



ACT Government Gazette

**Gazetted Notices for the week beginning 27 January
2011**

VACANCIES

ACT 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>**

**Office of the Chief Executive
Clinical Governance Unit
Patient Safety and Quality Unit
Clinical Review Coordinator
Registered Nurse Level 3.1 \$83,861-\$87,312, Canberra (PN: 04552)**

Gazetted: 03 February 2011

Closing Date: 10 February 2011

Applications are sought from experienced and enthusiastic Registered Nurses to join the Clinical Audit and Review Team within the Safety and Quality Unit. The Safety and Quality Unit is committed to improving patient quality and safety throughout ACT Health by working in partnership with clinicians and managers to improve the effectiveness of healthcare delivery. The Clinical Review Coordinator will conduct case reviews identified through clinical flag criteria and identify system issues that may have contributed to adverse patient events and/or outcomes. Successful applicants will need to demonstrate recent nursing experience and be able to provide evidence of advanced clinical knowledge. Excellent communication and presentation skills are required. Applicants will also need to be competent with a range of databases and software programs.

Eligibility/Other Requirements: Registered or eligible for registration with the Nursing and Midwifery board of Australia.

Contact Officer: Shayne Brown (02) 6244 3138

**Human Resource Management
Injury Prevention and Management
Senior Safety Advisor
Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 29480)**

Gazetted: 03 February 2011

Closing Date: 10 February 2011

Provide work safety and environment advice and support to managers, Work Safety Reps, and contractors. A high level of administrative, organisational, interpersonal and customer service skills are required. A high level awareness of safe workplaces, hazard identification and risk assessment/risk management in a diverse environment is required, however officers with a general background in injury prevention and management, or engineering/technical skills, wishing to further develop workplace health, safety and environment or injury prevention skills are encouraged to apply.

Eligibility/Other Requirements: Ideally applicants with a tertiary qualification in OHS will be highly regarded however candidates with related qualifications or appropriate experience will also be considered. Applicants need to have advanced skills in the Microsoft office suite 2007.

Contact Officer: Rob Swain (02) 6205 7065

**The Canberra Hospital
Pharmacy Services
Pharmacy
Pharmacist
Health Professional Level 4 - Pharmacist \$86,813-\$90,372, Canberra (PN: 23682)**

Gazetted: 03 February 2011

Closing Date: 10 February 2011

Fast-track your career with a HP4 Pharmacist position at The Canberra Hospital. We are the largest public tertiary hospital in the region, and with over 600 beds we are one of the largest in the country. We have state of the art facilities and offer almost all clinical specialties available. We have strong links to the University of Canberra Pharmacy School, and the Society of Hospital Pharmacists of Australia. We have a dynamic, talented team of 35 Pharmacists, and are looking to recruit an experienced Medicines Information, Safety and Quality Pharmacist Clinical to join this team. Duties include the provision of Medicines Information Services, and management of Medication Safety and Quality Programs.

Eligibility/Other Requirements: Registered or eligible for registration with the National Pharmacy Board and recent and relevant experience in hospital and clinical pharmacy, medicines information, and medicines safety and quality roles.

Contact Officer: Natalie Bula (02) 6244 2118

**Aged Care and Rehabilitation Services
Aged Care and Rehabilitation Administration
Chronic Disease Management
Registered Nurse**

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 22436)

Gazetted: 03 February 2011

Closing Date: 10 February 2011

An exciting opportunity has arisen for a dynamic Registered Nurse to join the new Multidisciplinary Chronic Heart Failure Care Service. The successful applicant will ideally demonstrate knowledge of heart failure issues, excellent communication skills both written and verbal, and an ability to work flexibly within a multidisciplinary team. You will work with an interdisciplinary team, will participate in clinics for heart failure patients and organise exercise and education classes for them. Apply for this non-shiftwork position in the expanding field of chronic disease management now!

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioners Regulation Agency (AHPRA). A current driver's licence. Cardiology/heart failure experience is desirable.

Note: This is a temporary position available for a period of six months. Applicants should submit their application including current CV and the names of two referees.

Contact Officer: Jody Hook or Dr Stefan Baku (02) 6207 6833

**The Canberra Hospital
Hospital Administration
Clinical Services**

Health Information Manager

Administrative Services Officer Class 6/Health Professional Level 3 \$66,198-\$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 19710)

Gazetted: 03 February 2011

Closing Date: 10 February 2011

Are you an enthusiastic career-minded person who enjoys challenges? Would you like to live and work within driving distance of the coast, snowfields and national parks? Would you also like to experience the lifestyle and access the cultural activities that only the nation's capital can offer?

An exciting opportunity exists for an experienced person with a background in Health Information Management to develop skills beyond those used within the traditional paper based clinical record systems.

We have one vacancy for a Clinical Record Information System (CRIS) Manager and we are seeking the services of a Health Information Manager OR a suitably experienced Administrative Service Officer to oversee the scanning of clinical records into the CRIS system. The CRIS Manager is responsible for the overall operation of the on-line CRIS system including system administration, end-user (clinician) training, and the line management and training of up to 30 staff in the CRIS processing team.

The successful applicant will have previous staff management and clinical record management experience with very sound computer and communication skills.

Canberra Hospital is a 500 bed teaching hospital providing tertiary referral services for the ACT and surrounding areas and utilises an on-line electronic storage system for clinical records (CRIS). ACT Health has embarked on a 10 year \$300 million capital asset development program that includes \$90 million for information systems. This is an exciting time to be involved in the organisation as it moves towards an electronic health record and complete re-development of the health infrastructure.

Eligibility/Other Requirements: As a Health Professional Officer Level 3 a Degree in Health Information Management or equivalent (e.g. Health Informatics) is essential, with a minimum of two years experience in a medium to large health organisation. Or as an Administrative Service Officer Class 6, extensive staff management experience in a medium to large health service organisation or similar is highly desirable.

Note: This position will be filled at either the Health Professional Officer Level 3 (Health Information Manager) or Administrative Service Officer Grade 6 dependant on the qualifications, skills and experience of the successful applicant. This is a full-time temporary position available for two years. Applications must include a statement addressing the selection criteria, resume and the names and contact details of two referees (one being a current supervisor), to be considered for interview.

Contact Officer: Frank Byrne (02) 6244 3331

The Canberra Hospital

**Surgical SMT
Surgical Wards
Office Manager**

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 20011)

Gazetted: 03 February 2011

Closing Date: 10 February 2011

The Surgical Assessment Planning Unit (SAPU) is an acute surgical service supporting the role of the Emergency Department in rapid assessment and management of acutely unwell surgical patients. It is a high turnover unit with a focus on rapid transfer from the Emergency Department and rapid assessment and transfer/discharge. It is expected that the successful applicant will provide high level administrative support, to assist in the strategic and operational processes required for the Director to undertake his accountability. This also includes the provision of high quality customer service to the consumers and staff of Canberra Hospital.

Contact Officer: Jennifer Cerato (02) 6244 4175

Mental Health ACT

**Child Adolescent Mental Health Service
Executive Assistant**

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 17240)

Gazetted: 03 February 2011

Closing Date: 10 February 2011

Applications are sought from suitable applicants for an Executive Assistant to the Operational Director of Child and Adolescent Mental Health Services and Operational Director, Access and Acute Mental Health Services. The successful applicant should have excellent communication and organisational skills, ability to prioritise workloads and meet deadlines, provide secretariat support, manage the electronic diary and work as a member of team.

Eligibility/Other Requirements: An understanding in dealing with persons affected with Mental Illness. Current driver's licence.

