



ACT Government Gazette

Gazetted Notices for the week beginning 24 March 2011

Department of Land and Property Services

Engagement

Stephen Ryan Director, ACT Property Group (E279)
Section 72 of the Public Sector Management Act 1994

Department of Treasury

Engagement

Graeme Dowell Director, Revenue Management (E010)
Section 72 of the Public Sector Management Act 1994

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>

**Deputy Chief Executive, The Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drugs
Alcohol and Drug Program
Early Intervention Pilot Project – Alcohol and Drug Clinician
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 23280)**

Gazetted: 31 March 2011

Closing Date: 7 April 2011

The Alcohol and Drug Program is a multidisciplinary service within ACT Health, providing a range of specialist services for people affected by alcohol and other drugs. The Early Intervention Pilot Project is a new program and is part of the ADP Diversion Service. The Diversion Services receives referrals from the Australian Federal Police and ACT Courts and aims to support clients to divert them from the judicial system into the health system. This position will receive referrals from AFP to assess and provide Alcohol and Other Drug education to young people aged 12-17 years. The position will also work within a multi skilled team of health professionals to provide a range of interventions and services as required. The successful applicant will be required to have demonstrated experience in the provision of comprehensive assessments, case management and knowledge of the AOD and youth sectors.

Eligibility/Other Requirements: Certificate IV in Alcohol and Other Drug (AOD) studies, or Tertiary Qualification and successful completion of four core competencies in AOD studies or working towards four core competencies. All staff working in AOD sector in the ACT will be required to have minimum of four core competencies in AOD by 2013. Previous experience in AOD field is highly desirable.

Note: This is a temporary part-time position working three days 22:03 hours per week available ASAP for a period of six months with the possibility of extension or permanency.

Contact Officer: Kate Gardner (02) 6205 8381

**Deputy Chief Executive, The Canberra Hospital and Health Services
Critical Care and Diagnostics
Demand Management
Enrolled Nurse
Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 19455, several)**

Gazetted: 31 March 2011

Closing Date: 14 April 2011

Surgical Assessment and Planning Unit (SAPU) is a new ward area where the primary focus is the multidisciplinary assessment, diagnosis and planning for patients who present with a provisional surgical condition. Patients admitted to the SAPU will undergo further investigation to confirm a definite diagnosis for up to forty eight (48) hours then be transitioned to a surgical ward or discharged home. We are looking for experienced Enrolled Nurses (Endorsed preferred, but not essential) with excellent communication and interpersonal skills for a number of permanent full-time and part-time positions.

Eligibility/Other Requirements: Registered or is eligible for registration as an Enrolled Nurse with the Nursing and Midwifery Board of Australia (AHPRA).

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

Contact Officer: Sarah Majeed (02) 6174 5734

**Deputy Chief Executive, The Canberra Hospital and Health Services
Surgical and Oral Health
Operating Room
Enrolled Nurse**

Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 23738, several)

Gazetted: 31 March 2011

Closing Date: 7 April 2011

Experienced Enrolled Nurses in Anaesthetic nursing are sought for the Perioperative Unit at the Canberra Hospital. The perioperative unit has 12 operating theatres and one interventional MRI operating theatre providing care for adult, paediatric and obstetric patients.

Eligibility/Other Requirements: Enrolled or eligible for enrolment as an Enrolled Nurse with the ACT Nursing and Midwifery Board.

Note: Applicants will be required to work a rotating 7 day roster with on call.

Contact Officer: Michelle Burns (02) 6244 2765

Calvary Health Care ACT (Public)

Nursing

Perioperative Services

Peri-Operative Educator

Registered Nurse Level 3.1 \$81,816 - \$85,182, Canberra (PN: 8796)

Gazetted: 30 March 2011

Closing Date: 14 April 2011

In support of the Perioperative Business Plan and in an environment of adult education in a customer focussed, health care setting: 1. Develop, co-ordinate, implement and evaluate clinical education for Nursing Staff, Graduate Nurses in a defined clinical stream and Undergraduate students. 2. Oversee and provide direction and support to other staff in planning, delivery and evaluation of education programs. 3. Assess the clinical competency of nurses, including new graduates and undergraduates. 4. Undertake research related to clinical and educational practice, reviewing Programs accordingly. 5. Actively pursue own continuing education and professional development.

