor, evaluate and report on relevant aspects of Alexander Maconochie Centre operations including: overseeing the quality management, occupational health and safety and risk management systems for operations; developing and reviewing policies and procedures; monitoring and reporting on performance.

Eligibility/Other Requirements: Knowledge and experience in prison operations would be highly regarded.

Contact Officer: Don Taylor (02) 6207 0609 don.taylor@act.gov.au

Corporate

Governance

Internal Audit and Risk

Internal Audit and Risk Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 12431)

Gazetted: 30 May 2012

Closing Date: 19 June 2012

Details: The Internal Audit and Risk Section is seeking a dynamic and self motivating person to fill the position of Internal Auditor and Risk Officer. The section manages internal audits for specific functions and practices across the Directorate as identified in the Strategic Internal Audit Plan and as required by Senior Management. The Section also coordinates staff training and development strategies for activities associated with risk assessment and fraud prevention and is responsible for ensuring compliance with risk management principles and practices. The position will suit an enthusiastic, highly professional and organised individual who has the ability to work flexibly, show initiative and manage a range of competing priorities under limited direction.

Contact Officer: David Doblinger (02) 6207 5664 david.doblinger@act.gov.au

Office of Regulatory Services

WorkSafe ACT

Healthier Work

Workplace Health and Wellbeing Project Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 27645)

Gazetted: 24 May 2012

Closing Date: 31 May 2012

Details: Under the limited direction of the Manager and Senior Industry Advisor in the Workplace Health and Wellbeing services, the occupant will be responsible for delivering services that support healthy lifestyles of ACT workers by focusing on the preventable diseases, including physical activity, healthy eating, smoking reduction/cessation, reduction of harmful alcohol consumption, maintenance of healthy weight and improved stress management. The successful applicant will provide information, advice and ongoing support to ACT workplaces to support them with the implementation of workplace health and wellbeing strategies for workers; Assist in the research, development, preparation and maintenance of relevant resources and tools, e.g. a website, newsletters, a workplace health and wellbeing guide, that supports ACT workplaces to implement evidence-based health and wellbeing policies and programs; Support ACT workplaces to apply health promotion knowledge, principles and practices to deliver initiatives to address modifiable chronic disease risk factors to ensure that evidence based workplace health and wellbeing policies, programs are implemented and maintained; Assist with the procurement process of the program including the delivery of the Financial Incentives scheme and ongoing support to targeted "high need" ACT Workplaces; Identify workplace and industry engagement opportunities and support targeted workplaces in the delivery of evidence-based health and well being interventions that reduce the risk of identified chronic diseases and; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Qualifications in public health, health promotion, occupational health and safety, business or education or other relevant related disciplines are desirable. Current driver's licence.

Note: This is a temporary position available asap to the 30 November 2012 with the possibility of extension.

Contact Officer: Adrian Ison (02) 6205 1596 adrian.ison@act.gov.au

ACT Corrective Services

Community Based Corrections

Probation and Parole

Monitoring Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 11238)

Gazetted: 30 May 2012

Closing Date: 19 June 2012

Details: Case manage offenders subject to community based orders to address criminogenic risk/need factors and implement correctional intervention strategies and evaluate outcomes. Liaise with staff of the Directorate at all levels, other

Directorates/Agencies and members of the public. Monitor offender compliance with courts and releasing authorities orders and recommend breach action where applicable.

Eligibility/Other Requirements: General knowledge of court and parole orders formatting is highly desirable. Eligible candidates will be required to undergo a criminal history check. A current driver's licence is desirable.

Note: This is a temporary position available from the 2 July 2012 until 2 July 2013.

