



ACT Government Gazette

Gazetted Notices for the week beginning 08 September 2011

Executive Notices

Economic Development

Engagement

Ian Wood-Bradley – General Manager, Planning and Development, Land Development Agency (E333)
Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Engagement

James Corrigan – Directors, Parks and Conservation (E610)
Section 72 of the Public Sector Management Act 1994

Contract Cessation

Nick Kalogeropoulos – Director, Finance (E416) – 30.6.11

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Perioperative Unit

Nursing Director - Perioperative Services

Registered Nurse Level 5 Grade 5 \$129,358, Canberra (PN: 7820)

Gazetted: 12 September 2011

Closing Date: 19 September 2011

This is your chance to be part of a vibrant organisation that strives to provide Simply Better Care. Calvary Health Care ACT (CHCACT) is seeking a highly skilled and experienced Registered Nurse to fill the position of Nursing Director of Perioperative and Surgical Services. The successful applicant will: *Demonstrate the capacity to coordinate a complex operating theatre and surgical services. *Demonstrated capacity to lead, inspire, motivate and develop people to achieve determined objectives; *Demonstrated capacity to shape strategic thinking, strategic planning and strategic partnering; *Proficiency in developing, implementing and reviewing policy and giving sound policy advice. *Proven ability to deploy financial, physical and human resources to deliver outputs; *Demonstrated capacity to progress complex tasks, manage performance and continuously improve work practices to achieve results within time and budget constraints.

*Demonstrated capacity to build and maintain key relationships; *Demonstrated capacity for effective decision making in complex environments; *A high level of effective communication skills

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Strehon Billingham 6264 7070 rebecca.ffrench@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Perioperative Unit

Perioperative Services Manager

Registered Nurse Level 4 Grade 3 \$108,239, Canberra (PN: 7060)

Gazetted: 12 September 2011

Closing Date: 19 September 2011

This is your chance to be part of a vibrant organisation that strives to provide Simply Better Care. Calvary Health Care ACT (CHCACT) is seeking a highly skilled and experienced Registered Nurse to fill the position of Perioperative Services Manager. The successful applicant will: 1. Develop and utilise staff, financial and other resources to provide quality cost-effective services, including developing and managing a budget. 2. Develop, coordinate and provide timely and effective communication and feedback to relevant stakeholders as part of the development, implementation and evaluation of performance outcomes. 3. Promote and oversee the educational activities for peri-operative staff. 4. Oversee the development of procedure and policy relating to peri-operative practice. 5. Evaluate nursing practice through a program of performance management and identification of staff development needs See attached duty statement for further information.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Strehon Billingham 6264 7070 rebecca.ffrench@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Ambulatory Care

Ambulatory Care Clinical Manager

Registered Nurse Level 4.1 \$94,804, Canberra (PN: 7821)

Gazetted: 14 September 2011

Closing Date: 28 September 2011

An opportunity exists for a dynamic Registered Nurse to fill the position of Ambulatory Care Clinical Coordinator. This position reports to the Director of Allied Health. The successful applicant will possess current AHPRA Registration as a Registered Nurse and demonstrated experience in leading a multidisciplinary clinical team in both operational and strategic areas including managing demand and capacity in a Specialist Ambulatory Care environment. See attached Duty Statement for further information.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Christopher Hicks 6201 7239 christopher.hicks@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Perioperative Unit

Perioperative Suite Floor Manager

Registered Nurse Level 3 Grade 2 \$94,804, Canberra (PN: 7095)

Gazetted: 12 September 2011

Closing Date: 19 September 2011

This is your chance to be part of a vibrant organisation that strives to provide Simply Better Care. Calvary Health Care ACT (CHCACT) is seeking a highly skilled and experienced Registered Nurse to fill the position of Perioperative Suite Floor Manager. The successful applicant will possess:

1. The ability to lead and manage the delivery of evidence based nursing care in the Perioperative Unit including the ability to manage complex clinical situations.
- o High level knowledge of contemporary HR practice, legislation, professional standards, policy and procedure.
- o Demonstrated ability to maintain budget integrity and ensure optimal use of human and material resources.
- o Knowledge and experience in Nursing Information Management systems, including theatre management and roster systems.
- o Well developed interpersonal, written and oral communication skills including the ability to develop procedures and/ guidelines. Please see attached duty statement for more information.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Strehon Billingham 6264 7070 rebecca.ffrench@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Learning and Development Unit

Clinical Education and Professional Development Manager

Registered Nurse Level 4.1 \$94,804, Canberra (PN: 7340)

Gazetted: 13 September 2011

Closing Date: 20 September 2011

The Clinical Education & Professional Development Unit is looking for a dynamic Registered Nurse leader with broad nursing and education experience who sees professional development, workplace culture, and flexibility as extremely important. The successful candidate will be able to demonstrate:

- o Completion of, working towards or willingness to undertake Post Graduate Certificates / Tertiary qualification in Education and / or Health Care Management
- o Highly developed interpersonal and communication skills. Demonstrated leadership, team contribution, mentoring and coaching skills.
- o Demonstrated current expert knowledge and practice in the provision of staff education/ training/ professional development with the ability to analyse, plan, implement and evaluate quality education programs that incorporate adult learning principles within a learning organization.
- o Demonstrated knowledge of trends and issues relating to research based best practice, health care innovations, and their impact on patient outcomes, multidisciplinary health care teams and work environment.
- o Evidence of commitment to, and participation in, clinical and/or educational research, quality improvement and own professional development.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Colleen Kinnane 6264 7262 colleen.kinnane@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Nursing

ICU/CCU

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$94,804, Canberra (PN: 5892)

Gazetted: 09 September 2011

Closing Date: 16 September 2011

This is your chance to be part of a vibrant organisation that strives to provide Simply Better Care. Calvary Health Care ACT (CHCACT) is seeking a highly skilled and experienced Registered Nurse to fill the position of Clinical Nurse Consultant in the ICU/CCU. The successful applicant will have:

- * A proven ability to provide nursing leadership in an environment of change and evolution of service delivery
- o Extensive demonstrated competence in providing direct patient care in the critical care environment utilising the nursing process, and incorporating a risk assessment approach while working within
- o Demonstrated high level of knowledge regarding contemporary HR and management practice, legislation, professional standards, policy and procedure. See attached Selection Criteria for more information.