Contact Officer: Jackie Andersen (02) 6205 5142

The Canberra Hospital

Women and Children's Health SMT

Paediatric Nursing

Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 20441, several)

Gazetted: 03 February 2011

Closing Date: 10 March 2011

Are you looking for a career in Paediatric Nursing? Our Paediatric unit consists of a 48 inpatient bed ward including HDU and Adolescents, a 12 bed short stay ward and associated ambulatory care services. A Graduate Certificate in Child and Adolescent Health is offered through Australian Catholic University in conjunction with ACT Health. Come and be part of an innovative and exciting healthcare team.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioners Regulation Agency (AHPRA).

Note: We offer flexible and interesting employment opportunities including permanent, temporary, full-time and part-time.

When applying please specify the type of employment you are requesting.

Contact Officer: Kim Dunn (02) 6244 3258

Community Health

Continuing Care

Allied Health

Technical Officer

Technical Officer Level 2 \$48,615-\$55,954, Canberra (PN: 03715)

Gazetted: 03 February 2011

Closing Date: 10 February 2011

The Continuing Care Occupational Therapy service is a home visiting service which aims to enable adults with physical disabilities to remain living independently and safely in the community. The service is a multidisciplinary team and operates from health centres. The successful applicant will work under the supervision of a senior Occupational Therapist. The successful applicant will conduct home visits to measure modifications and facilitate trialling equipment that will promote safety and independence in the performance of daily living skills. The successful applicant would be encouraged to take advantage of the professional development program offered by the Continuing Care Program.

Eligibility/Other Requirements: Certificate IV in Allied Health. Current drivers licence.

Contact Officer: Nicola Cooper (02) 6205 1224

The Canberra Hospital

Enrolled Nurse Graduate Program

Enrolled Nurse Level 1 \$46,825-\$50,191, Canberra (PN: 21604, several)

Gazetted: 03 February 2011

Closing Date: 8 March 2011

ACT Health invites applications for employment from Diploma in nursing graduates and Enrolled Nurses for the Enrolled Nurse Graduate Program May 2011 intake. Applications will be accepted from Australian Citizens and Permanent Residents. ACT Health offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. Full time or part time employment will be offered with a minimum of seven shifts per fortnight during the graduate year to assist Enrolled Nurse Graduates with transition into the workforce. The Enrolled Nurse Graduate Program will provide participants with support and dynamic learning opportunities that are offered through the diversity of services available within ACT Health. The twelve-month program will generally incorporate two rotations throughout clinical areas or as a speciality stream across ACT Health. The Enrolled Nurse Graduate is offered permanent employment in ACT Health following a probationary period on commencement. ACT Health recognises that support and the opportunity to learn is essential to the personal and professional development of all staff including graduate nurses.

The professional development of the Enrolled Nurse Graduate is enhanced by a supportive learning culture, which includes:

- The Enrolled Nurse Clinical Development Nurses are rostered on 7 days a week to work exclusively with the Enrolled Nurse Graduates and provide clinical support, education, feedback and conduct competency based assessments for graduates.
- Specialty based Clinical Development Nurses are located in most clinical areas across ACT Health being able to provide speciality advice and support for all nursing/midwifery staff.

Eligibility/Other Requirements

Mandatory: Australian Citizen or Permanent Resident eligible for enrolment as an Enrolled Nurse (prior to July 2010 known as an Endorsed Enrolled Nurse) with the Nursing and Midwifery Board of Australia.

Note: The Enrolled Nurse Graduate must complete all elements of the program in order to graduate. Applicants must also submit curriculum vitae including 2 professional referees.

- As part of the selection process applicants may also be required to attend interviews.
- Employment decisions are made based on application, interview and referee reports.

- ACT Health requires applicants to provide written responses to the Selection Criteria as part of the application.
 - Please be advised that incomplete applications will not be considered.
- Contact Officer: Maxine Jordan or Jenny Hegarty (02) 6244 3382 or (02) 6244 2915

Aged Care and Rehabilitation
Aged Care and Rehabilitation Administration
Aged Care and Rehabilitation Executive
Assistant Director of Nursing
Registered Nurse Level 4.3 \$108,239, Canberra (PN: 04806)

Gazetted: 03 February 2011

Closing Date: 10 February 2011

Aged Care and Rehabilitation Service Nursing Division is seeking a dynamic and highly motivated person for the role of Assistant Director of Nursing. The successful applicant will have exemplary interpersonal and communication skills, demonstrated high level skills in effective leadership of nursing teams and leading change, and developing a learning culture. The person will bring with them a strong clinical and management background to support and guide the delivery of ACT Health's aged and rehabilitative care across the ACT. The Assistant Director of Nursing (ADON) will support the Director of Nursing (DON) to manage all services in the Nursing Division to ensure an efficient and effective patient centre service is provided.

Eligibility/ Other Requirements: Registered to Practice or eligible to be registered to Practice as a general nurse with the Australian Health Practitioner Regulation Agency (APHRA). Current drivers licence.

Contact Officer: Rhonda Maher (02) 6244 2205

The Canberra Hospital
Ambulatory and Medical Services
Ambulatory Care
Nurse Practitioner
Registered Nurse Level 4.2 \$101,525, Canberra (PN: 18094)

Gazetted: 03 February 2011

Closing Date: 10 February 2011

A position exists for a Nurse Practitioner to provide episodic health care for people with a range of minor illnesses and injuries the Walk-in Centre. The Walk-in Centre is a new initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community. The Walk-in Centre Nurse Practitioner will work autonomously within a collaborative team environment to provide episodic, timely, expert health care for clients presenting with minor illness and injury. The role of the Walk-in Centre Nurse Practitioner also includes the ongoing support and education of Advanced Practice Nurses.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse Practitioner with Australian Health Practitioner Regulation Agency (AHPRA). Clinical experience in a Walk in Centre or relevant acute and/or primary care area is highly desirable.

Contact Officer: Naree Stanton (02) 6174 5675 or Marina Buchanan-Grey (02) 6244 2619

ACT Planning and Land Authority

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

Client Services
Communications and Government Services
Public Affairs Officer
Public Affairs Officer 2 \$68,954-\$78,357, Canberra (PN: 15449)

Gazetted: 02 February 2011

Closing Date: 16 February 2011

The ACT Planning and Land Authority (ACTPLA) requires a communications professional to join its communications team. You will work as part of a small team in an exciting and challenging role, helping to deliver a range of communications for the authority. The duties of the position include, researching and writing media releases, speeches, publications, web information and advertisements. Organising and managing launches and events, and managing media inquiries and issues developing, implementing and monitoring communication strategies and providing communications advice to staff in ACTPLA.

Eligibility/Other Requirements: Degree or diploma in communications, public relations, journalism or related discipline and/or demonstrated experience of at least two years in a public relations, newspaper, television or public affairs environment.

Contact Officer: Vic Smorhun (02) 6205 0227 vic.smorhun@act.gov.au

Development Services
Leasing
DA Leasing Officer
Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 13602, expected vacancy)

Gazetted: 01 February 2011

Closing Date: 15 February 2011

We are looking for an enthusiastic person with strong communication, analytical and organisational skills to join the DA Leasing Team. The successful person will provide assistance with all processes associated with the assessment and determination of Development Applications including the preparation of reports, Notices of Decision, legal documents for registration at the Registrar General's Office, documentation for the Civil and Administrative Appeals Tribunal and general correspondence. Experience/attributes required for this position include the ability to conduct research in a focussed and timely manner, good written and oral communication skills and willingness to work with and support other officers within the section. The successful applicant must have the skills necessary to interpret the Territory Plan, Crown Leases and other legal documents. A strong customer service focus and timely delivery of quality outcomes including well developed liaison/coordination and communication skills are essential to the position.

Eligibility/Other Requirements: Experience and/or qualifications (or undertaking study) in land management, law, urban or environmental planning, and/or urban design would be an advantage.

Contact Officer: Sue Messer (02) 6207 2869 sue.messer@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.