Contact Officer: Helen Rowling (02) 6207 0205 helen.rowling@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

Parks and City Services

Parks and Conservation Service

Fire Management

Fire Management Officer - Training and Equipment

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 00453, expected vacancy)

Gazetted: 30 May 2012

Closing Date: 19 June 2012

Details: The Parks and Conservation Service is a branch within the Parks and City Services Division responsible for planning and management of parks and reserves and the public domain including lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire Management Section is looking to recruit a suitably qualified person to manage the development and delivery of the TAMS bushfire related training program. The successful applicant will be responsible for the strategic planning for and delivery of training components of the TAMS Bushfire Operation Plan, as well as management of bushfire related equipment inventory and the delivery of bushfire related infrastructure projects.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the TAMS Collective Agreement. Bushfire related activities, including bushfire suppression, are a mandatory component of the position.

Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognized fire fighting task-based fitness assessment.

Note: Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform. An order of merit will be created from this process to fill future vacancies that may occur in the next 12 months.

Contact Officer: Neil Cooper (02) 6207 2488 neil.cooper@act.gov.au

Parks and City Services

Capital Woodland and Wetlands Conservation Trust

Project Officer, Jerrabomberra Wetlands Capital Works

Technical Officer Level 4 \$68,515 - \$78,705, Canberra (PN: 19863)

Gazetted: 28 May 2012

Closing Date: 11 June 2012

Details: This position provides an exciting opportunity to help design and implement the development of an iconic nature reserve in the heart of Canberra: Jerrabomberra Nature Reserve. We are seeking candidates with strong organisational skills, including the ability to run procurement processes and oversee budgets. You will also need an on-ground understanding of how capital works can enhance the natural environment.

Eligibility/Other Requirements: Current driver's licence. Natural environment qualifications are highly desirable.

Notes: This is a temporary vacancy available until 30 June 2014. Applications, including application coversheet with written responses to the selection criteria and resume must be submitted. Referee Reports are not required at time of application.

Contact Officer: Jonathan Miller 0478 404 989 jonathan.miller@act.gov.au

Parks and City Services

Parks and Conservation Service

National Parks and Catchments

Visitor Services Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 15897, several)

Gazetted: 28 May 2012

Closing Date: 11 June 2012

Details: We are seeking motivated and passionate people to provide frontline visitor service functions and administrative support, primarily at Tidbinbilla Nature Reserve. Duties include staffing the Visitor Centre, providing information about recreation and tourism activities, retail sales and administrative tasks related to the operations of the section. Need to have excellent communication skills, a flexible approach and the ability to maintain a strong customer focus.

Eligibility/Other Requirements: Current drivers' licence. Other requirements are listed in the Position Description.

Notes: Successful applicants in these positions work a ten days on and four days off roster including every second weekend.

Two fulltime permanent positions and one casual position are available. Salary rate exclude weekend penalty rates and superannuation. Shift (weekend) work is required for these positions and penalty rates apply.

Contact Officer: Stephen Alegria (02) 6205 1221 stephen.alegria@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

National Parks and Catchments

Visitor Services Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: C09436)

Gazetted: 28 May 2012

Closing Date: 11 June 2012

Details: We are seeking a motivated and passionate person to provide frontline visitor service functions and administrative support at Tidbinbilla Nature Reserve on a casual basis approximately three days per fortnight including a weekend. Duties include staffing the Visitor Centre, providing information about recreation and tourism activities, retail sales and administrative tasks related to the operations of the section. Requires excellent communication skills, a flexible approach and the ability to maintain a strong customer focus.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a part-time position at three days per fortnight. Weekend work is required for this position and penalty rates apply.

Contact Officer: Stephen Alegria (02) 6205 1221 stephen.alegria@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

National Parks and Catchments

Facility Maintenance Officer

General Service Officer Level 3/4 \$39,587 - \$43,415, Canberra (PN: 30615)

Gazetted: 29 May 2012

Closing Date: 5 June 2012

Details: Provides basic maintenance and servicing of Birrigai at Tidbinbilla buildings and systems. The role supports the work of other Birrigai staff in the presentation of high quality grounds and facilities to visiting guests. Requires ability to identify potential and actual maintenance issues and to work with limited supervision to carry out tasks in the Duty Statement. Experience in monitoring water, sewerage, climate control, security and electrical systems an advantage. Strong Workplace health and safety focus required.