Eligibility/Other Requirements: Registration with AHPRA Selection Criteria

Contact Officer: Narelle Comer 02 6201 6099 narelle.comer@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Learning and Development Unit

Clinical Education and Professional Development Program Co-ordinator

Registered Nurse Level 3.1 \$83,861, Canberra (PN: 7341)

Gazetted: 13 September 2011

Closing Date: 20 September 2011

The Clinical Education Unit is looking for a dynamic Registered Nurse leader with broad nursing and education experience who sees professional development, workplace culture, and flexibility as extremely important. The expectations of this permanent full-time position are outlined in the Position Description and reflected in the selection criteria. The successful candidate will be able to demonstrate: Post Graduate professional development/qualifications in education and/or management eg Holds or is working towards a tertiary qualification in related topic for example Education, Management or equivalent experience. Demonstrated ability to plan, implement and evaluate clinical education and professional development activities within a quality control framework utilising adult learning principles. Demonstrated analytical and problem solving skills, including the capacity to collect data, establish facts and draw valid conclusions. Demonstrated excellent communication and interpersonal skills, including the ability to liaise effectively with internal and external stakeholders. Highly developed computer skills including demonstrated competence in using Microsoft Office packages and ability in the operation of desk top publishing software for information management and presentation.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Colleen Kinnane 6264 7262 colleen.kinnane@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Quality Safety and Risk Unit

QSR Analyst

Administrative Services Officer Level 6 \$66,198 - \$76,043, Canberra (PN: 8970)

Gazetted: 13 September 2011

Closing Date: 20 September 2011

Calvary Health Care ACT Quality Safety and Risk Temporary position Duties: Management of web based Incident Management System (RiskMan), including: Incident review. Education and support. System maintenance. Report management. Alert management. Indicator management. Statistical analysis of incident data. Policy and Procedure Intranet management, including: Document loading. Document archiving. Committee secretariat Desirable: High level of IT knowledge in using web based systems. Statistical knowledge.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Sue Hogan 6201 6818 sue.hogan@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Pharmacy Department

Pre-registration Health Professional Level 1 Pharmacist

Health Professional Level 1 \$54,188, Canberra (PN: 8827)

Gazetted: 12 September 2011

Closing Date: 10 October 2011

An opportunity exists for a graduate pharmacist willing to undertake their pre-registration year in hospital. Eligibility/other requirements: An appropriate degree or diploma in Pharmacy or equivalent. Enrolment in a recognised post-graduate training course (e.g. NSW PGTC). Australian citizenship or permanent residency status.

Note: A twelve month public sector temporary contract will be offered to the successful applicant. Eligibility/Other Requirements: Selection Criteria

Contact Officer: Liisa Nurmi 6201 6269 liisa.nurmi@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

Fyshwick Trade Skills Centre

Senior Teacher

Senior Teaching Post \$83,856, Canberra (PN: 17842, several)

Gazetted: 12 September 2011

Closing Date: 26 September 2011

The Fishwick Trade Skills Centre seeks an individual who can provide professional educational leadership in the Program Area of Electrical and Refrigeration disciplines and can provide high level advice and support in relation to delivery, management and assessment of programs in accordance with Institute policy. Coordinate the program area including class scheduling and staff scheduling. Represent the Institute at various Vocational Education and Training (VET) meetings, conferences and workshops including state TAFE Electrical and Refrigeration managers meetings, centre management meetings, local and national meetings for Electrical and Refrigeration on educational delivery, licensing issues, curriculum and training package implementation. Organise and coordinate teaching delivery and assessment teams. Organise and coordinate program guidelines including training plan negotiation and feedback to employers and students.

Eligibility/Other Requirements: Degree, Diploma or equivalent qualification in Education and experience in an Institute of Technology or similar environment is mandatory.

Note: This position will be offered for temporary filling for a period of two years with possible extension up to five years.
Contact Officer: Brian Coates (02) 6207 4124 brian.coates@cit.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.

Centres

Vocational College

AMEP Coordinator

Senior Teaching Post \$83,856, Canberra (PN: 18716)

Gazetted: 09 September 2011

Closing Date: 16 September 2011

The successful applicant will assist the Education Manager AMEP by coordinating and implementing specific projects and aspects of the programs. Specific duties will be negotiated with the Education Manager, taking into account the skills and experience of the person selected. They may include the following, with guidance and supervision from the Education Manager: Assist the education manager to prepare and manage casual teacher contracts and organise relief staff under the direction of the Education Manager; Assist with CRN data entry into Banner under the direction of the Education Manager; Assessment coordination and monitoring of quality assessment and delivery according to CIT and AMEP policies and procedures; Provide mentoring and support to teachers in the program; Implementing and assisting teachers with E-learn; Monitoring attendance and roll-book procedures; Coordination of enrolments (including liaison with other ESL programs across the Vocational College); Providing student advice and support; Respond to student issues, with referral to Education Manager as appropriate; Develop and maintain relevant networks; Assist with the promotion and development of the AMEP program; Coordinate and implement specific projects.

Eligibility/Other Requirements: Degree, diploma or equivalent qualification in Education, and experience in an Institution of Technology or similar environment is mandatory. Teaching qualifications in ESL is desirable.

Note: This is a temporary position available from 8 October 2011 until 30 June 2013 as Senior Teaching Post positions can only be filled on a temporary basis for between 6 Months and 5 Years. Attendance for coordination duties will include evenings. There is room for negotiation of hours of attendance and teaching load.

Contact Officer: Sharon Kendall (02) 6205 8485 sharon.kendall@cit.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.

Centres

Vocational College

English as a Second Language and Languages Program Coordinator

Senior Teaching Post \$83,856, Canberra (PN: 17475)

Gazetted: 09 September 2011

Closing Date: 16 September 2011

The successful applicant will assist the Education Manager English as a Second Language (ESL) and Languages by coordinating and implementing specific projects and aspects of the ESL and Languages programs. Specific duties will be negotiated with the Education Manager, taking into account the skills and experience of the person selected. They may include the following, with guidance and supervision from the Education Manager: Assist the education manager to prepare and manage casual teacher contracts, organise relief staff under the direction of the Education Manager; Assist with CRN data entry into Banner, under the direction of the Education Manager; Assessment coordination and monitoring of quality assessment and delivery according to CIT policies and procedures; Provide mentoring and support to teachers in the program; Implementing and assisting teachers with E-learn; Monitoring attendance and roll-book procedures; Coordination of enrolments (including liaison with CIT Solutions for international and diplomatic students); Provide student advice and support; Respond to student issues, with referral to Education Manager as appropriate; Develop and maintain relevant networks; Assist with the promotion and development of the evening program (ESL and Languages); Coordinate and implement specific projects.

Eligibility/Other Requirements: Degree, diploma or equivalent qualification in Education and experience in an Institution of Technology or similar environment is mandatory. Teaching qualifications in ESL and/or LOTE is desirable.

Note: This is a temporary position available 8 October 2011 until 30 June 2013 as Senior Teaching Post positions can only be filled on a temporary basis for between 6 Months and 5 Years. Attendance for coordination duties will include the evenings, Monday to Thursday, with some daytime attendance required to attend meetings.

Contact Officer: Margot McKenna (02) 6207 3347 margot.mckenna@cit.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.

Centres

Building and Environment Centre

Industry Liaison Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 19000)

Gazetted: 08 September 2011

Closing Date: 22 September 2011

The Building and Environment Centre of Canberra Institute of Technology is seeking an individual to provide high level administrative support to the Centre including preparing reports, briefs, correspondence and submissions, liaising with peak industry bodies for funding opportunities. Organising and implementing information sessions, prize nights, events and activities to promote vocational pathways in construction.

Eligibility/Other Requirements: Tertiary diploma or relevant skills in an associated field would be desirable.

Contact Officer: Glenn Carter (02) 6207 4043 glenn.carter@cit.edu.au

Centres

Fyshwick Trade Skills Centre

Engineering Fabrication Trade Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 51435)

Gazetted: 13 September 2011

Closing Date: 27 September 2011

The Fyshwick Trade Skills Centre at CIT is seeking an individual who has professional knowledge and practical skills appropriate to teaching Engineering Fabrication Trade.