Eligibility/Other Requirements: MANDATORY: Eligible for registration as Registered Nurse with National Nursing and Midwifery Board. HIGHLY DESIRABLE: 1. Demonstrated current expert knowledge and practice in Perioperative Nursing. Relevant post graduate qualification appropriate to the Perioperative Suite, with a minimum of five years full time equivalent, relevant post registration experience. 2. Demonstrated ability in development, delivery and evaluation of adult education programs, preferably in Perioperative education. Skills in needs analysis and competency assessment. 3. Liaison, oral communication and negotiation skills of a high order. In particular, an ability to develop and maintain rapport with colleagues, students and clients and the ability to work as part of a multi-disciplinary team. 4. Well developed supervisory skills, with ability in team building and the management of organisational resources. 5. Demonstrated competency in tertiary research and evaluation. Proven commitment to fostering a learning culture that encompasses reflective practice, teaching and research within the multi-disciplinary team. 6. Demonstrated commitment to ongoing professional development. 7. High level computer literacy with desktop applications.

Contact Officer: Lesley Gilbert 02 6201 6180 Lesley.Gilbert@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

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

Centres

Central Support Centre

Facilities

Caretaker

General Service Officer Level 3 \$38,248 - \$44,241, Canberra (PN: 54164)

Gazetted: 30 March 2011

Closing Date: 19 April 2011

Under general direction, and on a shift basis be responsible for security of Institute buildings, plant and equipment. Lock and unlock rooms and buildings as directed, maintain buildings and grounds in a neat and tidy condition. Report safety hazards and maintenance issues to the Campus Manager and perform other general caretaker duties as required.

Eligibility/Other Requirements: Knowledge of facility management and maintenance would be advantageous.

Note: This position is part-time 30 hours per week (evenings and shift work involved).

Contact Officer: Jim Cottee (02) 6207 3065 jim.cottee@cit.edu.au

Cultural Facilities Corporation

Canberra Theatre Centre

CTC Executive

**PA to Director Canberra Theatre Centre
Administrative Service Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 43655)**

Gazetted: 30 March 2011

Closing Date: 6 April 2011

Are you organised and highly motivated? We're looking for an enthusiastic PA to the Director of the Canberra Theatre Centre. You should have excellent computer skills, including the use of Word, Excel, and Outlook. You should also be able to book travel. The ability to write and proofread is also desirable. CTC is a busy, dynamic venue hosting more than 150 events each year. This is an exciting opportunity for you to help us get organised.

Note: Applications must address the selection criteria. Three month temporary contract with the possibility of an extension.

Contact Officer: Bruce Carmichael (02) 6243 5705 bruce.carmichael@act.gov.au Applications can be forwarded to: (Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au)

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

Policy and Organisational Services

Governance, Advocacy and Community Policy

Office for Ageing/Concessions

Manager, Office for Ageing/Concessions

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 01946)

Gazetted: 30 March 2011

Closing Date: 12 April 2011

Applications are sought for a permanent human services manager. The successful applicant will contribute successfully to the development of policy advice in the Department and at a whole of government level. Working with a range of human services policy and program issues, the occupant will have the opportunity to work closely with the community.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience highly desirable.

Contact Officer: Michelle Callen (02) 6207 5938 michelle.callen@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Practice Support Unit

Senior Policy and Projects Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 22908)

Gazetted: 29 March 2011

Closing Date: 5 April 2011

The occupant will be required to contribute to the provision of high level strategic advice on policy and planning issues in human service delivery.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. In Social Work, Psychology, Social Welfare, Social Science or related discipline. Proficiency with Microsoft programs and client database applications. Current driver's licence.

Note: This is a temporary vacancy available asap for a period of 12 months.

Contact Officer: Amanda Nuttall (02) 6205 2898 amanda.nuttall@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Regional Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 23229)

Gazetted: 25 March 2011

Closing Date: 12 April 2011

The Regional Manager is responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues involved in providing support to public housing tenants. The position occupant reports to the senior manager, and is required to develop and maintain networks and collaborative working relationships with community service organisations, to assist clients to access appropriate housing and community support.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Community Education or a related field are desirable but not essential. Experience in using a range of business and office applications. A current driver's licence is required.

Contact Officer: Bernadette Maher (02) 6207 1346 bernadette.maher@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.

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Territory Records Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 23208)

Gazetted: 24 March 2011
Closing Date: 12 April 2011

This position is responsible for the co-ordination and management of the Department's Territory Records Management Program, including the monitoring and review of the recordkeeping practices, systems, policies and procedures. Knowledge of Records Management and an understanding of the *ACT Territory Records Act 2002* is required. Eligibility/Other Requirements: Experience with the *ACT Territory Records Act 2002* would be highly desirable. Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

**Office for Children, Youth and Family Support
Care and Protection Services**

Community Based Care and Protection Worker

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 00501, several)

Gazetted: 30 March 2011
Closing Date: 19 April 2011

The role of the Community Based Care and Protection Worker (CCPW) is to engage with families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. The worker will be responsible for the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and maintain accurate case records consistent with case management requirements. The position will also involve group work with vulnerable families in accordance with identified needs.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least two (2) years experience working with children, youth and/or families in a social work/case management role. Proficiency with Microsoft programs and client database applications. Current driver's licence.