Eligibility/Other Requirements: Current driver's licence. Senior First Aid Certificate. Other requirements as listed in Position Description.

Notes: This is a temporary position available until 30 June 2015.

Contact Officer: Danielle Sykes (02) 6205 6748 danielle.sykes@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

Revenue Management Division

Finance, Reporting and Projects

Manager

Senior Officer Grade A \$119,042, Canberra (PN: 02830)

Gazetted: 30 May 2012

Closing Date: 19 June 2012

Details: Provides financial management and reporting services. Administers the Home Loan Portfolio on behalf of the ACT Commissioner for Housing.

Contact Officer: Carolene Knowd (02) 6207 0009 carolene.knowd@act.gov.au

Shared Services

Human Resources

Health and Safety

Safety Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 08590)

Gazetted: 29 May 2012

Closing Date: 9 June 2012

Details: An exciting opportunity exists to join the newly established ACT Government Injury Management and Safety Team. The Team is responsible for the management and delivery of return to work and injury management programs for the ACT Government and the provision of health and safety consultancy services. The Safety Manager works collaboratively with Shared Services clients and stakeholders to develop, implement and monitor health and safety frameworks, systems and procedures. Duties include working closely with the Safety Team to identify opportunities to implement best practice health and safety systems, policies and procedures in Directorates and across the ACT Government. High level of communication and leadership skills are essential as well as highly developed understanding and knowledge of the legislative and industrial frameworks governing health and safety in the ACTPS and the ability to translate this knowledge into practical advice that can be implemented in the workplace.

Note: This is a temporary position available from July 2012 to June 2014.

Contact Officer: Lynne Kenney (02) 6205 3817 lynne.kenney@act.gov.au

Shared Services

Shared Services ICT

Operations/Desktop and Applications Delivery

Deployment Technician

Information Technology Officer Class 1/2 \$55,076 - \$78,705, Canberra (PN: 19603)

Gazetted: 25 May 2012

Closing Date: 1 June 2012

Details: The successful applicant will work within the Packaging and Deployment team to manage the process of releasing software packages across the ACT Government. Principle responsibilities of this role include: configuration of software packages for deployment within Microsoft SCCM in line with the current release management process, trouble shooting of SCCM deployment and SCCM client related issues as well as the facilitation of user acceptance testing of packaged applications.

Eligibility/Other Requirements: The possession of, or the ability to attain a Protected security clearance is required.

Note: This is a temporary position available from 30 June 2012 until 31 May 2013. This position will be filled at either the ITO1 or ITO2 level, dependent on the skills and experience of the successful applicant.

Contact Officer: Stephen Cox (02) 6207 8789 stephen.cox@act.gov.au

APPOINTMENTS

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

Elizabeth Catherine Bennett 829-68487, Section 68(1), 30 May 2012

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

Julia Paez 835-65073, Section 68(1), 24 May 2012

Teacher Band 1 \$60,293 - \$81,123

Munir Ahmad Saeed 821-02878, Section 68(1), 25 May 2012

Community Services

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

Chikee Bejar 835-79141, Section 68(1), 28 May 2012

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

Sean Holyoake 835-79440, Section 68(1), 22 May 2012

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

Louise Keightley 835-69584, Section 68(1), 28 May 2012

Economic Development

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

Stephan Docherty 835-79029, Section 68(1), 24 May 2012

Senior Officer Grade A \$115,016

Chris Horsburgh 799-08256, Section 68(1), 24 May 2012

Education and Training

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

Ruth Elizabeth Mahon 835-78827, Section 68(1), 28 May 2012

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

David Benjamin Seal 835-79600, Section 68(1), 28 May 2012

Health

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

Desleigh Barry 836-54009, Section 68(1), 29 May 2012

Dental Assistant - Qualified \$44,809 - \$52,733

Kathleen Clark 833-47017, Section 68(1), 21 May 2012

Registered Nurse Level 3 Grade 1, \$86,796-\$90,368

Michael Holroyd: 83655036, Section 68(1), 7 June 2012

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

Johanna Kok 833-47447, Section 68(1), 21 June 2012

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Bernadette Mackenzie 833-46858, Section 68(1), 30 May 2012