Eligibility/Other Requirements: Appropriate tertiary qualifications or equivalent in the Engineering Fabrication Trade. Five years or more of industrial/vocational/professional experience or possess such other qualifications and/or experience acceptable for the position. Possess, or eligible to obtain qualifications in Adult Education.

Note: There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th point.

Contact Officer: Ross Skinns (02) 6207 3808 ross.skinns@cit.edu.au

Centres

Fyshwick Trade Skills Centre

Smash Repair Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 17962)

Gazetted: 13 September 2011

Closing Date: 27 September 2011

The Fyshwick Trade Skills Centre at CIT is seeking an individual who has professional knowledge and practical skills appropriate to teaching Smash Repair.

Eligibility/Other Requirements: Appropriate tertiary qualifications or equivalent in Smash Repair or other relevant discipline as appropriate to teaching to Certificate III. Five years or more of industrial/vocational/professional experience or possess such other qualifications and/or experience acceptable to the position. Possess or eligible to obtain qualifications in Adult Education.

Note: There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2009-2011.

Contact Officer: Ross Skinns (02) 6207 3808 ross.skinns@cit.edu.au

Centres

Fyshwick Trade Skills Centre

Metal Fabrication and Welding Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 17961)

Gazetted: 13 September 2011

Closing Date: 27 September 2011

The Fyshwick Trade Skills Centre at CIT is seeking an individual who has professional knowledge and practical skills appropriate to teaching Metal Fabrication and Welding.

Eligibility/Other Requirements: Appropriate tertiary qualifications or equivalent in Metal Fabrication and Welding or other relevant discipline as appropriate to teaching to Certificate III. Five years or more of industrial/vocational/professional experience OR possess such other qualifications and/or experience acceptable to the position. Possess or eligible to obtain qualifications in Adult Education.

Note: This is a temporary vacancy available for a period of five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2009-2011. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Contact Officer: Ross Skinns (02) 6207 3808 ross.skinns@cit.edu.au

Centres

Centre for Health, Community and Wellbeing

Sport and Fitness

Gymnasium Attendants

General Service Officer Level 2 \$36,052 - \$37,436, Canberra (PN: C2011reg)

Gazetted: 13 September 2011

Canberra Institute of Technology's Fit and Well, the fitness facility at our Bruce Campus, requires fitness professionals for the 2011 Temporary/Casual Employment Register as gymnasium attendants.

Eligibility/Other Requirements: Certificate IV in Fitness and at least twelve months professional experience would be an advantage.

Note: Application forms for the Temporary/Casual Employment Register are available at

<http://cit.edu.au/about/employment/>

Contact Officer: Richard Burgess (02) 6207 3879 richard.burgess@cit.edu.au

Chief Minister and Cabinet

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

Policy and Cabinet

Economic, Regional and Planning

Senior Policy Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 25404)

Gazetted: 13 September 2011

Closing Date: 4 October 2011

Chief Minister and Cabinet Directorate is seeking a professional and experienced Senior Policy Officer to provide high-quality policy direction and advice, particularly relating to economic matters and strategic planning. The occupant of the position will support across-government implementation of the ACT's Performance and Accountability Framework. To be successful in this role you will have significant policy development and implementation experience and demonstrated project management skills. You will also possess strong analytical skills, initiative, and the ability to work to tight deadlines. You will have sound communication and liaison skills, including the ability to build and maintain relationships with stakeholders in a complex policy development environment.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are highly desirable.

Note: Applicants should address the numbered selection criteria and limit responses to 300 words (maximum) against each of the selection criteria. This is a temporary position available from October 2011 to October 2012.

Contact Officer: Anastasia Chan (02) 6205 7978 anastasia.chan@act.gov.au

Community Services

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

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

Office for Children Youth and Family Support

Care and Protection Services

Team Leader

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 14049, several)

Gazetted: 09 September 2011

Closing Date: 23 September 2011

The role is responsible for managing a team of Care and Protection workers to ensure quality outcomes for children and families, in accordance with government policy and departmental practice standards and procedures. The key practices and principles care and protection work to, are: child centred, family focused, culturally competent and strengths and evidence based.

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

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

Housing and Community Services

Asset Management Branch

Community Facilities

Senior Project Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 25305, several)

Gazetted: 08 September 2011

Closing Date: 22 September 2011

Community Services Directorate is seeking applications from suitably qualified officers with excellent communication skills, a sound knowledge of property management with a sound focus on customer relations. The positions will manage an element of the department's community properties - community centres, neighbourhood halls, community hubs and/or childcare centres.

Eligibility/Other Requirements: Knowledge of the Territory's planning and leasing systems and/or experience and expertise in contract and project management is highly desirable. A current driver's licence is essential.

Contact Officer: John Dowse (02) 6207 1053 john.dowse@act.gov.au

Economic Development

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

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

Land Development Agency

Governance and Communications

Marketing and Communications

Marketing Project Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 08023)

Gazetted: 08 September 2011

Closing Date: 15 September 2011

The Land Development Agency is seeking a person with a dynamic and enthusiastic approach combined with skills and experience suitable for a marketing and public relations environment. The role will include an element of administration and project implementation support. It will provide an opportunity to develop experience in the implementation of marketing activities and event management.

Eligibility/Other Requirements: Demonstrated skills in a marketing and public relations environment is highly desirable.

Note: This is a temporary position available from 4 October 2011 to 24 August 2012. Interested applicants must have maximum half page to address each selection criteria and include a copy of current curriculum vitae.

Contact Officer: Gabbie Foster (02) 6207 6803 gabbie.foster@act.gov.au

Tourism, Events and Sport

Australian Capital Tourism

Marketing

Administrative Assistant

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 43143)

Gazetted: 09 September 2011

Closing Date: 27 September 2011

Australian Capital Tourism is seeking a person to fill the role of Administrative Assistant. The primary objective of the position is to provide general administrative assistance to the Marketing Unit including processing invoices, coordinating unit meetings including agendas and minutes, booking travel and accommodation and other general administrative assistance.

Eligibility/Other Requirements: The successful candidate will demonstrate accurate and timely administrative support, the ability to prioritise workflows, high levels of competency with the Microsoft suite of applications (including Word, Excel and PowerPoint) as well as sound communication and interpersonal skills.

Note: An understanding of marketing principles is desirable.

Contact Officer: Kelly Ryan (02) 6205 6001 kelly.ryan@act.gov.au

Education and Training

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

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

School Improvement

North/Gungahlin Directorate

Palmerston District Primary School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 23546)

Gazetted: 09 September 2011

Closing Date: 23 September 2011

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

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

Note: This position commences 27 January 2012.

Contact Officer: Melissa Travers (02) 6205 7241 melissa.travers@ed.act.edu.au

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

School Improvement

North/Gungahlin Network

Gungahlin College

School Secretary

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 25401)

Gazetted: 12 September 2011

Closing Date: 26 September 2011

Gungahlin College is seeking a highly motivated person with outstanding interpersonal skills. The person will be required to work as part of a team to provide administrative and secretarial support to the Principal and staff throughout the school under the direction of the Business Manager.