Calvary Health Care ACT (Public)

Administrative

Emergency Department

Ward Clerk

Administrative Services Officer Class 2-3 - Broadband \$42,233 - \$51,916, Canberra (PN: 8733 & 8706)

Gazetted: 27 January 2011

Closing Date: 8 February 2011

Under general direction perform a range of clerical and keyboard duties: Maintain patient information computerised system and prepare reports as required. Undertake admission/discharge and appointment procedures. Raise accounts (if relevant). Provide reception services and general assistance to patients, visitors and clinical staff. Obtain information, including medical records, and/or maintenance of patient and ward records. Participate in the induction and training of new or less experienced staff. Liaise with other departments to ensure the delivery/collection of reports and other items. Participate in Quality Activities Program. Access and maintain Medical Record details as provided. Provide equivalent services in other areas of the hospital as required

Eligibility/Other Requirements: A willingness to undertake shift work. An understanding of hospital admissions and discharge procedures and a demonstrated ability to apply, or to acquire these skills quickly. Demonstrated ability in the operation of computers, particularly hospital based financial, billing and patient management systems. Well developed interpersonal skills, including oral and written communication and liaison skills including. The ability to liaise effectively with a wide range of people, including in stressful or emergency situations. Demonstrated ability in handling cash receipt transactions and with proven record of reliability and accuracy. Capacity to organise workloads and use initiative in applying work practices.

Note: 2 - full time positions available.

Contact Officer: Senior Recruitment Officer 02 6201 6122 Recruitment@Calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Occupational Therapy Department

Occupational Therapist

Health Professional Level 1/2 \$54,188 - \$70,459, Canberra (PN: 8853)

Gazetted: 02 February 2011

Closing Date: 23 February 2011

Under general direction, perform a range of duties including: 1. Provide customer-focussed care to patients and their carers through competent clinical skills. 2. Participate in multidisciplinary and occupational therapy teams. 3. Communicate effectively with patients and carers, other staff and doctors, maintaining confidentiality at all times. 4. Undertake responsibility for appropriate professional education and evaluation and participate in continuous quality improvement of occupational therapy services. 5. Maintain patient activity statistics and supply statistical data to DOT as required.

Eligibility/Other Requirements: MANDATORY: An appropriate Degree or Diploma in Occupational Therapy (or equivalent) ACT drivers licence. HIGHLY DESIREABLE: Demonstrated ability to manage a patient caseload consistent with current occupational therapy practices as part of a multidisciplinary team. Demonstrated ability to work effectively in a multidisciplinary team or to work independently with minimal supervision. Previous experience in participation in quality improvement activities and demonstrated ability to evaluate own clinical care and patient management. Commitment to maintaining current professional knowledge.

Note: Full time - temporary - 12 month position, with possibility of extension

Contact Officer: Michael Malcomess 02 6201 6087 michael.malcomess@calvary-act.com.au Applications can be forwarded to: www.recruitment@calvary-act.com.au

Canberra Institute of Technology

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

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

**Centre for Health Community and Wellbeing
Health Sciences and Sport and Fitness
Senior Teacher
Senior Teaching Post \$83,856, Canberra (PN: 51870)**

Gazetted: 02 February 2011

Closing Date: 16 February 2011

Efficiently and effectively manage, administer and co-ordinate the activities of a program area in accordance with institute policy, assist Education Manager to develop, review and evaluate all educational programs. Provide professional education leadership in the program area. Plan, distribute and utilise financial, human and physical resources to achieve performance targets and liaise with industry, community and educational organisations as appropriate.

Eligibility/Other Requirements: A degree or Diploma in Adult education or equivalent studies is mandatory. Three years experience in CIT or similar educational environment.

Note: This position is for temporary filling for a period of two years, starting March 2011.

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

Chief Minister's Department

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 Division
Economic, Regional and Planning
Economics and Sustainability
Policy Manager**

Senior Officer Grade B \$99,033-\$111,485, Canberra (PN: 22631)

Gazetted: 01 February 2011

Closing Date: 11 February 2011

The Economic, Regional and Planning Branch in the Chief Minister's Department co-ordinates the development of whole-of-government policy and advice for the ACT Chief Minister. The branch is seeking an experienced policy officer to work across a broad range of policy areas, including economics, infrastructure, governance, climate change, water and sustainability. The position will entail working across ACT Government agencies to develop and comment on Cabinet Submissions and prepare other advice for the Chief Minister.

Note: This is a temporary position available for a period of 12 months. Applicants should outline their claims against the selection criteria and provide a curriculum vitae.

Contact Officer: Jonathan Miller (02) 6205 5327 jonathan.miller@act.gov.au

**Australian Capital Tourism
Product and Industry Development
Partnership Development Officer
Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 12554)**

Gazetted: 02 February 2011

Closing Date: 22 February 2011

Australian Capital Tourism is seeking a suitable candidate to fill the role of the Partnership Development Officer. Working in a team based environment you will be responsible for providing coordination and support to the Product and Industry Development team, supporting the development of cooperative opportunities in order to achieve increased industry contribution and ownership of Australian Capital Tourism's programs and activities.

Eligibility/Other Requirements: Current driver's licence.

Note: Flexibility to regularly attend out of hour's meetings and functions.

Contact Officer: Jonathan Kobus (02) 6205 0554 jonathan.kobus@act.gov.au

Department of Disability, Housing and Community Services

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

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

**Office for Children, Youth and Family Support
Youth Directorate
Youth Engagement and Policy
Senior Youth Policy and Program Officer
Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 11205)**

Gazetted: 27 January 2011

Closing Date: 10 February 2011

Under limited direction, undertake the development and implementation of policy relating to young people. Undertake complex policy work involving detailed research, analysis, interpretation, consultation and implementation. Undertake

sector development activities. Provide high level complex reports, briefing papers, correspondence and strategic advice on policy and planning issues in the delivery of services to young people. Establish and maintain collaborative working relationships with the community sector and other government departments. Manage and develop staff within the section. Liaise with other areas within the Department, other government bodies and community organisations and represent the Department at meetings, conferences, seminars and provide secretariat support when required. Actively liaise with other sections of the Office and contribute to the effective delivery of the Section's services and priorities. On occasions undertake duties outside of normal hours in particular attendance at meetings and activities that relate to young people. Eligibility/Other Requirements: Extensive experience and understanding of issues affecting young people.

Note: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than five pages, contact details of at least two referees and a current curriculum vitae. Please note selection may be based on application and referee reports only. This a temporary position for the period asap until 23 December 2011. Contact Officer: Christina Towns (02) 6205 4369 christina.towns@act.gov.au

Housing and Community Services

Asset Management

Contract Management

Senior Project Officer

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 12258)

Gazetted: 27 January 2011

Closing Date: 14 February 2011

Position is responsible for providing assistance to the managers of The Asset Management Branch with a range of activities including managing contracts, managing consultancies, undertaking projects and preparing briefs and reports. Eligibility/Other Requirements: A knowledge of Territory planning and/or experience and expertise in contract management and project management is highly desirable.

Note: An order of merit will be created from this process that may be used to fill future vacancies that may occur over the next 12 months.

Contact Officer: Brent Fitzsimons (02) 6207 6314 brent.fitzsimons@act.gov.au

Disability ACT

Executive and Business

Scheduling

Scheduling Coordinator

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 24190)

Gazetted: 27 January 2011

Closing Date: 3 February 2011

The position is responsible for managing the provision of rostering services across Disability ACT, including the relief disability support staff. The position incumbent will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Qualifications and/or experience in human services is desirable. Current drivers licence.

Note: This is a temporary position available asap until 4 November 2011. Previous applicants are invited to reapply.