Health Professional Level 2 \$52,574 - \$72,925
Susan Ramirez 830-79905, Section 68(1), 21 June 2012

Health Professional Level 2 \$52,574 - \$72,925
Kate Woodward 831-22897, Section 68(1), 21 June 2012

Justice and Community Safety

Administrative Services Officer Class 2 \$44,804 - \$49,683
Katrina Andric 827-50525, Section 68(1), 28 May 2012

Administrative Services Officer Class 5 \$63,440 - \$67,269
Reece Matthew Colman 835-79387, Section 68(1), 29 May 2012

Administrative Services Officer Class 3 \$51,032 - \$55,076
Angelique Delahaye 827-61865, Section 68(1), 28 May 2012

Paralegal Grade 2 \$52,359 - \$56,879
Irippuge Nilanthi Inuka Fernando 835-70497, Section 68(1), 20 May 2012

Administrative Services Officer Class 3 \$51,032 - \$55,076
Braydon Robert Locke 827-5746, Section 68(1), 22 May 2012

Administrative Services Officer Class 2 \$44,804 - \$49,683
Emma Swan 835-63852, Section 68(1), 28 May 2012

Administrative Services Officer Class 3 \$51,032 - \$55,076
Kirsty Wilmer 827-56038, Section 68(1), 28 May 2012

Territory and Municipal Services

Bus Operator \$62,880
Andrew Young 140-742, Section 68(1), 28 May 2012

Treasury

Administrative Services Officer Class 4 \$54,956 - \$59,668
Suzana Grgic 787-54478, Section 68(1), 29 May 2012

TRANSFERS

Education and Training

Frances Dawning: 026-91933
From: School Leader A \$104,283-\$142,362
Education and Training
To: School Leader A \$104,283-\$142,362
Education and Training, Canberra (PN. 29141) (Gazetted 4 April 2012)

Health

Leanne Puren: 820-89175
From: Administrative Services Officer Class 4 \$56,879 - \$61,756
Health
To: Administrative Services Officer Class 4 \$56,879 - \$61,756
Health, Canberra (PN. 12153) (Gazetted 23 February 2012)

Sandra Scott: 835-79897
From: Enrolled Nurse Level 1 \$46,825 - \$50,191
Calvary Health Care ACT (Public)
To: Enrolled Nurse Level 1 \$46,825 - \$50,191
Health, Canberra (PN. 21203)

PROMOTIONS

Chief Minister and Cabinet

**Policy and Cabinet
Cabinet and Intergovernmental
Cabinet**

Cheryl Louise Sizer: 753-52836

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

Justice and Community Safety

To: †Senior Officer Grade A \$119,042

Chief Minister and Cabinet, Canberra (PN. 04828) (Gazetted 22 March 2012)

Community Services

Housing and Community Services

Housing ACT

Tenancy Operations

Maria Amaro: 820-71397

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. 09865) (Gazetted 29 February 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.

Economic Development

Tourism, Events and Sport

Sport and Recreation Services

Sportsground Maintenance and Improvements

Susan Evans: 504-17648

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

Economic Development

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

Economic Development, Canberra (PN. 30444) (Gazetted 4 April 2012)

Tourism, Events and Sport

Sport and Recreation Services

Client Services and Programs

Wayne Anthony Lacey: 766-15888

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

Economic Development

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

Economic Development, Canberra (PN. 30442) (Gazetted 5 April 2012)

Land Development Agency

Alvaro Gonzalo Macias: 786-60025

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

Economic Development

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

Economic Development, Canberra (PN. 45194) (Gazetted 25 January 2012)