Eligibility/Other Requirements: First Aid qualification or willingness to undertake appropriate training is desirable.

Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Environment and Sustainable Development

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

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

Regulation and Services

**Corporate
Legislation
Supervisor**

Senior Professional Officer Grade A \$115,016, Canberra (PN: 25309)

Gazetted: 12 September 2011

Closing Date: 26 September 2011

The Legislation Section develops, coordinates and delivers the legislation program for the Environment and Sustainable Development Directorate. It works closely with Parliamentary Counsel's Office, Government agencies and industry. The occupant of the position will be the supervisor of a small dynamic team that delivers the legislation work program for the Directorate. The successful applicant will: manage all aspects of legislation development including complex policy research, analysis and development or translation of determined policy into legislated outcomes; coordination and management of resources and input to ensure that legislation is delivered on time; preparation of cabinet submissions, briefings, regulatory impact statements and explanatory statements; interaction with Parliamentary Counsel's Office including drafting instructions, reviewing drafts, resolution of issues, final clearance and preparation of copy for tabling; provide advice and interpretation on legislation including the interaction of legislation and impact on related legislation; work as part of a self managing team that supports each member to deliver outcomes; undertake detailed discussions and negotiations with industry to progress organisation goals within the context of Government direction, undertaking formal consultation processes; consult with other Government agencies and obtain agreement to legislative proposals; and provide detailed legislative advice as required.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience is required.

Contact Officer: Geoffrey Rutledge (02) 6205 5085 geoffrey.rutledge@act.gov.au

Regulation and Services

Environment Protection

Water Resources

Regional Waterwatch Facilitator

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24704)

Gazetted: 13 September 2011

Closing Date: 27 September 2011

Environment and Sustainable Development Directorate is seeking an enthusiastic individual to promote and lead the Waterwatch program in the Upper Murrumbidgee Catchment. The successful applicant will be expected to have a thorough understanding of community based natural resource management, Commonwealth grant funding arrangements and aquatic ecology. An ability to initiate action and manage remote staff is essential.

Eligibility/Other Requirements: Tertiary qualifications in natural resource management and education would be an advantage.

Note: Selection may be based on applications and referee reports.

Contact Officer: Heath Chester (02) 6207 5728 heath.chester@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.

Corporate and Culture

Corporate

Corporate and Culture

Ministerial Liaison Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 25753)

Gazetted: 13 September 2011

Closing Date: 20 September 2011

The Ministerial Government Team is responsible for the management of Cabinet, Ministerial and Assembly and administrative law functions for the Environment and Sustainable Development Directorate (ESDD). It also manages and coordinates ESDD executive committees as well as providing the primary point of contact for the Minister and his staff. The primary role of the position is to act as the Ministerial Liaison Officer for ESDD, as well as assisting in the processing of Freedom of Information requests received by the Directorate. The successful applicant will have a strong customer focus and be able to understand and meet the needs of all our team's clients, and have an understanding of administrative law processes and procedures including legal instruments. This, together with knowledge of ministerial, cabinet and assembly processes, will be important. Applicants should have well developed written and oral communication skills and the ability to analyse and research information, prioritise workloads and liaise with staff at all levels of the organisation.

Contact Officer: Leonie Mossop (02) 6207 1764 leonie.mossop@act.gov.au

Regulation and Services

Environment Protection

Water Resources

Water Resources Officer

Professional Officer Class 1 \$46,164 - \$64,764, Canberra (PN: 15671)

Gazetted: 13 September 2011

Closing Date: 27 September 2011

Environment and Sustainable Development Directorate is seeking an inquiring and enthusiastic individual to be part of the water resource management team. The successful applicant will be expected to have a sound understanding of natural resource management processes and an interest in water related science.

Eligibility/Other Requirements: Tertiary qualification in environmental science or equivalent is desirable.

Note: Selection may be based on applications and referee reports.
Contact Officer: Heath Chester (02) 6207 5728 heath.chester@act.gov.au

Health

Selection documentation for the following positions may be downloaded from
<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Director of Pharmacy

Health Professional Level 6 - Pharmacist \$115,016, Canberra (PN: 28981)

Gazetted: 15 September 2011

Closing Date: 29 September 2011

The Director of Pharmacy is operationally responsible for the delivery of clinical pharmacy services. Management and planning for human and financial resources is a major demand of this position. This is a high profile position responsible for providing leadership on medicines management for the hospital and territory health service. It is a key role required to contribute to the effective executive management of the hospital. The Pharmacy Department employs approximately 60 staff, including almost 30 FTE Pharmacist positions. The Department provides a full range of contemporary pharmacy services including medicines supply and distribution, clinical pharmacy services, specialised manufacturing services (intravenous and oncology products), investigational drug support, drug information, and corrections health services. It provides leadership in medicines management across the ACT and participates nationally to improve patient care for all Australians through medication stewardship. It has a strong existing focus on clinical pharmacy services, safety, teaching and research. The position reports directly to the Executive Director, Division of Medicine, Canberra Hospital and Health Services. On appointment, the Director will receive a clinical adjunct academic title of the University of Canberra commensurate with their qualifications and experience. The Department is a key partner with the University Of Canberra Discipline Of Pharmacy enabling education and research to be undertaken in a collaborative and supportive environment. The University of Canberra provides research funding (\$20,000 pa) to support high level research led practice, involving postgraduate students, undertaken collaboratively with the Department.

Eligibility/Other Requirements: Current AHPRA Pharmacist Registration.

Note: Applicants should address the selection criteria using the duty statement and knowledge and skill requirements of the position as a guide. An attractive remuneration package will be offered to the successful applicant.

Contact Officer: Rosemary O'Donnell (02) 6244 3603

Director General Reports

Population Health

Health Protection Service

Radiation Safety Manager

Senior Professional Officer Grade B \$99,033 - \$111,485, Canberra (PN: 24209)

Gazetted: 15 September 2011

Closing Date: 22 September 2011

Are you an enthusiastic career-minded professional who enjoys challenges? Are you a dynamic and motivated person who is able to lead the radiation safety policy development and regulatory functions in the ACT? The position is suited to a highly experienced radiation safety professional with demonstrated knowledge and understanding of policy relating to public health impacts of ionising and non-ionising radiation and demonstrated relevant regulatory experience.

Eligibility/Other Requirements: An appropriate degree in science or an equivalent qualification with a major in physics, or an associated discipline relevant to radiation protection and/or radiation emitting devices.

Note: Salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Free parking is also available.

Contact Officer: John Woollard (02) 6205 1722 john.woollard@act.gov.au

Canberra Hospital and Health Service

Medicine

Chronic Disease

Clinical Care Coordinator

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 10912)

Gazetted: 15 September 2011

Closing Date: 22 September 2011

A dynamic Health Professional with excellent communication and multitasking skills is required to fill this exciting position by providing support to ACT residents with Parkinson's disease and other chronic conditions. The Clinical Care Coordinator's role is to enhance communication among the chronic care program partners involved in the client's care, assist with access to appropriate health and community services, encourage self-management at home or in community settings and provide education and support to the client, their carers and family.