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

Office for Children Youth and Family Support

Early Intervention and Prevention Service

Children's Policy and Regulation Unit

Children's Services Adviser

Administrative Service Officer Grade 6 \$66,198 - \$76,043, Canberra (PN: 22612)

Gazetted: 27 January 2011

Closing Date: 3 February 2011

The Children's Policy and Regulation Unit is seeking an experienced early childhood professional to join our team to work in partnership with service providers to deliver positive outcomes for children and their families in child care settings. The licensing and monitoring of children's services under the *Children and Young People Act 2008* and the ACT Childcare Services Standards is a core responsibility of the unit. Children's Services Advisers provide professional advice and assistance on all aspects of child care to children's services, families and other stakeholders. This position will also involve the implementation of the National Quality Agenda for Early Childhood Education and Care.

Eligibility/Other Requirements: Qualifications/experience in education and/or child development preferable, related qualifications and or experience will be considered.

Note: This is a temporary position available asap up to December 2011 and may be filled based on application and referee reports alone.

Contact Officer: Susan Sullivan (02) 6207 1105 susan.sullivan@act.gov.au

Therapy ACT

Psychology

School Age North

Psychologist

Health Professional Level 2 \$50,796-\$70,459, Canberra (PN: 07619)

Gazetted: 31 January 2011

Closing Date: 14 February 2011

Provide assessment, plan, implement and evaluate programs for children with delays in development and people with a developmental disability, in collaboration with clients, families and relevant stakeholders.

Eligibility/Other Requirements: Must have registration or be eligible for registration as a psychologist. Applicants eligible for conditional registration will be considered and may apply.

Note: This position is part-time at 29.40 hours per week.

Contact Officer: Catherine Huntley (02) 6205 1242 catherine.huntley@act.gov.au

Office for Children Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Administration Officer

Administrative Services Officer Class 2 \$43,289-\$48,003, Canberra (PN: 22630)

Gazetted: 31 January 2011

Closing Date: 7 February 2011

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

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

Note: This position is part-time temporary available asap to December 2011 with the possibility of extension. This position may be filled from application and referee reports alone.

Contact Officer: Anna Holcroft (02) 6207 8228 anna.holcroft@act.gov.au

Department of 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 Emergency Services Agency

ACT State Emergency Service

Deputy Chief Officer

Senior Officer Grade A \$115,016, Canberra (PN: 07718)

Gazetted: 27 January 2011

Closing Date: 15 February 2011

A dynamic and enthusiastic Senior Manager is sought for the position of Deputy Chief Officer of the ACT State Emergency Service (ACTSES). You will be responsible to the Chief Officer for leading and managing the operational and logistical functions of the ACTSES. You will also be responsible for working with volunteers of the Service to ensure that appropriate and effective strategies, plans and policies are implemented to meet the needs of the community and the Service. You will be required to prepare budgets, financial and other reports, and represent the ESA to industry, community and government groups to ensure a positive image of the ACTSES. You will be skilled in developing and maintaining effective working relationships with key stakeholders and will have previously managed, planned and evaluated risk assessment activities. The successful applicant will be required to perform duties outside of normal business hours to support major incidents or during a declared state of alert/emergency.

Eligibility/Other Requirements: Tertiary qualifications in management or related discipline are highly desirable. Experience as a senior manager, in the general management and control of a key operational branch /section of an agency engaged in the delivery of emergency services to the community, is highly desirable.

Note: Applications should be in writing addressing the selection criteria. Applicants selected for interview will be required to provide two written referee reports at the interview.

Contact Officer: Tony Graham (02) 6207 8400 tony.graham@act.gov.au

Legislation and Policy Branch

Human Rights and Regulatory Policy

Senior Policy Officer

Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 42753)

Gazetted: 02 February 2011

Closing Date: 16 February 2011

Legislation and Policy Branch seeks a motivated Senior Policy Officer to join the Human Rights and Regulatory Policy team at the Senior Officer C level. The team is responsible for scrutiny of all ACT Government legislation for compatibility with the *Human Rights Act 2004* and for working with agencies across Government to assist them to implement and develop human rights compatible legislation and policy. This position also provides advice to Government about legal policy issues, including human rights and regulatory policy.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive, is appropriate to the duties of the office.

Note: Claims against the selection criteria should be no more than two pages in length, current curriculum vitae and the contact details of at least two referees should also be included.

Contact Officer: Pam Jenkins (02) 6207 0595 pam.jenkins@act.gov.au

Office of Regulatory Services

WorkSafe ACT

Dangerous Substances

WorkCover Officer Inspector

WorkCover Officer 6 \$66,198-\$76,043, Canberra (PN: 05508)

Gazetted: 27 January 2011

Closing Date: 3 February 2011

This position will be required to assist in conducting inspections of workplaces and provide advice in accordance with relevant legislation. This may include advising on legislation and technical issues, investigating injuries, incidents and complaints, enforcing legislation, mentoring staff, preparing prosecution briefs and receiving and coordinating responses to incoming enquiries and complaints in accordance with procedures. The position may also be responsible for drafting reports, briefing notes, correspondence and other written material relating to major or more complex occupational health and safety issues.

Eligibility/Other Requirements: Extensive industry experience is essential. A Diploma in OHS or related discipline, or progression towards obtaining is highly desirable. Willingness to wear a uniform. Current driver's licence essential.

Note: This position is temporary available asap to 30 June 2011. Selection may be based on application and referee reports only.

Contact Officer: Mary Kary (02) 6205 0456 mary.kary@act.gov.au

**Corporate
Governance**

Ministerial Services Unit

Ministerial Liaison Officer

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 42700)

Gazetted: 27 January 2011

Closing Date: 15 February 2011

The Department of Justice and Community Safety seeks an energetic team player to fill the role of Ministerial Liaison Officer, Ministerial Services Unit. Under the general direction of the Manager, Ministerial Services, this officer will coordinate the delivery of replies to ministerial documents including replies to correspondence, briefs and speeches through the use of organisational business systems. Additionally, this officer will assist in the delivery of departmental commitments related to Legislative Assembly and Cabinet process. The successful applicant will have strong attention to detail, effective communication and liaison skills and an ability to work in a dynamic environment. This position provides an exciting opportunity to gain a strong understanding of the Justice and Community Safety portfolio and work in an environment with direct ministerial and executive liaison.

Eligibility/Other Requirements: This is a designated security assessed position. Confirmation of appointment is subject to satisfactory outcome of the security clearance. Relevant experience in ministerial, parliamentary and Cabinet liaison is highly desirable. A driver's licence is desirable.

Contact Officer: Joshua Ceramidas (02) 6207 0283 joshua.ceramidas@act.gov.au

**Corporate
Governance**

Ministerial Services Unit

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 45898)

Gazetted: 27 January 2011

Closing Date: 15 February 2011

The Department of Justice and Community Safety seeks an energetic team player to fill the role of Ministerial Liaison Officer, Ministerial Services Unit. Under the general direction of the Manager, Ministerial Services, this officer will coordinate the delivery of replies to ministerial documents including replies to correspondence, briefs and speeches through the use of organisational business systems. The successful applicant will have strong attention to detail, effective communication and liaison skills and an ability to work in a dynamic environment. This position provides an exciting opportunity to gain a strong understanding of the Justice and Community Safety portfolio and work in an environment with direct ministerial and executive liaison.

Eligibility/Other Requirements: This is a designated security assessed position. Confirmation of appointment is subject to satisfactory outcome of the security clearance. A driver's licence is desirable.

Contact Officer: Joshua Ceramidas (02) 6207 0283 joshua.ceramidas@act.gov.au

ACT Corrective Services

Community Based Corrections

Managed Accommodation

Support Worker

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 15980)

Gazetted: 27 January 2011

Closing Date: 10 February 2011

Under the general direction of Team Leader, Managed Accommodation Program: Undertake case management in a Therapeutic and Managed Accommodation environment. In consultation with the broader and key stakeholders, develop and implement rehabilitation plans to address criminogenic risk/needs and lifestyle issues. Provide advice and support to boarders on an individual and group basis. Liaise and negotiate with community and government agencies as required to enhance the pro-social lifestyle of boarders.