Note: These positions are based at the Gungahlin, Tuggeranong and West Belconnen Child and Family Centres. These positions are temporary for a period as per for two years.

Contact Officer: Nicole Eldridge (02) 6205 6002 nicole.eldridge@act.gov.au

Housing and Community Services

Business Development Unit

Complaints Management Unit

Complaint Management Support Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 03490)

Gazetted: 29 March 2011
Closing Date: 19 April 2011

The Complaint Management Support Officer acts as a liaison between clients and business units within Housing ACT. The Complaint Management Support Officer provides information and advice to clients over the phone, by letter and/or by email and processes all complaints and correspondence relating to Housing ACT. The position also provides administrative and other support to the unit and Business Development section as required.

Eligibility/Other Requirements: Experience in administration and/or complaints management desirable.

Contact Officer: Conchita Fernandez (02) 6207 1456 conchita.fernandez@act.gov.au

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

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Administration Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 17684)

Gazetted: 28 March 2011
Closing Date: 4 April 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 is a temporary, part-time position at three days per week available until 30 December 2011 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Di Butcher (02) 6207 0120 dianne.butcher@act.gov.au

Department of 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

School Improvement

Office of the Executive Director

Manager, Division Operations

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 00233)

Gazetted: 30 March 2011

Closing Date: 19 April 2011

Applications are invited from dynamic and self-motivated leaders for a new position in the School Improvement Division. The Manager, Division Operations will lead the development of a more coordinated and strategic approach to the management of the School Improvement Division business services, including providing leadership and coordination of human and financial resources. The successful applicant will work with the Executive Director, directors and network leaders to ensure the Division planning, communication and operational procedures are effective and efficient and enhance our work with schools. The successful applicant will demonstrate high level strategic and organisational skills and the capacity to develop positive and productive working relationships with staff, schools, central office and government agencies.

Eligibility/Other Requirements: A knowledge of the ACT public school system would be an advantage.

Note: This position is temporary for the period commencing 30 April 2011 to 21 December 2012 with the possibility of extension.

Contact Officer: Jayne Johnston (02) 6205 9172 jayne.johnston@act.gov.au

Executive Director - Corporate Services

Finance and Corporate Support

Financial Services

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19961)

Gazetted: 29 March 2011

Closing Date: 5 April 2011

The successful applicant will manage a Financial Services sub section, provide support to the School Autonomy team, prepare financial and management accounting reports for internal and external clients, develop and maintain budgets and prepare correspondence on financial and other matters.

Eligibility/Other Requirements: Accounting qualifications are highly desirable.

Note: This position is temporary for the period until 30 November 2012 and is part-time at 29:24 hours per week.

Contact Officer: Sushila Sharma (02) 6205 5452 sushila.sharma@act.gov.au

Corporate Services

Schools Capital Works

New Schools

Senior Project officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 11814)

Gazetted: 25 March 2011

Closing Date: 1 April 2011

An opportunity exists for a senior project officer to manage the defects liability period for Canberra's newest new super schools; Namadji School and Gungahlin College. The senior project officer will also be required to respond to issues and requests for additional works by the school principal as part of the process of settling the schools into normal operation.

Note: This is a temporary position available from 30 June 2012 to 30 April 2012 with the possibility of extension.

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

School Improvement

Tuggeranong Network

Gilmore Primary School

Business Manager 2

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 10401)

Gazetted: 28 March 2011

Closing Date: 11 April 2011

Gilmore Primary School is seeking a resilient, engaging person to be responsible for managing the school's administrative and financial systems. The successful applicant will be required to supervise administrative staff members, liaise with contactors and departmental personnel, and provide advice to parents, members of the public and professional staff. The position involves providing administrative support to the school principal and the School Board, and other budgetary and operational tasks. The position also requires a strong understanding of the needs of mobile students, special needs students and their families.

Eligibility/Other Requirements: First aid qualifications, or willingness to undertake appropriate training.

Contact Officer: Andrew Geering (02) 6205 7844 andrew.geering@ed.act.edu.au

School Improvement

Belconnen Network

University of Canberra Senior Secondary College Lake Ginninderra

Student Records Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 22740)

Gazetted: 30 March 2011

Closing Date: 13 April 2011

Respond to a wide range of enquiries regarding any aspect of the ACT Year 12 accreditation. Administrative duties include data entry, file management, attendance and enrolment records and compliance. Liaise with students, staff, other departmental sections and outside agencies. Supervise other Student Services Support Staff.