Eligibility/Other Requirements: Registered or eligible to register with the Australian Health Practitioners Regulation Agency (AHPRA). Current driver's licence.

Note: This is a temporary position available until 28 November 2012.

Contact Officer: Jan Ironside (02) 6174 5289

Canberra Hospital and Health Service

Operational Support

Acute Care

Physiotherapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 17272)

Gazetted: 15 September 2011

Closing Date: 22 September 2011

An exciting opportunity exists for the successful applicant to work in both the Acute Support Physiotherapy and the multi-disciplinary teams to deliver high quality care to both Paediatric and Neonatal clients with respiratory, orthopaedic or neurodevelopmental conditions in both the Inpatient and Outpatient setting.

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

Note: This is a full-time temporary position for a period of six months with a possibility of extension. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Lisa Gilmore (02) 6244 2154

Canberra Hospital and Health Services

Critical Care and Imaging

Critical Care and Diagnostic

Personal Assistant

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 23447)

Gazetted: 15 September 2011

Closing Date: 22 September 2011

An opportunity exists for a dynamic, motivated Personal Assistant working to the Executive Director, Critical Care and Imaging. The position will provide high-level administrative support to the Executive Director and Executive Team.

Applicants should have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, organise travel, conferences and meetings and be a team player.

Contact Officer: Nicole Burke (02) 6244 4175

Canberra Hospital and Health Service

Women, Youth and Children

Women and Babies Operational

Graduate Midwifery Program 2012

Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: 21938, several)

Gazetted: 15 September 2011

Closing Date: 6 October 2011

A unique and exciting opportunity has arisen for midwifery graduates at both undergraduate and postgraduate level who wish to work within a dynamic and evolving environment. We are offering a Graduate Midwifery Program for midwives who are enthusiastic and committed to providing evidence based women centred midwifery care. The Women and Babies Department at The Canberra Hospital is moving forward with a new facility in 2012 and also many new and exciting ways of working as a midwife. Program graduates may be eligible to apply for a placement in a Continuity of Care model including The Canberra Midwifery Program (CMP). Successful applicants will be required to complete a one week orientation on commencement.

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

Note: Please complete the responses to the selection criteria with a word limit of 200 words per criterion response along with your CV and two references. This program offers two commencement dates in February and March 2012. Full-time and part-time hours are available (minimum 24 hours per week for part-time positions).

Contact Officer: Raelene Garrett-Rumba (02) 6244 3147 or (02) 6244 2222 page 50241 raelene.garret@act.gov.au

Director General Reports

Population Health

Health Protection Service

Forensic Scientist

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 26168)

Gazetted: 15 September 2011

Closing Date: 29 September 2011

The Toxicology and Forensic Chemistry Unit of the laboratory carries out toxicological and chemical investigations to support ACT legislation. The unit has NATA forensic accreditation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons.

Eligibility/Other Requirements: Bachelor Degree in Science with a Major in Chemistry, or other approved qualification with 12 months relevant experience. Honours or postgraduate degree will be an advantage.

Note: Please include degree transcript with application.

Contact Officer: Lachlan Kite (02) 6205 8723

Canberra Hospital and Health Service

Mental, Justice Alcohol and Drugs

Child and Adolescent Mental Health Service

Office Manager

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 21612)

Gazetted: 15 September 2011

Closing Date: 22 September 2011

Child and Adolescent Mental Health Service (CAMHS) invite applications for a temporary full time maternity leave position within CAMHS Southside for an Office Manager. The successful applicant must have a strong consumer focus and a high standard of interpersonal skills, as well as well written and verbal communication skills. The successful applicant will provide administrative support and assist with managing the office of CAMHS South.

Eligibility/Other Requirements: Medical Terminology would be an advantage. An understanding in dealing with persons affected with Mental Illness. Current driver's licence.

Note: This is a temporary position available from 5 October 2011 until 29 June 2012.

Contact Officer: Megan Chiu (02) 6205 1469

Director General Reports

Population Health

Health Protection Service

Public Health Microbiologist

Health Professional Level 1/2 \$47,515 - \$70,459, Canberra (PN: 26166)

Gazetted: 15 September 2011

Closing Date: 22 September 2011

The Health Protection Service is looking for an appropriately skilled officer to fulfil the role of a Public Health Microbiologist, to work in a small team responsible for the testing of food and environmental water samples in the ACT. We are seeking a highly motivated person to perform routine and investigative microbiological examinations principally of water, food samples and in the broader field of Microbiology. You will also be required to prepare, sterilise and or standardise chemicals, solutions and media. The successful applicant will need to have demonstrated conceptual and analytical skills particularly in microbiology.

Eligibility/Other Requirements: Bachelor Degree (Microbiology) or equivalent qualification or relevant tertiary qualifications in science are necessary.

Note: This position will be filled at either the Health Professional Level 1 or 2, dependant on the skill and experience of the successful applicant.

Contact Officer: Radomir Krsteski (02) 6205 8709

Director General Reports

Population Health

Health Protection Service

Forensic Scientist

Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 11868)

Gazetted: 15 September 2011

Closing Date: 22 September 2011

The Toxicology and Forensic Chemistry Unit of the laboratory carries out toxicological and chemical investigations to support ACT legislation. The unit has NATA forensic accreditation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons.

Eligibility/Other Requirements: Bachelor Degree in Science with a Major in Chemistry, or other approved qualification. A strong chemistry education, honours or postgraduate degree will be an advantage.

Note: Please include degree transcript with application.

Contact Officer: Lachlan Kite (02) 6205 8723

Canberra Hospital and Health Service

Surgery and Oral Health

Medical Imaging

Professional Development Year Radiographer

Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 28799, several)

Gazetted: 15 September 2011

Closing Date: 22 September 2011

Applications are invited from eligible Professional Development Year (PDY) Radiographers for several Health Professional level 1 positions. After a period of consolidation of general radiographic competencies, the successful applicants will have the opportunity to develop skills in more complex general imaging procedures. Perform all aspects of general radiography while observing departmental protocols, and radiation protection measures at all times with the approval and supervision of the Health Professional level 4 in the area. Participate in Departmental Quality Assurance programmes.

Eligibility/Other Requirements: Prior to appointment successful applicants must: be eligible for accreditation with the Australian Institute of Radiography; secure registration with the ACT Medical Radiation Science Board; hold a radiation licence from the ACT Radiation Council.

Note: There are several full time temporary positions available for a 12 month period. After a suitable training period successful applicants can participate in a 7 day 24 hour rotating roster. An order of merit will be formed from this selection process. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Terry Rafferty (02) 6244 4362

**Canberra Hospital and Health Services
Capital Region Cancer Service
Cancer Stream Administration
Administration Support Officer
Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 16213, several)**

Gazetted: 15 September 2011

Closing Date: 22 September 2011

The successful applicants will be used in filling positions as they become vacant through-out the Cardiology, Orthopaedic and Plastics, Gastroenterology, Respiratory and Sleep Medicine, Renal, Haemodialysis, Ophthalmology, Sexual Health, Central Outpatient and the Booking and Scheduling Services. Applicants will be ranked against the Selection Criteria and be responsible in providing day-to-day day operations and reception tasks to the Outpatients Services.