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

Note: This position is permanent part-time at 30 hours per week.
Contact Officer: Simon Porter 0432 757 414 simon.porter@act.gov.au

**ACT Government Solicitor
Property and Commercial
Solicitor**

Legal 1 \$50,797-\$104,152, Canberra (PN: 18139)

Gazetted: 02 February 2011

Closing Date: 22 February 2011

The ACT Government Solicitor is the principal legal services provider to the ACT Government and its agencies. The successful applicant will be working as part of a team of commercial/construction lawyers on a range of complex and interesting matters with opportunities for significant client contact. The Property and Commercial Section provides advice to departments and agencies on a range of construction, property and commercial issues and prepares and settles agreements for the Territory and its agencies. The successful applicant will be involved in complex and high-value Territory construction and commercial matters.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner. Salary will be dependent upon relevant experience and demonstrated ability against the selection criteria. Experience in construction practice is preferred.

Note: This position is temporary for a period of 12 months from March 2011 to March 2012. An order of merit may be established from this recruitment process.

Contact Officer: Greg O'Sullivan (02) 6207 0899 greg.osullivan@act.gov.au

Office of the Regulatory Services

WorkSafe ACT

Workers Compensation Inspectorate

Administration Officer

Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 13862)

Gazetted: 27 January 2011

Closing Date: 10 February 2011

The responsibilities of the position relate to assisting the Workers Compensation Team in processing enquiries from stakeholders and the public. Also processing notifications from insurers of lapsed policies and conducting enquiries to ascertain if the entity has an obligation to maintain a current workers compensation policy. This position will be required to assist in Inspectors conducting inspections of workplaces and provide advice in accordance with relevant legislation. This may include drafting reports and correspondence, ensuring follow up of correspondence and assisting fulfil team plans.

Eligibility/Other Requirements: Experience working in an administrative role is preferable. Willingness to undertake relevant training and to wear a uniform if required. Current driver's licence essential.

Note: Selection may be based on application and referee reports only.
Contact Officer: Jennifer Gray (02) 6205 3468 jennifer.gray@act.gov.au

Office of the Regulatory Services

WorkSafe ACT

Workers Compensation Inspectorate

Data Management Officer

Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 05768)

Gazetted: 27 January 2011

Closing Date: 3 February 2011

Under the general direction of the AIMS Database Manager: Receive and load insurer and self insurer workers compensation information into the AIMS database. Be able to analyse reports to assist in identifying errors in data entered. Undertake best practice data management activities in a timely fashion in completion of tasks and scheduling and organising workload in accordance with database procedures. Maintain and provide advice on the AIMS infrastructure. Liaise and coordinate with insurers in relation to their reporting requirements. Assist in the development and running of national monitoring reports in relation to workers compensation, occupational health and safety. Assist with the development of system user manuals and on-line help files. Maintain back-up and archiving of Insurer data. Provide support to the unit as required. Assist as required on project for replacement of AIMS Database. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Willingness to undergo relevant training. Willingness to wear a uniform if required. Ability to understand or learn SQL would be preferable. IT qualifications (highly regarded).

Note: This position is temporary from February 2011 to August 2011. Selection may be based on application and referee reports only.

Contact Officer: Brett Hasler (02) 6205 3474 brett.hasler@act.gov.au

Department of Land and Property 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

Strategy and Corporate

Land and Property Policy

Property Policy

Policy Officer

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 01786)

Gazetted: 31 January 2011

Closing Date: 14 February 2011

The Land and Property Policy unit is looking for an effective and enthusiastic policy officer to assist with management of the Government Real Estate Policy; providing secretariat support to interdepartmental committees and associated working groups; and contributing to the development of whole of Government policies for the sustainable and efficient management of Government real estate.

Contact Officer: Andrew Mehrton (02) 6205 8507 andrew.mehrton@act.gov.au

Property and Strategic Projects

ACT Property Group

Tenancies

Tenancy Officer

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 26179, several)

Gazetted: 27 January 2011

Closing Date: 10 February 2011

The Tenancies section is seeking highly motivated self starters to fill the role of tenancy officers. The successful applicants should ideally be experienced in property management and possess outstanding customer service skills.

Eligibility/Other Requirements: Relevant experience in property management, or similar, in a government or commercial field is highly desirable. A current driver's licence is essential. Please ensure all necessary documents are lodged with your application.

Note: These positions are temporary available from the 15/02/2011-11/09/2011 with the possibility of extension or permanent filling.

Contact Officer: David Groeneveld (02) 6205 8635 david.groeneveld@act.gov.au

Property and Capital Works

ACT Property Group

Property Projects and Services

Apprentice- Refrigeration and Air Conditioning

Apprentices \$16,910-\$39,102, Canberra (PN: 27273)

Gazetted: 01 February 2011

Closing Date: 15 February 2011

Perform routine manual tasks in accordance with the scope of the refrigeration and air conditioning trade; liaise with customers, contractors and staff in relation to safety and meeting customer expectations; record details of work undertaken and provide the necessary paperwork to enable invoicing of works to customers and payments to suppliers; and perform duties in a safe manner and assist in reducing the risk of injury to all personnel.

Eligibility/Other Requirements: Apprentice under the Australian Apprenticeship Scheme (AAS), and be registered with the Australian Apprenticeship Centre (AAC); Enrolment at Canberra Institute of Technology for Certificate III Refrigeration and Air-Conditioning in Semester 1, 2011; and hold a current driving licence. Building maintenance experience and completion of a pre-apprenticeship course is highly desirable.

Note: This is a temporary position for a period of 12 months available from February 2011 to December 2011.

Contact Officer: Andrew Steele (02) 6213 0609 andrew.steele@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.

Department of 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

Shared Services

HR Services

Recruitment Services

Client Manager

Senior Officer Grade B \$99,033-\$111,485, Canberra (PN: 09827)

Gazetted: 01 February 2011

Closing Date: 15 February 2011

As the Client Manager you will lead a dynamic team providing a critical service to all ACT Government agencies. This is a leadership role that needs to be innovative and collaborative to improve the efficiency and effectiveness of the Government's recruitment activities.

Note: Applications to be sent directly to andrew.whale@act.gov.au

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

InTACT

Operations

**Health ICT-Business Systems Support
Testing and Configuration Officer**

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 13879)

Gazetted: 28 January 2011

Closing Date: 15 February 2011

Assist in the development and implementation of the test strategy for the ACT Health Patient Administration System (ACTPAS) and its associated systems, including database configuration, documentation, comprehensive testing, and providing ICT technical support to the users of Health systems.

Contact Officer: Kerriane Schmidt (02) 6205 6677 kerriane.schmidt@act.gov.au

InTACT

Operations/Service Support

Central Asset Services

Asset Officer

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 09329)

Gazetted: 27 January 2011

Closing Date: 10 February 2011

Perform a variety of operational, management and administrative tasks for IT functions coordinated within the section, in an Information Technology Infrastructure Library (ITIL) based environment. Undertake contract and procurement actions with service and equipment providers. Manage departmental asset acquisitions, including managing and maintaining the assets database.

Note: This position is temporary available from the 1 March 2011 to 30 June 2012.

Contact Officer: Chris McGaghey (02) 6207 6885 chris.mcgaghey@act.gov.au

Transport and Infrastructure

Canberra Connect

Customer Service Integration

Online Systems Officer

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 21691, expected vacancy)

Gazetted: 27 January 2011

Closing Date: 3 February 2011

The Online Services Officer is responsible for publishing content to the TAMS web site, TAMS intranet and ACTION website, as well as several project-specific intranet sites. They undertake technical quality assurance checks of pages, liaise with and provide advice to content owners about accessibility and website publishing, manage the TAMS web centre inbox by processing requests and liaison with InTACT on website problems. Applicants must have the technical expertise to manage complex internet and intranet sites and a proven ability to implement accessibility standards and W3C and ACT Government standards including: demonstrated highly developed skills in the MySource website content management system, strong HTML, CSS, Photoshop and Dreamweaver skills, good liaison, oral and written communication skills, effective time management and organisational skills to meet deadlines, ability to work independently and as part of a team, and experience providing suggestions and technical guidance to other staff and stakeholders. Experience with improving online environments and creating or redesigning MySource websites or intranets would also be highly desirable.