Tourism, Events and Sport

Venue and Event Services

Events

Jason Rose: 776-57772

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

Economic Development

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

Economic Development, Canberra (PN. 28833) (Gazetted 17 April 2012)

Education and Training

Corporate Services

Human Resources

HR Strategy

Javier Mikhail Balanzategui: 821-18909

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

Education and Training

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

Education and Training, Canberra (PN. 12267) (Gazetted 10 April 2012)

Tertiary Education and Performance

Training and Tertiary Education

Training and Skills Development

Alice Elizabeth Clements: 824-51760

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

Education and Training

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

Education and Training, Canberra (PN. 04410) (Gazetted 23 March 2012)

Office for Schools

North Canberra/Gungahlin Network

Franklin Early Childhood School

Julie Elizabeth Cooper: 713-23050

From: School Leader B \$113,350

Education and Training

To: †Senior Officer Grade A \$109,043

Education and Training, Canberra (PN. 29135) (Gazetted 4 April 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.

Office for Schools

Tuggeranong Network

Bonython Primary School

Letitia Anne Edwards: 747-75036

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

Education Directorate

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

Education and Training, Canberra (PN. 30448) (Gazetted 1 May 2012)

Office for Schools

North/Gungahlin Network and South/Weston Network

Black Mountain and The Woden School

Ben Pegram: 799-85673

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

Education and Training

To: School Assistant 4 \$52,236 - \$56,715

Education and Training, Canberra (PN. 10998 and 10999) (Gazetted 27 March 2012)

Health

Canberra Hospital and Health Services

Pathology

Specimen Reception

Geoffrey Hunt: 827-24650

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

Health

To: Technical Officer Level 1 \$46,331 - \$48,672

Health, Canberra (PN. 20746)

Note: This promotion is to a non-advertised position.

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Amanda Keogh: 771-93859

From: Registered Nurse Level 3.1 \$86,796 - \$90,368

Health

To: †Registered Nurse Level 3.2 \$98,122

Health, Canberra (PN. 09998) (Gazetted 8 March 2012)

Canberra Hospital and Health Service

Pathology

Biochemistry

Carmen Oakman: 799-87396

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

Health

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

Health, Canberra (PN. 21260) (Gazetted 19 April 2012)

Strategy and Corporate

Business and Infrastructure

Biomedical Support

Maurice Sommariva: 772-06760

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

Health

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

Health, Canberra (PN. 30457) (Gazetted 19 April 2012)

Justice and Community Safety

ACT Government Solicitor

Executive

Akiyo Fujita-Philpot: 827-40394

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42591) (Gazetted 15 March 2012)

Corporate

People and Workplace Strategy

Timothy Francis Geoghegan: 817-51550

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

Justice and Community Safety Directorate

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

Justice and Community Safety, Canberra (PN. 07537) (Gazetted 23 April 2012)

Legislative Assembly Secretariat

Legislative Assembly Secretariat

Chamber Support

Richard Hart

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

Legislative Assembly Secretariat

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

Legislative Assembly Secretariat, Canberra (PN.CHAM223) (Gazette 19 April 2012)

Territory and Municipal Services

Transport and Infrastructure

Canberra Connect

Contact Centre

Jamie Andrew Regan: 827-37443

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

Territory and Municipal Services

To: †Administrative Services Officer Class 4 \$56,879

Territory and Municipal Services, Canberra (PN. 14636) (Gazetted 18 March 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.

Treasury

Shared Services

Shared Services ICT

Customer Relations/Education and Training ICT

Karen Louise Carlton: 548-46845

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

Treasury

To: †Senior Officer Grade A \$119,042

Treasury, Canberra (PN. 09744) (Gazetted 3 April 2012)

Retirements and Dismissals

Justice and Community Safety

Section 122(2) of the Public Sector Management Act 1994. Anthony Douglas AGS: 799-97551