Eligibility/Other Requirements: A certificate in customer service is highly desirable.

Contact Officer: Kathryn Stewart (02) 6174 5239

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
Manager, Policy and Planning
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 25754)**

Gazetted: 12 September 2011

Closing Date: 27 September 2011

A dynamic and enthusiastic person is sought for the position of Manager, Policy and Planning with the ACT State Emergency Service (ACTSES). You will be responsible to the Chief Officer for leading and managing the the development of Service policy, and for contributing to the development of policy across the Emergency Services Agency. The Manager, Policy and Planning is also responsible for the development and oversight of the ACTSES Annual Works Plan, and for monitoring and reporting against the initiatives contained within the ACTSES Business Plan. The successful applicant will be responsible for working with management, staff and volunteers of the ACTSES to ensure that appropriate and effective strategies, plans and policies are implemented to meet the needs of the community and the Service. The successful applicant 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: Experience as a manager, in the general management and control of a key policy and/or planning branch or 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

**ACT Corrective Services
Alexander Maconochie Centre
Offender Services and Corrections Programs
AMC Indigenous Case Manager
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 55814)**

Gazetted: 14 September 2011

Closing Date: 4 October 2011

Under the limited direction of the Classification and Case Management Coordinator, coordinate, administer and manage case management/classification processes and functions, including undertaking record keeping and coordinate, administer and manage reception, screening and induction processes and programs according to ACTCS policy.

Eligibility/Other Requirements: Aboriginal or Torres Strait Islander ancestry is considered highly desirable (s42, *Discrimination Act 1991*). The primary focus of this role is assistance for Indigenous clients; however the position holder will also be required to provide case management services and supports to non-indigenous clients. This position will work closely with AMC Indigenous Liaison Officer. Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

**ACT Corrective Services
Business, Policy and Coordination
Policy
Indigenous Services and Cultural Diversity Senior Policy Officer
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 43036)**

Gazetted: 13 September 2011

Closing Date: 4 October 2011

Under the general direction of the Policy Manager: Develop correctional policy; review, research, analyse, evaluate and comment upon all relevant correctional and related matters with particular attention to Aboriginal and Torres Strait

Islander and other culturally diverse communities. Assist in developing, implementing and evaluating culturally sensitive programs in the correctional field. Implement a broad program of community consultation.
Eligibility/Other Requirements: Tertiary qualifications in a relevant field, such as: Law, Criminology, Social Sciences would be an advantage. The successful candidate will be required to undergo a criminal record check. Aboriginal or Torres Strait Islander ancestry is considered highly desirable (s42, *Discrimination Act 1991*).
Contact Officer: Tony Malone (02) 6207 0023 anthony.malone@act.gov.au

**Office of the Director-General
Executive Assistant**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 10289)

Gazetted: 08 September 2011

Closing Date: 22 September 2011

The Office of the Director-General is seeking a suitably qualified person for the position of Executive Assistant to the Deputy Director-General, Community Safety. The position is responsible for the provision of high level administrative support to the Deputy Director-General, including: managing sensitive and confidential issues; managing diaries; liaising with Senior Executives, Ministerial staff and other Government Officials, key private sector and industry stakeholders, and members of the public. As a first point of public contact for the directorate, the successful applicant will clearly demonstrate the Agency's values of quality, respect and responsiveness. The position will suit an organised, highly motivated individual who shows initiative and is able to manage a range of competing priorities.

Contact Officer: Lil Hays (02) 6207 8413 lil.hays@act.gov.au

**Office of Regulatory Services
WorkSafe ACT**

WorkSafe ACT Support Team

WorkSafe ACT Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 05078)

Gazetted: 13 September 2011

Closing Date: 27 September 2011

Provide advice in accordance with relevant legislation, including; receive and coordinate responses to incoming enquiries and complaints in accordance with procedures. Advise on legislation and technical issues. Promote health and safety awareness and practices within workplaces to minimise work related injuries and illness. Draft correspondence, reports and other written material relating to occupational health and safety and workers compensation issues. Contribute to the direction of Office Regulatory Services and the development of policy, procedures and practices to achieve best practice in OH&S. Entering Incident and Dangerous Occurrence (IDO) report forms onto the correct data bases and dealing with information in the appropriate manner by providing advice or forwarding report to Inspectorate. Answer enquiries regarding Workers Compensation, Long Service Leave, Manual Handling and Occupational Health and Safety. Contribute to the targets and objectives of the team work plan. Contribute to ORS operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Willingness to undertake training as required. Current driver's licence.

Contact Officer: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

**ACT Government Solicitor
Civil Litigation
Paralegal**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 10302)

Gazetted: 12 September 2011

Closing Date: 26 September 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 litigation team and will primarily be responsible for processing applications for assistance and undertaking recovery action under the *Victims of Crime (Financial Assistance) Act 1983*. This involves the following: assessing applications against legislative criteria; communicating with applicants, their legal advisers, colleagues and court staff; the preparation of correspondence and court documents; and representing the Territory. It is expected that the successful applicant will be well organised, an effective communicator, have the ability to exercise sound judgement and sensitivity in handling matters.

Eligibility/Other Requirements: Experience in the preparation of courts documents and knowledge of the court and tribunal system and relevant procedures is desirable.

Contact Officer: John Henry (02) 6207 0657 john.henry@act.gov.au

Territory and Municipal Services

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

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

Directorate Services

Governance

Government Business

Principal Legal Policy Officer

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 25141)

Gazetted: 08 September 2011

Closing Date: 15 September 2011

The Principal Legal Policy Officer works across the Directorate to provide advice to the divisions on compliance with statutory and other legal requirements, Government procedures and timeframes, develop and contribute to major legal policies, legislation, Freedom of Information (FOI), liaison with the Government Solicitor's Office (GSO), privacy, Ombudsman's investigations, legal action plans, legislative program oversight and coordination, and strategic leadership, consistent with Government priorities and the TAMS strategic plan. This is a senior leadership role that requires a strong customer focus to balance the competing needs of stakeholders, while at the same time undertaking a process of continuous improvement with strong change management skills.

Eligibility/Other Requirements: Legal Qualifications - Bachelor of Laws (LLB).

Note: All applications, including application cover sheet, your written response to the selection criteria, resume and referee report must be submitted to Shared Services. Successful candidate may be selected by application and referee reports only.

Contact Officer: Rachael Taylor (02) 6207 0273 rachael.taylor@act.gov.au

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

Parks and City Services

Parks and Conservation

Design and Development

Project Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 18939)

Gazetted: 14 September 2011

Closing Date: 4 October 2011

Under broad guidance from the Design and Development Manager they will manage development and delivery of Capital Works projects to agreed scope, approved schedule and within the allocated budget. The applicant will be required to maintain understanding and influential communications with all stakeholders, both internal to Territory and Municipal Services, other ACT Government Directorates and importantly with community and relevant stakeholder groups. The position requires proven knowledge and skills in public space designing and management; as well as project management and project execution to meet sometimes demanding schedules as well as provide professional advice and assistance to other officers and managers within Parks and City Services.