Contact Officer: Colleen Wright (02) 6205 7099 colleen.wright@ed.act.edu.au

Executive Director School Improvement

North/Gungahlin Network

Lyneham High School

Executive Assistant

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 23199)

Gazetted: 24 March 2011

Closing Date: 7 April 2011

Executive assistant to the Principal of Lyneham High School; plan, co-ordinate and manage work flow from the senior executive suite and provide assistance to the Principal and Deputy Principals.

Contact Officer: Colleen Matheson (02) 6205 6399 colleen.matheson@ed.act.edu.au

School Improvement

North/ Gungahlin Network

Lyneham High School

Laboratory Assistant 3

School Assistant 3 \$41,927 - \$45,251, Canberra (PN: 18843)

Gazetted: 25 March 2011

Closing Date: 8 April 2011

Provide technical and procedural advice to teachers in regards to the implementation of science educational programs. Responsible for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment.

Contact Officer: Kathryn Cheshire (02) 6205 6410 kathryn.cheshire@ed.act.edu.au

School Improvement

South and Weston Network

Red Hill Primary School

School Secretary

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 01322)

Gazetted: 30 March 2011

Closing Date: 13 April 2011

Provide administrative and secretarial support to the Principal and staff throughout the school.

Eligibility/Other Requirements: First Aid Certificate and Epipen qualification, or willingness to undertake appropriate training.

Contact Officer: Chris Hamilton (02) 6205 7144 chris.hamilton@ed.act.edu.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

Victims of Crime Commissioner

Statutory Office Holder \$162,669 - \$171,510, Canberra (Reg0311)

Gazetted: 31 March 2011

Closing Date: 18 April 2011

Applications are sought for the role of Victims of Crime Commissioner, including the Domestic Violence Project Coordinator. The Victims of Crime Commissioner is a statutory position established by the *Victims of Crime Act 1994*. The Commissioner is an independent statutory officer responsible for managing Victim Support ACT which provides a one-stop shop for victims of crime in the ACT. The Commissioner is also responsible for promoting awareness of the needs of victims and advocating their interests. The Domestic Violence Project Coordinators is established in accordance with the *Domestic Violence Agencies Act 1986*. The successful applicant will be part of the team responsible for the provision of justice and community safety services in the ACT.

Eligibility/Other Requirements: The successful applicant will have proven ability and qualities in organisational leadership, providing high level advice to the Minister and achieving high performance in service delivery.

Note: Appointment is up to five years with an attractive remuneration package as determined by the Remuneration Tribunal with a package ranging from \$162,669 (non CSS/PSS members) or \$171,510 (existing CSS/PSS members).

Contact Officer: Alison Playford (02) 6205 3507 alison.playford@act.gov.au

Human Rights Commission

Human Rights and Discrimination

Human Rights Legal and Policy Adviser

Legal 1 \$50,797 - \$104,152, Canberra (PN: 22809)

Gazetted: 28 March 2011

Closing Date: 11 April 2011

The occupant will be required to provide legal and policy advice on complex matters under the *ACT Human Rights Act 2004*. Design and deliver community education and engagement activities with a view to building capacity and awareness of human rights issues in the legal and public community, prepare complex briefing materials, reports and submissions on matters relating to the *Human Rights Act 2004*, particularly systemic issues and respond to enquiries from government and non-government agencies, and members of the public seeking information and advice on human rights issues.

Eligibility/Other Requirements: Tertiary qualifications in Law, and knowledge and understanding of and commitment to human rights law and practice.

Note: This position is temporary for the period commencing 27 April 2011 to 23 January 2012.

Contact Officer: Sean Costello (02) 6205 2222 sean.costello@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

Property and Strategic Projects

ACT Property Group

Government Accommodation Strategy

Government Accommodation Lease Administrator

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 16120)

Gazetted: 28 March 2011

Closing Date: 19 April 2011

Working under limited direction coordinate sublease and financial administration for the ACT Government Office Subleased Accommodation Portfolio. The successful applicant will also provide administrative support, reconcile and process sublease financial transactions and assist with the management of sublease renewals, rent reviews, exercising of options, lease terminations and make good negotiations.

Eligibility/Other Requirements: Experience in Commercial Real Estate desirable and experience in financial management essential.