Eligibility/Other Requirements: Minimum of three years experience in the management of Websites in a Government context is desirable.

Contact Officer: Jerome Freestone (02) 6207 7783 jerome.freestone@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.

Land Management and Planning Division

City Services

Open Space Planning

Urban Tree Management Officer

Technical Officer Level 3 \$57,082-\$64,764, Canberra (PN: 01132, several)

Gazetted: 01 February 2011

Closing Date: 11 February 2011

The successful applicant will require strong communication skills and will work as part of a small team responsible for the management of Canberra's Urban Trees. Key responsibilities within a designated region will include; providing specialist technical advice to stakeholders regarding urban tree management issues, investigating tree related claims for damage, the preparation of written correspondence and reports and assessing trees. Other duties will include assisting with the development of contract specifications and performance monitoring of contractors.

Eligibility/Other Requirements: An approved technical certificate with a minimum level IV in Horticulture, Arboriculture or other relevant qualification in Forestry, Landscape Architecture, Urban Planning or Ecology is essential. A current driver's licence is essential

Note: Applicants must note that one available position is Temporary for a period of 12 months available from 28 February 2011 to 29 February 2012.

Contact Officer: Michael Brice (02) 6207 7158 michael.brice@act.gov.au

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

Transport and Infrastructure

**Transport Planning
Executive**

Executive Assistant

Administrative Services Officer Class 4 \$54,956-\$69,668, Canberra (PN: A10915)

Gazetted: 27 January 2011

Closing Date: 3 February 2011

The Transport Planning Branch is seeking a highly motivated individual to join the team as the Executive Assistant to the Director, and provide support to the Branch managers. You will have excellent judgment, organisational and communication skills and will be expected to work to strict deadlines under limited supervision and direction. In addition to providing comprehensive administrative support and office management, including effective diary management and coordination of correspondence and information, you will often be the first point of contact for the Branch and will need to develop strong relationships with a range of internal and external stakeholders. This is a very busy role with exposure to interesting and challenging work.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@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.

Land Management and Planning

Parks and Conservation

National Parks, Reserves and Rural Lands

Field Supervisor

General Service Officer Level 8 \$52,847-\$55,954, Canberra (PN: 20408)

Gazetted: 01 February 2011

Closing Date: 15 February 2011

Parks and Conservation is a Branch within the Land Management and Planning Division responsible for the management of parks, reserves and rural lands across the ACT. This position is responsible for supervising both field staff and contractors undertaking asset maintenance and conservation works across Canberra's nature reserves and rural lands. Eligibility/Other Requirements: A current C class driver's licence, preferably with 4WD experience and a current Senior First Aid Certificate is highly desirable.

Note: Applicants may only be assessed on written applications and referee reports.

Contact Officer: Nadia Kuzmanoski (02) 6207 2925 nadia.kuzmanoski@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.

Transport and Infrastructure

ACTION

North and South Region

Bus Driver Trainee/Operator

General Service Officer Level 5/6 (Bus Operator) \$41,573-\$59,272, Canberra (PN: SDRT11)

Gazetted: 01 February 2011

Closing Date: 15 February 2011

Operate a public transit vehicle (bus), ensuring safe carriage of members of the public. Collect correct fares. Provide information and advice to clients. Carry out pre-drive checks, ensure general maintenance is conducted and security of bus while in service. Advancement from General Service Officer Level 5 to General Service Officer Level 6 is dependant on successful completion of training, qualifying period and licence qualification as per ACTION Collective Agreement. Eligibility/Other Requirements: To be eligible to become an ACTION Bus Driver, you must be able to obtain a Condition "O" endorsement on your ACT licence or hold a NSW "MOT" Authority. Pass ACTION's functionality assessment, medical, literacy/numeracy test, driving skills assessment and fit and proper person assessment.

Note: Initially engagement will be on a temporary basis, pending successful completion of a training program, then permanency as a part-time Bus Operator with minimum guarantee 40 hours per fortnight plus overtime.

Contact Officer: Owen Bowler (02) 6207 7598 action@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.

Department of the Environment, Climate Change, Energy and Water

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 of the Chief Executive

Climate Change and Natural Environment

Natural Environment and Resource Management

Senior Policy Officer

Senior Professional Officer Grade C \$83,816-\$90,372, Canberra (PN: 00647)

Gazetted: 28 January 2011

Closing Date: 15 February 2011

The Natural Environment and Resource Management Section is seeking an enthusiastic person to join the team to lead the development of a wide range of dynamic and interesting policy issues relating to the natural environment.

Eligibility/Other Requirements: Tertiary qualifications in environmental science, natural resource management or public policy would be an advantage.

Note: This is a temporary vacancy to 30 June 2013 (with a possibility of an extension). Part-time arrangements may be considered.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@act.gov.au

**Office of the Chief Executive
Climate Change and Natural Environment
Natural Environment and Resource Management
Senior Policy Officer**

Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 33211)

Gazetted: 28 January 2011

Closing Date: 15 February 2011

The Natural Environment and Resource Management Section is seeking an enthusiastic person to join the team to lead the development of a wide range of dynamic and interesting policy issues relating to the natural environment.

Eligibility/Other Requirements: Tertiary qualifications in environmental science, natural resource management or public policy would be an advantage.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@act.gov.au

**Office of the Chief Executive
Water, Energy and Waste
Policy**

Policy Analyst

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 47203)

Gazetted: 01 February 2011

Closing Date: 15 February 2011

Want to be at the centre of change? The ACT Government plans to transform the ACT into a low-carbon economy by setting a 2020 target of 40% reduction in greenhouse gas emissions relative to 1990 levels. This will be achieved while enhancing our energy security and improving social equity outcomes and the performance of our energy markets. Our energy policy team has a broad focus on the economic and social dimensions of energy and climate change policies in the ACT, and work closely with other jurisdictions and agencies such as the Australian Energy Regulator (AER), Australian Energy Market Operator (AEMO), Australian Energy Market Commission (AEMC) and Ministerial Council of Energy (MCE), particularly on national energy reforms, a range of economic and non-economic regulations and energy efficiency policy development.

We are looking for a policy analyst, either fresh from study, or with a few of years work experience to support our Energy Policy team to deliver its exciting and challenging work program. Our ideal candidate is outcome-focussed with strong analytical and writing abilities. Being in a small team in the ACT Government, you can expect to be given substantial responsibilities. You will see the results of your efforts as they make a positive contribution to your community. The job will involve researching and analysing policies, liaising with other agencies, some interstate travel, and preparing formal advice for government. We value a collaborative and productive workplace with opportunities for career advancement. Eligibility/Other Requirements: A degree in economics, law, engineering, environmental science or a related field would be advantageous.