Eligibility/Other Requirements: Demonstrated project management skills with evidence of results in excellent communication (written and oral) skills/negotiation/representation. Well developed organisational skills and an ability to effectively meet tight deadlines. Demonstrated understanding of customer service principles and practice. Demonstrated budget management skills and capacity to plan and deliver capital works projects. Relevant Technical or Domain Knowledge with relevant qualifications and extensive experience in all stages of landscape construction, planning projects and project management. Competent in software tools such as publishing, graphics, Auto CAD and GIS programs, understanding of Territory Planning System and relevant legislation and tertiary qualifications in planning, environmental science, landscape and architecture are highly desirable.

Note: Successful applicants that clearly demonstrate contribution/s towards successful team projects would be advantageous. Selection may be based on application and referee reports only.

Contact Officer: Diana Hill (02) 6207 6911 diana.hill@act.gov.au

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

Directorate Services Division

Canberra Connect

Customer Service Integration (CSI)

Customer Service Integration Analyst

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 48045)

Gazetted: 08 September 2011

Closing Date: 15 September 2011

The Customer Service Integration Analyst is responsible for planning business solutions for managing websites and the administration of the Integrated Customer Service system (ICS). The successful candidate will administer the Bookings and Reservations system and Functional Directory. At a broader level, they will contribute to the leadership and operation of the CSI team by preparing and reviewing team processes and helping to maintain relationships with various stakeholders.

Eligibility/Other Requirements: Applicants must have the technical expertise to manage complex internet and intranet sites and a proven ability to implement accessibility standards, W3C and ACT Government standards. Applicants must demonstrate highly developed skills in the MySource website content management system; Have strong HTML, CSS, PHP, Photoshop and Dreamweaver skills; Demonstrate good liaison, oral and written communication skills; Have effective time management and organisational skills to meet deadlines; Have the ability to work independently and as part of a team and have experience providing suggestions and technical guidance to other staff and stakeholders. Extensive experience in the management of Websites in a Government context. Experience with improving online environments and creating or redesigning MySource websites or intranets is highly desirable.

Contact Officer: Kevin Bell (02) 6205 3860 kevin.bell@act.gov.au

Treasury

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

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

Shared Services

Shared Services Procurement

Executive Director

Executive Level 2.4 \$219,150 to \$231,587 depending on current superannuation arrangements, Canberra (PN: 11/218)

Gazetted: 08 September 2011

Closing Date: 26 September 2011

The Shared Services Division within the Treasury Directorate provides a range of tactical and transactional services to ACT Government Directorates including procurement, ICT, finance, human resource, publishing and records. Treasury is seeking a new Executive Director to lead its Shared Services Procurement team. This major service delivery arm undertakes procurement on behalf of all ACT Government Directorates for infrastructure, capital works and goods and services. The area also implements and advises on procurement and related construction industry policy; administers pre-qualification schemes; and manages whole-of-government purchasing arrangements. As a key member of the Shared Services Executive Management Team, the Executive Director position requires strong strategic leadership and people management abilities. Political astuteness; high-level relationship building skills; a track record in continually improving service delivery; and the ability to respond effectively in a dynamic and fast-paced environment are also needed. A term appointment of up to five years will be offered under attractive senior executive terms and conditions. Members of Australian Government CSS or PSS superannuation schemes will have existing entitlements and benefit fully maintained. Before applying, please obtain position information and selection criteria from Canberra@fordkelly.com.au quoting reference number 11/218.

Shared Services

Shared Services ICT

Business Development

Portfolio Analyst

Senior Officer Grade A \$115,016, Canberra (PN: 25222)

Gazetted: 14 September 2011

Closing Date: 4 October 2011

Lead the development of Portfolio Office functions for Shared Services ICT (SSICT) including project investment scoring and prioritisation, portfolio alignment, portfolio balancing and portfolio reporting (management dashboards). The occupant will also be responsible for SSICT project concept proposals, working with the relevant sponsor to refine such submissions, undertaking preliminary analysis of all new project requests, development of ICT Portfolio reports on a regular basis and being a recognised subject matter expert in project initiation.

Eligibility/Other Requirements: Relevant tertiary qualifications in ICT or Management would be advantageous.

Qualifications in the Information Technology Infrastructure Library (ITIL) framework, PRINCE2, MSP or P3O are highly desirable.

Contact Officer: William Mudge (02) 6205 0048 william.mudge@act.gov.au

Shared Services

Shared Services Human Resources

Human Resources Information and Data

Team Leader Analysis and Reporting

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 12376)

Gazetted: 13 September 2011

Closing Date: 20 September 2011

Lead a team in a range of projects associated with the delivery, design and development of consistent best practice workforce analysis and human resources reporting services to ACT Government Directorates.

Contact Officer: Liz Blakeley (02) 6205 2498 liz.blakeley@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

Shared Services ICT

Customer Relations/TAMS ICT

Deputy TAMS ICT Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 00923)

Gazetted: 13 September 2011

Closing Date: 27 September 2011

Identify, manage and champion ICT business systems needs on behalf of the business units within the Directorate and ensure that ICT business needs and requirements are appropriately represented and responded to by Shared Services ICT (SSICT). Provide advice on current and future ICT services needs for TAMSD in an ITIL based environment and within the context of the broader ACT Government.

Eligibility/Other Requirements: Possession of ITIL Foundations and Practitioners Certificates is encouraged.

Note: This is a temporary vacancy available until 3 February 2013.
Contact Officer: Orlando Cacciotti (02) 6207 0462 orlando.cacciotti@act.gov.au

Shared Services

Shared Services ICT

Operations, Service Integrity and Compliance-Software Licensing

Software Liaison Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 25760)

Gazetted: 14 September 2011

Closing Date: 26 September 2011

The successful applicant will be required to manage and report on contracts and distribution of software licences across the CIT network, liaise with CIT centres on software related matters and perform administrative support to the CIT ICT Manager as directed.

Eligibility/Other Requirements: An ITIL certified qualification including an understanding of Software Asset Management processes is highly desirable. Current driver's licence is highly desirable. Knowledge of CIT policies, processes and practices as they relate to software management would be an advantage.

Contact Officer: Michelle Walters (02) 6207 5182 michelle.walters@act.gov.au

Shared Services

Shared Services ICT

Operations, Service Integrity and Compliance

Service Integrity and Compliance Administrator

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 19210)

Gazetted: 12 September 2011

Closing Date: 24 September 2011

Prioritise assigned tasks and activities, monitor workflow and assist in the day to day administrative operation of the section. Assist in the development and maintenance of the Service, Integrity and Compliance section's primary processes.

Eligibility/Other Requirements: Possession of ITIL Foundations Certificate is desirable.