Contact Officer: John Bissell (02) 6213 0742 john.bissell@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

Transport and Infrastructure

Transport Regulation

Strategic Projects

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 18543)

Gazetted: 30 March 2011

Closing Date: 6 April 2011

An opportunity exists for a person with high-level legal policy skills and/or substantial experience in legislation development to fill an expected vacancy within the ACT Office of Transport. The successful applicant will be responsible for managing the development and settling, with Parliamentary Counsel, of road transport legislation, including amendments to Acts, regulations and the preparation of instruments under the road transport law.

Eligibility/Other Requirements: Experience in developing legislation essential. Legal qualifications highly desirable.

Note: This is a temporary vacancy available until November 2011 with the possibility of extension.

Contact Officer: Amanda Casimir (02) 6205 4188 amanda.casimir@act.gov.au

Transport and Infrastructure Division

Transport Regulation

Public Transport Regulation

Senior Regulatory Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24490)

Gazetted: 30 March 2011

Closing Date: 13 April 2011

Transport Regulation is seeking applications from suitably qualified people to join its team. The team plays a key role in the ACT, developing policy and legislation and advising the Government on public transport and national road reform, as well as regulating public passenger transport, driver competency, vehicle standards, parking practices and heavy vehicles. The successful applicant will develop, implement and review policy on a range of important ACT public transport issues. The position will suit someone who can prepare reports, submissions, high-level briefings and correspondence and assist with the preparation of legislation and legal instruments. They will be required to liaise with service providers, other areas of government and members of the community.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline or relevant experience is desirable.

Contact Officer: Kerry Bell (02) 6207 6185 kerry.bell@act.gov.au

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

Shared Services

Procurement Solutions

**Whole of Government Contracts Team
Procurement Officer**

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 27745)

Gazetted: 28 March 2011

Closing Date: 6 April 2011

The successful candidate will assist with ongoing contract management for Whole of Government contracts and liaise between the providers of various goods and services and ACT Government agencies to ensure key deliverables, timelines and required service standards are met. The role also involves collating and analysing data provided in relation to whole of Government contracts for inclusion in a biannual report to Chief Executives. The role requires well developed written and oral communication skills necessary to maintain effective relationships with both service providers and stakeholders across Government. Ongoing tasks include monitoring, managing and reporting on the performance of providers and addressing contract management issues as they arise. This can include liaison with providers, agencies and other entities such as ACTIA and the Government Solicitor. Contracts are managed in accordance with a detailed contract management plan that is maintained by the Contract Manager. The Contract Manager is also responsible for maintaining a range of contract related documents such as pricing schedules and User Reference Guides.

Eligibility/Other Requirements: Desirable - Certificate IV in Government (Procurement) or Certificate VI in Government (Strategic Procurement); or similar; or the ability to obtain certification based on prior experience.

Note: This position is temporary available from 1 April 2011 to 6 April 2012. Selection may be based on written application and referees reports only, or applicants may be short-listed for interview.

Contact Officer: Michelle Frost (02) 6207 0226 michelle.frost@act.gov.au

Transport and Infrastructure

Transport Regulation

Road User Services

Forms and Website Coordinator

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 23118)

Gazetted: 28 March 2011

Closing Date: 11 April 2011

Transport Regulation is seeking applicants with experience in analysing business requirements and designing forms and static webpages. The successful applicant will also administer the MS SharePoint application that will be used to provide access to Road and Traffic Authority (RTA) policy, procedures and business forms.

Eligibility/Other Requirements: Experience in graphic design, print management, Adobe Creative Suite and Microsoft SharePoint would be an advantage.

Contact Officer: John Moore (02) 6205 7240 john.moore@act.gov.au

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

InTACT

Operations

Education ICT, Business Services

Office Administrator

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 05262)

Gazetted: 28 March 2011

Closing Date: 4 April 2011

Provide administrative support including supporting schools and office staff in delivery of IT services, prepare purchase requests, assist in software and asset management tasks, safely lift and move ICT equipment.

Eligibility/Other Requirements: A current driver's licence is highly desirable.

Note: This position is full-time temporary available from 4 April 2011 to 30 June 2012.

Contact Officer: Karen Carlton (02) 6205 5510 karen.carlton@act.gov.au

Land Management and Planning

Parks and Conservation Services

Tidbinbilla

Administrative Services Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: C09087)

Gazetted: 29 March 2011

Closing Date: 12 April 2011

Provide support to teaching staff at Birrigai at Tidbinbilla in the development, design and maintenance of educational resources. The role includes assisting with the set-up and pack-up of equipment in an outdoor environment, as well as the conducting of basic administrative duties associated with program documentation. The officer has responsibility for resource ordering and for the liaising with suppliers. The successful applicant should possess sound time management skills and the ability to prioritise workload.