Contact Officer: Jon Sibley (02) 6250310 jon.sibley@act.gov.au

Legislative Assembly Secretariat

Committee Office

Committee Secretary, Public Accounts Committee

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: COMM311)

Gazetted: 31 January 2011

Closing Date: 7 February 2011

1. Be responsible to the Senior Committee Secretary for the day to day management of a the Public Accounts Committee, including. Arranging private and public meetings of the Committee; Preparation of briefing material for inquiries; Representing the Committee and liaising with other agencies, organisations and witnesses; Research, analysis and drafting of committee reports. 2. Provision of procedural, administrative and inquiry subject advice to the Chair and Members. 3. As required provide general assistance to the Committee Office and Secretariat. Interested applicants are asked to send an expression of interest of no longer than two pages, as well as their CVs to

sandra.lilburn@parliament.act.gov.au

Eligibility/Other Requirements: Relevant tertiary qualifications

Note: Two year temporary vacancy until November 2012

Contact Officer: Sandra Lilburn 6205 0199 sandra.lilburn@parliament.act.gov.au Applications can be forwarded to: Payroll and Recruitment Officer ACT Legislative Assembly Secretariat GPO Box 1020 CANBERRA ACT 2601

ACT Legislative Assembly

Committee Office

Committee Secretary

Senior Officer Grade C \$83,816 to \$90,372, Canberra (PN: COMM302)

Gazetted: 31 January 2011

Closing Date: 4 February 2011

Applications are invited for the position of secretary, in the Committee Office of the Legislative Assembly for the ACT. The Committee Office provides procedural advice and administrative and research support to the Standing and Select Committees of the ACT Legislative Assembly. Committee Secretaries generally work to one standing committee for the term of an Assembly and periodically to select committees. Committee secretaries report to the Manager, Committee Office. The key responsibilities of the position are: day-to-day management of a committee, including management of inquiries and committee meeting arrangements; preparation of draft reports, briefing papers and committee correspondence; liaison with other agencies, organisations and witnesses; and: provision of procedural, administrative and analytical advice to the chair and members. Applicants will have good research and analytical skills, will need to be highly skilled communicators with a commitment to working effectively within a small but dedicated team and will ideally have experience in a parliamentary and/or committee environment.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded.

Contact Officer: Andrea Cullen 6205 0142 andrea.cullen@parliament.act.gov.au Applications can be forwarded to: The Recruitment Officer Legislative Assembly Secretariat GPO Box 1020 CANBERRA ACT 2601

**ACT Legislative Assembly
Committee Office**

Senior Research Officer

Administrative Service Officer Class 6 \$66,198 to \$76,043, Canberra (PN: COMM310)

Gazetted: 31 January 2011

Closing Date: 4 February 2011

Applications are invited for the position of secretary, in the Committee Office of the Legislative Assembly for the ACT. The Committee Office provides procedural advice and administrative and research support to the Standing and Select Committees of the ACT Legislative Assembly. The Senior Research Officer will assist committee secretaries, primarily in the preparation of draft reports and research assistance. The key responsibilities of the position will be: the preparation of draft reports and research assistance for an Assembly committee, including the preparation of briefs, papers and other background material for consideration by the committee; provision of administrative assistance for committee operations, particularly in the preparation of material for, and organisation of, committee meetings and public hearings; preparation of correspondence and responding to inquiries from the public; and management and security of committee records.

Applicants will have good research and analytical skills as well as organisation skills of a high order, be highly skilled communicators and have an ability to work effectively within a small but dedicated team.

Contact Officer: Andrea Cullen 6205 0142 andrea.cullen@parliament.act.gov.au Applications can be forwarded to: The Recruitment Officer Legislative Assembly Secretariat GPO Box 1020 CANBERRA ACT 2601

Chamber Support

Attendant

Administrative Service Officer Class 2 \$43,289 - \$48,003, Canberra (PN: CHAM208)

Gazetted: 31 January 2011

Closing Date: 4 February 2011

Applications from suitably qualified and experienced people to undertake the following Attendant position at the ACT Legislative Assembly. In this role, you will carry out security and reception duties at the entrances to the Legislative Assembly building, provide support services to Legislative Assembly Members and staff, and to the Assembly Secretariat, perform attendant duties in the Assembly Chamber, assist in the preparation of the Chamber and Committee rooms, and maintain first point of contact for public enquiries. You will be dedicated to customer service and teamwork and have the communication skills to build effective relationships with staff and Members. Ideally, you will have a knowledge of security, messenger and servicing procedures and a capacity to implement related policies.

Eligibility/Other Requirements: Applicants will also require an appropriate level of physical fitness to undertake security and manual handling tasks.

Note: Selection criteria is available at www.parliament.act.gov.au Applications close Friday 4 February 2011

Contact Officer: Rod Campbell 6205 0445 rod.campbell@parliament.act.gov.au Applications can be forwarded to: The Recruitment Officer ACT Legislative Assembly GPO Box 1020 CANBERRA ACT 2601

Appointments

ACT Auditor General's Office

Audit Band 1 \$41,058 - \$79,865

Kaidi Zhao, AGS: 827-11534, section 68(1), 31 January 2011

Audit Band 1 \$41,058 - \$79,865

Jessica Nesbitt, AGS: 820-90280, section 68(1), 31 January 2011

ACT Health

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

Toni-Maree Abbott 827-29371, Section 68(1), 10 January 2011

Registered Nurse Level 1 \$51,872-\$70,092

Irene Adeleye 813-18116, Section 68(1), 3 February 2011

Registered Nurse Level 1 \$51,872-\$70,092

Amy Clayton 820-72058, Section 68(1), 11 January 2011

Registered Nurse Level 1 \$51,872-\$70,092

Phillipa O'Reilly 821-14801, Section 68(1), 31 October 2010

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

Keira Orr 827-25979, Section 68(1), 17 January 2011

Enrolled Nurse Level 1 \$46,825-\$50,191

Sally Robertson 827-30129, Section 68(1), 14 February 2011

Health Service Officer Level 2/3 \$36,725-\$40,700

Steven Thorpe 830-79163, Section 68(1), 20 January 2011

Health Professional Level 1 \$46,356-\$59,584

Juliette Tran 827-31930, Section 68(1), 7 February 2011

ACT Planning and Land Authority

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

Kathleen Foxley 827-32730, Section 68(1), 31 January 2011

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

Sheikh Lana 827-28803, Section 68(1), 28 January 2011

Calvary Health Care ACT (Public)

Administrative Services Officer Class 6 \$64,583 - \$74,188

Kim Achdiat, Section 68(1), 14 February 2011

Canberra Institute of Technology

Administrative Services Officer Class 3 \$49,306-\$53,214

Mi Ya Min Tun 793-86048, Section 68(1), 20 January 2011

Department of Disability, Housing and Community Services

Graduate Administrative Assistant \$54,956-\$56,700

Julian Dennis 827-30233, Section 68(1), 7 February 2011

Administrative Services Officer Class 5 \$61,295-\$64,994

Shaun Hodson 827-27886, Section 68(1), 27 January 2011

Health Professional Level 1 \$47,515-\$61,074

Leah Corinne Oates 827-22217, Section 68(1), 3 February 2011

Department of Education and Training

School Assistant 2 \$36,810-\$40,820

Kathy Parker 508-04947, Section 68(1), 2 February 2011

Department of Justice and Community Safety

Student Paramedic \$51,361-\$56,935

Matthew Rowlinson 827-30196, Section 68(1), 17 January 2011

Department of Territory and Municipal Services

General Service Officer Level 7 \$47,429-\$50,194

Thomas Gibbs 821-22182, Section 68(1), 8 December 2010

Park Ranger 2 \$54,956 - \$59,668

Bradley John Green 827-12051, Section 68(1), 20 January 2011

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

Jarod Scott McNaughton 827-10777, Section 68(1), 25 January 2011

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

Paul Smith 827-31164, Section 68(1), 25 January 2011

TRANSFERS

ACT Health

Megan Taylor: 821-24364

From: Registered Nurse Level 4.2 \$101,525

ACT Health

To: Registered Nurse Level 4.2 \$101,525

ACT Health, Canberra (PN. 20805) (Gazetted 18 November 2010)

Calvary Health Care ACT (Public)

Karen Burgan

Administrative Services Officer Class 6 \$64,583 - \$74,188

ACT Health

Administrative Services Officer Class 5 \$59,800 - \$63,409

Calvary Health Care ACT, PN 7696, 8 November 2010

Department of Justice and Community Safety

Mary Teresa Burt : 754-53936

From: Executive Level1 \$87,088-\$105,963

Attorney-General's Department

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

Department of Justice and Community Safety, Canberra (PN. 42388) (Gazetted 16 September 2010)