Contact Officer: Philip Gartner (02) 6207 5600 philip.gartner@act.gov.au

APPOINTMENTS

Community Services

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

Jessica Bland 827-40343, Section 68(1), 15 September 2011

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

Elizabeth Langi 827-29654, Section 68(1), 5 September 2011

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

Pegah Mirjamali 827-33346, Section 68(1), 24 August 2011

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

Shirley Mary-Ann Obersteller 827-48353, Section 68(1), 24 August 2011

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

Glenn Robert Wilcox 827-47908, Section 68(1), 12 September 2011

Economic Development

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

Una Popplewell 827-40992, Section 68(1), 8 September 2011

Education and Training

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

Tracey Ann Venables 817-32317, Section 68(1), 12 September 2011

Environment and Sustainable Development

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

Radmila Andric 791-31491, Section 68(1), 15 September 2011

Health

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

Toni Rae Ashmore 827-47836, Section 68(1), 1 September 2011

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

Eduard Campos 821-59049, Section 68(1), 6 September 2011

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

Oliver Diego 821-59313, Section 68(1), 12 September 2011

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

Leanne Margaret Klomp 827-48724, Section 68(1), 12 September 2011

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

Geraldine Carol McGregor 831-424200, Section 68(1), 1 September 2011

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

Kathryn Elizabeth Stafford 827-48003, Section 68(1), 31 August 2011

Territory and Municipal Services

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

Corey Armstrong 827-48601, Section 68(1), 15 September 2011

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

Kerry Bayliss 827-48564, Section 68(1), 15 September 2011

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

Sarah Jade Lawrence 827-48556, Section 68(1), 15 September 2011

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

Danielle Lucas 827-48548, Section 68(1), 15 September 2011

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

Julie McGinness 827-48599, Section 68(1), 15 September 2011

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

Suzanne Raison 827-48628, Section 68(1), 15 September 2011

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

Jayanthy Vikneson 817-52908, Section 68(1), 15 September 2011

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

Patrice Elizabeth Welfare 827-48580, Section 68(1), 15 September 2011

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

Patricia Barbara Wicks 827-48644, Section 68(1), 15 September 2011

Treasury

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

Tresna Dianne O'Doherty 827-49217, Section 68(1), 8 September 2011

PROMOTIONS

Canberra Institute of Technology

Centres

Student Services Hub

Atsuko Ichikawa-Somerville: 760-80684

From: Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 17615) (Gazetted 23 June 2011)

Centres

Centre for Business

Sharyn Margaret McKay: 744-93952

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. 24520) (Gazetted 19 July 2011)

Community Services

Housing and Community Services

Housing ACT

Housing Initiatives

Linda Helmers: 799-97500

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

Community Services

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

Community Services, Canberra (PN. P24836) (Gazetted 13 July 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.

Housing and Community Services

Housing ACT

Tenancy Operations

Kelly Robinson: 774-68779

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

Community Services

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

Community Services, Canberra (PN. 24739) (Gazetted 21 July 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.

Economic Development

Strategic Projects

Government Accommodation Strategy

Brendon Leslie Smith: 793-07186

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

Territory and Municipal Services

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

Economic Development, Canberra (PN. 10933) (Gazetted 14 July 2011)

Environment and Sustainable Development

Construction Services

Construction Occupations

Bradley Fox: 778-10415

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 15405) (Gazetted 10 June 2011)

Construction Services

Construction Occupations

Andrew Ives: 713-74966

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 24005) (Gazetted 10 June 2011)

Construction Services

Construction Occupations

Vincent Nassar: 785-37887

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 24263) (Gazetted 10 June 2011)

Development Services

Impact and Estates Assessment

Guling Ren: 827-32861

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 03843) (Gazetted 24 June 2011)

Health

Canberra Hospital and Health Service

Women and Babies

Julie Johnson: 816-77581

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

Health

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

Health, Canberra (PN. 19761) (Gazetted 14 July 2011)

Canberra Hospital and Health Service

Women, Youth and Children

Children, Youth and Women's Health Program

Kylie Anne Rayner: 820-91021

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

Health

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

Health, Canberra (PN. 22712) (Gazetted 21 July 2011)

Canberra Hospital and Health Service

Women, Youth and Children

Children, Youth and Women's Health Program

Claire Ann Wallace: - 795-53088

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

Health

To: Registered Nurse Level 2 \$

Health, Canberra (PN. 22668) (Gazetted 21 July 2011)

Canberra Hospital and Health Service

Rehabilitation, Aged and Community Services

Virginia Westphal: 749-69447

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

Health

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

Health, Canberra (PN. 22709) (Gazetted 4 August 2011)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Services

Susan Wood: 799-93315

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

Health

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

Health, Canberra (PN. 20073) (Gazetted 4 August 2011)

Justice and Community Safety

Emergency Services Agency

ACT Ambulance Services

Operations

Leo Christopher John Barry: 261-25813

From: Intensive Care Paramedic 1 \$66,447 - \$73,830 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$78,134 - \$86,816 plus penalties

Justice and Community Safety, Canberra (PN. 21474) (Gazetted 3 May 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.

Victim Support ACT

Erica Boulter: 786-42310

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

Justice and Community Safety

To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Justice and Community Safety, Canberra (PN. 12584) (Gazetted 5 August 2011)

**Emergency Services Agency
ACT Ambulance Services
Operations**

Suren Deonarain: 817-49880

From: Intensive Care Paramedic 1 \$66,447 - \$73,830 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$78,134 - \$86,816 plus penalties

Justice and Community Safety, Canberra (PN. 21478) (Gazetted 3 May 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.

**Emergency Services Agency
ACT Ambulance Services
Operations**

Michael Joseph McGrath: 607-98667

From: Intensive Care Paramedic 1 \$66,447 - \$73,830 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$78,134 - \$86,816 plus penalties

Justice and Community Safety, Canberra (PN. 21493) (Gazetted 3 May 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.

**Emergency Services Agency
ACT Ambulance Services
Operations**

Steve Mitchell: 261-25821

From: Intensive Care Paramedic 1 \$66,447 - \$73,830 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$78,134 - \$86,816 plus penalties

Justice and Community Safety, Canberra (PN. 21471) (Gazetted 3 May 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.

**Emergency Services Agency
ACT Ambulance Services
Operations**

Paul Ribbons: 261-49882

From: Intensive Care Paramedic 1 \$66,447 - \$73,830 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$78,134 - \$86,816 plus penalties

Justice and Community Safety, Canberra (PN. 21473) (Gazetted 3 May 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.

**Emergency Services Agency
ACT Ambulance Services
Operations**

Jonathon Wood: 607-62023

From: Intensive Care Paramedic 1 \$66,447 - \$73,830 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$78,134 - \$86,816 plus penalties

Justice and Community Safety, Canberra (PN. 19352) (Gazetted 3 May 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.

Territory and Municipal Services

**Business Enterprises
ACT Property Group
Business Support Services**

Fiona Louise Whillock: 537- 29719

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 22125) (Gazetted 28 October 2010)

Treasury

Shared Services

Shared Services Procurement

Goods and Services

Timothy Michael Roach: 821-20136

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

Treasury

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

Treasury, Canberra (PN. 14094) (Gazetted 31 March 2011)

Shared Services

Shared Services Procurement Solutions

Business Support

Judith Roberts: 786-28316

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

Treasury

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

Treasury, Canberra (PN. 28905) (Gazetted 6 May 2011)

CORRIGENDA

Chief Minister and Cabinet

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

Benjamin Stokes 827-13687, Section 68(1), 29 August 2011

Note: Previous gazette notice had incorrect date of effect.