Eligibility/Other Requirements: Current driver's licence. Ability to undertake the physical requirements of the tasks listed in the Duty Statement. Senior First Aid. Experience in office administration in a school context is desirable.

Note: This position will be on a casual basis for a period of 15 months initially, commencing April. Hours will be full time during school terms, but not required during school holiday periods.

Contact Officer: Julie Murkins 6205 6748 julie.murkins@ed.act.edu.au

Land Management and Planning Division

City Services

Place Management

Horticulture and Cleaning

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 41635, several)

Gazetted: 24 March 2011

Closing Date: 12 April 2011

Place Management is a Branch within the Land Management and Planning 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 resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and environs. City Services, Place Management has two vacancies based at Fyshwick Depot, reporting to the Regional Supervisor, Inner South Region. The position requires you to work in a team undertaking a range of horticultural maintenance and cleaning activities in Canberra's urban open spaces.

Eligibility/Other Requirements: Current driver's licence preferably Light Rigid Class and ability to undertake the physical requirements.

Note: This merit selection process may be used to recruit to other vacant GSO5/6 horticulture and cleaning positions within Place Management.

Contact Officer: Julie Garbode (02) 6207 2283 julie.garbode@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.

InTACT

Operations

Service Support/Records Services

Temporary Register - Courier/Records Officer

Administrative Services Officer Class 1 \$38,249 - \$42,272, Canberra (PN: 12789, several)

Gazetted: 24 March 2011

Closing Date: 12 April 2011

Records Services is seeking suitable applicants that are committed to delivering high quality file management and mailroom services to our customers. The ability to work quickly and accurately in a manual handling environment will be highly valued.

Eligibility/Other Requirements: The ability to move heavy boxes and mail bags (16kg) as per the guidelines outlined in the ACT Manual Handling Code of Practice 1999 is mandatory. A current driver's licence is mandatory.

Note: Applications will be held on a 12 month temporary employment register and will be used to fill temporary positions, varying from a few days and up to 12 months, depending on the requirements of Records Services.

Contact Officer: Rose Jacobson (02) 6207 5790 rose.jacobson@act.gov.au

Department of 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

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 23050)

Gazetted: 24 March 2011

Closing Date: 7 April 2011

As a team leader, direct and control a team of staff engaged in a range of operational and administrative tasks relating to the assessment, collection and maintenance of accounts for rates, land tax, land rent and City Centre Marketing and Improvements Levy (CCMIL). Professionally deal with taxpayers, commercial entities and their representatives.

Contact Officer: Gerry Bustamante (02) 6207 0064 gerry.bustamante@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 02749)

Gazetted: 24 March 2011

Closing Date: 7 April 2011

As a team supervisor, undertake a range of operational and administrative tasks relating to the assessment of property taxes and associated account maintenance and enquiry functions. Assess and update revenue accounts in respect of residential land tax, pensioner rebates of rates, transfer of ownership and account mailing details, and direct debit payment authorities. Professionally deal with taxpayers and their representatives.

Contact Officer: Mr Jukka Siiteri (02) 6207 0042 jukka.siiteri@act.gov.au

APPOINTMENTS

ACT Health

Health Service Officer Level 3 \$39,357 - \$40,700

Caleb Albrecht 830-79913, Section 68(1), 21 February 2011

Health Professional Level 4 \$83,816 - \$90,372

Philippa Golley 827-34701, Section 68(1), 28 March 2011

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

Ann Kelly 827-83220, Section 68(1), 14 April 2011

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

Mengdan Mao 830-79235, Section 68(1), 21 March 2011

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

Susan Markham 827-33514, Section 68(1), 7 March 2011

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

Eliza Mitchell 827-35763, Section 68(1), 7 March 2011

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

Jennifer Moyo 827-33530, Section 68(1), 3 March 2011

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

Maddison Noble 820-93406, Section 68(1), 18 March 2011

ACT Planning and Land Authority

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

Vladislav Munteanu 827-08271, Section 68(1), 28 March 2011

Calvary Health Care ACT (Public)

Health Services Officer Level 4 \$40,700 - \$42,331

Lisa Beatty, Section 68 (1), 31 March 2011

Canberra Institute of Technology

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

Anita Fowler 827-13660, Section 68(1), 30 March 2011

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

Joanne Wallace 827-14057, Section 68(1), 30 March 2011

Department of Disability, Housing and Community Services

Disability Support Officer Level 1 \$40,857 - \$42,495

Melody Abbott 827-36555, Section 68(1), 21 March 2011

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

Morgan Aaron Bryant 821-21948, Section 68(1), 21 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Ian Cunliffe 827-36619, Section 68(1), 21 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Samanth Frater 827-36539, Section 68(1), 21 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Shane Graham 827-36547, Section 68(1), 21 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Deborah Grant 812-10069, Section 68(1), 21 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Sarah Hackett 827-36491, Section 68(1), 21 March 2011