PROMOTIONS

ACT Health

The Canberra Hospital

Women and Babies

Jennifer Allan: 816-78402

From: Registered Nurse Level 1 \$51,872-\$70,092

ACT Health

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

ACT Health, Canberra (PN. 22449) (Gazetted 3 February 2011)

The Canberra Hospital

Women and Babies

Helen Blake: 607-96872

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

ACT Health

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

ACT Health, Canberra (PN. 22445) (Gazetted 3 February 2011)

Corporate Services

ISB Data Management

Philip Crawford: 741-07089

From: Senior Officer Grade C \$81,772-\$88,168

ACT Health

To: †Senior Officer Grade B \$96,618-\$108,766

ACT Health, Canberra (PN. 09396) (Gazetted 23 December 2010)

Policy Division

John Didlick: 797-85946

From: Administrative Services Officer Class 6 \$66,198-\$76,043
ACT Health
To: †Senior Officer Grade C \$83,816-\$90,372
ACT Health, Canberra (PN. 20896) (Gazetted 25 November 2010)

Population Health

Health Protection Service

Communicable Disease Control

Rebecca Hundy: 778-51989

From: Health Professional Level 4 \$81,772-\$88,168
ACT Health
To: †Health Professional Level 5 \$96,618-\$108,766
ACT Health, Canberra (PN. 27166) (Gazetted 2 December 2010)

The Canberra Hospital

Surgical SMT

Surgical Wards

Robert Jensen: 786-54581

From: Registered Nurse Level 1 \$51,872-\$70,092
ACT Health
To: Registered Nurse Level 2 \$72,960-\$77,472
ACT Health, Canberra (PN. 22235) (Gazetted 12 August 2010)

The Canberra Hospital

Surgical SMT

Surgical Wards

Susan Kitto: 817-41862

From: Registered Nurse Level 1 \$51,872-\$70,092
ACT Health
To: Registered Nurse Level 2 \$72,960-\$77,472
ACT Health, Canberra (PN. 22253) (Gazetted 12 August 2010)

The Canberra Hospital

Surgical SMT

Surgical Wards

Adam Vines: 786-53259

From: Registered Nurse Level 1 \$51,872-\$70,092
ACT Health
To: Registered Nurse Level 2 \$72,960-\$77,472
ACT Health, Canberra (PN. 22514) (Gazetted 12 August 2010)

Canberra Institute of Technology

Centres

Learning Centre

Reid

Somy Collard: 767-71602

From: Administrative Services Officer Class 3 \$49,306- \$53,214
Canberra Institute of Technology
To: Administrative Services Officer Class 4 \$54,956-\$59,668
Canberra Institute of Technology, Canberra (PN. 55111) (Gazetted 1 April 2010)

Note: This promotion is as a result of an appeal under Sections 84 and 85 of the *Public Sector Management Act 1994*. As such this is a non-appealable promotion.

Department of Disability, Housing and Community Services

Office for Children, Youth and Family Support

Early Intervention and Prevention Unit

Child and Family Centres

Vanessa May Agudo: 779-08113

From: Health Professional Level 2 \$50,796-\$70,459
Department of Disability, Housing and Community Services
To: Health Professional Level 3 \$72,543-\$76,543 (up to \$80,436 on achieving personal upgrade)
Department of Disability, Housing and Community Services, Canberra (PN. 19722) (Gazetted 11 October 2010)

**Policy and Organisational Services
Organisational Services
Injury Prevention and Management**

Adam Mark Gutteridge: 796-52350

From: Australian Public Servant Level 6 \$71,491-\$77,991

Medicare Australia

To: †Senior Officer Grade C \$83,816

Department of Disability, Housing and Community Services, Canberra (PN. 16725) (Gazetted 9 December 2010)

Department of Justice and Community Safety

Emergency Services

Fire Brigade

Operations

Andrew Cahill: 748-35852

From: FB5 (Senior Fire Fighter) \$74,749

Department of Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Department of Justice and Community Safety, Canberra (PN. 49037)

Emergency Services

Fire Brigade

Operations

Stephen John Edwards: 333-70438

From: FB7 (District Officer) \$101,724

Department of Justice and Community Safety

To: †FB8 (Superintendent) \$117,692

Department of Justice and Community Safety, Canberra (PN. 49047)

Emergency Services

Fire Brigade

Operations

Brendan Paul Gilmartin: 783-11204

From: FB5 (Senior Fire Fighter) \$74,749

Department of Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Department of Justice and Community Safety, Canberra (PN. 46303)

ACT Law Courts and Tribunal Administration

Registry

Relieving Pool

Daniel Hughes: 827-12190

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

Department of Justice and Community Safety

To: Administrative Services Officer Class 3 \$49,306-\$53,214

Department of Justice and Community Safety, Canberra (PN. 19303) (Gazetted 4 September 2010)

Emergency Services

Fire Brigade

Operations

Jason Malcolm Jones: 754-05758

From: FB5 (Senior Fire Fighter) \$74,749

Department of Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Department of Justice and Community Safety, Canberra (PN. 45967) \

Emergency Services

Fire Brigade

Operations

Peter David McGinley: 333-71377

From: FB6 (Station Officer) \$85,151

Department of Justice and Community Safety

To: †FB7 (District Officer) \$101,724

Department of Justice and Community Safety, Canberra (PN. 48965)

Emergency Services

Fire Brigade

Operations

Brian John Talbot: 333-69728

From: FB6 (Station Officer) \$85,151
Department of Justice and Community Safety
To: †FB7 (District Officer) \$101,724
Department of Justice and Community Safety, Canberra (PN. 45236)

Emergency Services

Fire Brigade

Operations

Paul Andrew Thorpe: 747-54841

From: FB5 (Senior Fire Fighter) \$74,749
Department of Justice and Community Safety
To: †FB6 (Station Officer) \$85,151
Department of Justice and Community Safety, Canberra (PN. 48086)

Department of Territory and Municipal Services

Land Management and Planning

Parks and Conservation

Tidbinbilla Nature Reserves

Stephen Alegria: 759-93828

From: Technical Officer Level 4 \$64,583-\$74,188
Department of Territory and Municipal Services
To: †Senior Officer Grade A \$115,016
Department of Territory and Municipal Services, Canberra (PN. 12592) (Gazetted 4 November 2010)
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

City Services

Place Management

Lawrence DePasquale: 817-31795

From: General Service Officer Level 5/6 \$42,612-\$47,092
Department of Territory and Municipal Services
To: †Technical Officer Level 3 \$57,082-\$64,764
Department of Territory and Municipal Services, Canberra (PN. 21761) (Gazetted 5 October 2010)
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

Yarralumla Nursery

Garden Centre

Janine Hunstone: 772-37807

From: General Service Officer Level 5/6 \$42,612-\$47,092
Department of Territory and Municipal Services
To: General Service Officer Level 7 \$48,615
Department of Territory and Municipal Services, Canberra (PN. 15787) (Gazetted 14 December 2010)
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.

Transport and Infrastructure

Canberra Connect

Contact Centre

Damien Michael Woodcock: 793-07223

From: Administrative Services Officer Class 5 \$61,295-\$64,994
Department of Territory and Municipal Services
To: †Administrative Services Officer Class 6 \$66,198-\$76,043
Department of Territory and Municipal Services, Canberra (PN. 55725) (Gazetted 11 November 2010)
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.

CORRIGENDA

CANCELLATION

Canberra Institute of Technology

Centres

Learning Centre

Reid

Jian Zhou: 778-76625

From: Administrative Services Officer Class 3 \$49,306- \$53,214

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 55111)

Note: This promotion has been cancelled under Sections 84 and 85 of the *Public Sector Management Act 1994*, following an appeal. The date of the cancellation is 26 August 2010.