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

Donna Hosie 827-36942, Section 68(1), 28 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495
Latu Laipato 817-49944, Section 68(1), 21 March 2011

Administrative Services Officer Class 6 \$66,198 - \$76,043
Malcome Mitchell 827-36029, Section 68(1), 21 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495
Bernard O'Hehir 827-36600, Section 68(1), 21 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495
Louise Pedler 827-36504, Section 68(1), 21 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495
Hayley Rogers 827-36520, Section 68(1), 21 March 2011

Disability Support Officer Level 1 \$40,857 - \$42,495
Brianna Steiner 827-36563, Section 68(1), 21 March 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Lee-Ann Warne 821-15038, Section 68(1), 28 March 2011

Department of Justice and Community Safety

Administrative Services Officer Class 3 \$49,306 - \$53,214
Paul Andrew Flynn 820-95460, Section 68(1), 23 March 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003
Hasan Nikro 821-18159, Section 68(1), 21 March 2011

Department of Territory and Municipal Services

Public Affairs Officer 1 \$56,700 - \$64,994
Mellita Cheah 827-33653, Section 68(1), 21 March 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Tammara Haines 827-36184, Section 68(1), 31 March 2011

Senior Officer Grade C \$83,816 - \$90,372
Kara Highfield 827-36395, Section 68(1), 11 April 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Alicia Dee Jukic 827-36205, Section 68(1), 31 March 2011

TRANSFERS

Chief Minister's Department

Angela Ellerman: 827-37304
From: Australian Public Service Level 5 \$63,368-\$68,318
Department of Agriculture, Fisheries and Forestry
To: Administrative Services Officer Class 4 \$54,956
Chief Minister's Department, Canberra (PN. 12554) (Gazetted 2 February 2011)

Department of Education and Training

Anita Margaret Doswell: 779-03558
From: Administrative Services Officer Class 3 \$41,927 - \$45,251
Department of Education and Training
To: School Assistant 3 \$41,927 - \$45,251
Department of Education and Training, Canberra (PN. 00847) (Gazetted 10 February 2011)

Nicole Graham: 775-68729
From: School Leader C \$91,769
Department of Education and Training
To: School Leader C \$91,769
Department of Education and Training, Canberra (PN. 02236) (Gazetted 17 February 2011)

Penelope Mims: 033-20990
From: School Leader B \$98,077

Department of Education and Training
To: School Leader B \$98,077
Department of Education and Training, Canberra (PN. 04063) (Gazetted 17 February 2011)

Robin Morrell: 027-57621
From: School Leader B \$98,077
Department of Education and Training
To: School Leader B \$98,077
Department of Education and Training, Canberra (PN. 04019) (Gazetted 17 February 2011)

PROMOTIONS

ACT Health

Business and Infrastructure

Business Support Services

Jasminka Alduk: 783-24822

From: Sterilising Services Health Service Officer Level 3/4 \$39,357 - \$42,331
ACT Health
To: Technical Officer Level 2 \$48,615 - \$55,954
ACT Health, Canberra (PN. 29383) (Gazetted 10 February 2011)

Deputy Chief Executive Strategy and Corporate

Deputy Chief Executive

Carmel Brennan: 741-06211

From: Registered Nurse Level 4.3 \$108,239
ACT Health
To: †Senior Officer Grade B \$99,033 - \$111,485
ACT Health, Canberra (PN. 17137) (Gazetted 26 March 2009)

Business and Infrastructure

Business Support Services

Mirjana Dojcinovska: 783-25120

From: Sterilising Services Health Service Officer Level 3/4 \$39,357 - \$42,331
ACT Health
To: Technical Officer Level 2 \$48,615 - \$55,954
ACT Health, Canberra (PN. 29401) (Gazetted 10 February 2011)

Deputy Chief Executive The Canberra Hospital and Health Service Rehabilitation, Aged and Community Care

Allied Health

Timothy Evans: 821-07759

From: Technical Officer Level 1 \$44,764 - \$47,026
ACT Health
To: Technical Officer Level 2 \$48,615 - \$55,954
ACT Health, Canberra (PN. 03715) (Gazetted 3 February 2011)

Deputy Chief Executive The Canberra Hospital and Health Service Critical Care and Diagnostics

Demand Management

Sarah Ryan: 817-43219

From: Administrative Services Officer Class 2 \$43,289 - \$48,003
ACT Health
To: Administrative Services Officer Class 4 \$54,956 - \$59,668
ACT Health, Canberra (PN. 20011) (Gazetted 3 February 2011)

Office of the Chief Executive

Quality and Safety

Patient Safety and Quality

Sharon Swain: 741-12275

From: Health Professional Level 4 \$83,816 - \$90,372
ACT Health
To: †Health Professional Level 5 \$99,033 - \$111,485
ACT Health, Canberra (PN. 04543) (Gazetted 17 February 2011)

Business and Infrastructure

Business Support Services

Donna White: 799-83598

From: Sterilising Services Health Service Officer Level 3/4 \$39,357 - \$42,331
ACT Health

To: Technical Officer Level 2 \$48,615
ACT Health, Canberra (PN. 29351) (Gazetted 10 February 2011)

ACT Planning and Land Authority

Construction Services

Utilities, Land and Lease Regulation

Joshua Warren Turk: 817-49127

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

ACT Planning and Land Authority

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

ACT Planning and Land Authority, Canberra (PN. 20056) (Gazetted 29 October 2010)

Calvary Health Care ACT (Public)

Administrative

Cheryl Wood

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

Clare Holland House

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

Calvary Health Care ACT, (PN. 7239) 10 February 2011

Nursing

Emergency Department

Matthew Luther

Nurse Practitioner \$101,525

Calvary Health Care ACT

Registered Nurse Level 4 Grade 3 \$108,239

Calvary Health Care ACT, (PN 7452) September 2010

Nursing

Zita Mary Clinic

Catherine Trevaskis

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

Calvary Health Care ACT

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

Calvary Health Care ACT, (PN 7116) February 2011

Department of Education and Training

School Improvement

Aboriginal and Torres Strait Islander Education and Student Support

Disability Education

Catherine Laverty: 824-42442

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

Department of Education and Training

To: †School Leader C \$91,769

Department of Education and Training, Canberra (PN. 03697) (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.

School Improvement

South/Weston Network

Telopea Park School

Jayne Louise Steel: 716-21090

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

Department of Education and Training

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

Department of Education and Training, Canberra (PN. 21620) (Gazetted 10 February 2011)

School Improvement

North/Gungahlin Network

Leesa Janine Tynan: 779-03398

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

Department of Education and Training

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

Department of Education and Training, Canberra (PN. 00228) (Gazetted 11 February 2011)

Department of Land and Property Services

Property and Capital Works

ACT Property Group

Business Support

Paul Reece Leyton: 821-24196

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

Department of Land and Property Services

To: †Senior Officer Grade A \$115,016

Department of Land and Property Services, Canberra (PN. 19058) (Gazetted 18 January 2011)

Department of Territory and Municipal Services

Land Management and Planning Division

City Services

Licensing and Compliance - City Rangers

Andrew Brian Melville: 765-49163

From: Bus Operator \$53,245-\$59,272

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 32123) (Gazetted 10 January 2011)

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

Shared Services

ACT Procurement Solutions

Goods and Services Procurement and Policy Branch

Jan Patricia Pearse: 772-39597

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

Department of Territory and Municipal Services

To: †Senior Officer Grade A \$115,016

Department of Territory and Municipal Services, Canberra (PN. 01502) (Gazetted 2 November 2010)

Corporate Support

Governance

Communications

Geoffrey Scott Virtue: 757-51597

From: Public Affairs Officer 3 \$88,079 - \$104,152

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 10468) (Gazetted 16 February 2011)

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

Department of the Environment, Climate Change, Energy and Water

Office of the Chief Executive

Ministerial and Corporate

Elizabeth Jolley: 747-74965

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

Department of Education and Training

To: †Senior Officer Grade A \$115,016

Department of the Environment, Climate Change, Energy and Water, Canberra (PN. 16622) (Gazetted 4 February 2011)

Department of Treasury

ACT Gambling and Racing Commission

Gaming Regulation

Deborah Jean Pettit: 783-11343

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

Department of Treasury

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

Department of Treasury, Canberra (PN. 42501) (Gazetted 21 February 2011)

CORRIGENDA

Department of Disability, Housing and Community Services

Therapy ACT

Psychology

School Age North

Graham Mackay: 816-82794

From: Technical Officer Level 2 \$48,615 - \$55,954

Department of Disability, Housing and Community Services

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

Department of Disability, Housing and Community Services, Canberra (PN. 07619) (Gazetted 14 February 2011)

Note: Correction to promotion level originally published in the gazette of 24 March 2011.