



ACT Government Gazette

Gazetted Notices for the week beginning 10 November 2011

Executive Notices

Chief Minister and Cabinet

Engagement

Paul Ogden – Director, Strategic Finance (E492)
Section 72 of the Public Sector Management Act 1994

Community Services

Engagement

Leanne Power – Director, Disability ACT (E536)
Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Engagements

Michael Trushell – General Manager, Capital Linen (E394)
Section 72 of the Public Sector Management Act 1994

Paul Peters – Executive Director, Roads and Public Transport (E581)
Section 72 of the Public Sector Management Act 1994

Treasury

Calvin Robinson – Director, Finance, Shared Services (E499)
Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Finance

Payroll

Payroll Officer

Administrative Services Officer Level 3/4 \$49,306 - \$59,668, Canberra (PN: 7462)

Gazetted: 11 November 2011

Closing Date: 25 November 2011

The Successful Candidate will possess: Excellent communication, customer service and people skills. Payroll experience within a large organisation, including coding timesheets with penalties and allowances. Prior experience using Meridian payroll system is preferable. Microsoft Excel, word and outlook experience. Proven ability to meet or exceed deadlines. A mature and empathetic approach to the role. Ability to manage sensitive and confidential situations. Professional approach. Proven ability to work as part of a small team and able to take instruction and follow through on given tasks. The payroll office has a friendly team environment and offers you the opportunity to learn and expand your current payroll experience.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Donna Johnston 02 6201 6126 donna.johnston@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

Centre for Health, Community and Wellbeing

Natural Therapies Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 14703, several)

Gazetted: 16 November 2011

Closing Date: 6 December 2011

Interest in adult education and the skills to apply current evidenced base to naturopathy, herbal medicine, nutrition, student clinics and massage programs and curriculum.

Eligibility/Other Requirements: Appropriate tertiary qualifications or equivalent in Natural Therapies or other relevant discipline as appropriate to teaching to Advanced Diploma level. Possess, or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/ industrial professional experience OR possess such other qualifications and/or experience acceptable for the position. 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.

Note: This position is for temporary filling for two years with the possibility of extension. Part-time hours and arrangements can be considered depending on the applicants and the Centres needs. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2009-2011.

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

Centres

Centre for Health Community and Wellbeing

Health Sciences

Massage Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 51813)

Gazetted: 16 November 2011

Closing Date: 6 December 2011

Interest in adult education and evidence of ability to teach aspects of massage therapy and complementary health sciences, e.g. exercise science and personal development modalities within a current evidence base model.

Eligibility/Other Requirements: Appropriate tertiary qualifications in massage therapy (Level 2 member of Association of Massage Therapists or equivalent). Possess, or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/ industrial professional experience or possess such other qualifications and /or experience acceptable for the position. 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.

Note: This position is for temporary filling for two years with the possibility of extension. Job Share and part-time arrangements will be considered. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2009-2011

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

Centres

Centre for Health, Community and Wellbeing

Community Development

Community Services Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 15564, several)

Gazetted: 11 November 2011

Closing Date: 29 November 2011

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

Eligibility/Other Requirements: Appropriate tertiary qualifications or equivalent in the Community Services sector including competencies equivalent to those delivered in the relevant VET qualifications from Certificate III to Advanced Diploma in Community Services. At least five (5) years of relevant vocational/industrial professional experience in two of the following fields: community work, correctional practice, community development, alcohol and other drug work, youth work, mental health work and family services/child protection work.

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 sixth salary point.

Contact Officer: Vera Lloyd (02) 6207 4910 vera.lloyd@cit.edu.au

Centres

Learning Centre

Learning Centre Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 55210)

Gazetted: 15 November 2011

Closing Date: 29 November 2011

The Canberra Institute of Technology, Learning Centre is seeking a staff member who has excellent customer service skills. The successful applicant will support day to day operations of the Learning Centre at Tuggeranong and use appropriate systems to provide a full range of student administration functions. They will liaise with and support teaching staff to deliver in the Learning Centre.

Eligibility/Other Requirements: Completion or progress towards a relevant Certificate III or higher qualification is desirable. Ability to work shift as required.

Note: This is a part-time position at 25 hours per week.

Contact Officer: Meena Divakaran (02) 6207 3674 meena.divakaran@cit.edu.au

Centres

Learning Centre

Learning Centre Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 54263)

Gazetted: 16 November 2011

Closing Date: 30 November 2011

The Canberra Institute of Technology, Learning Centre is seeking a staff member who has excellent customer service skills. The successful applicants will provide administrative support to the Learning Centre including the Centre Director and senior team.

Note: This is a part-time position at 25:30 hours per week.

Contact Officer: Heather Jamieson (02) 6207 3375 heather.jamieson@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

Communications and Culture

Centenary of Canberra

Program Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 26036)

Gazetted: 14 November 2011

Closing Date: 5 December 2011

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. Reporting to the Senior Program Manager, the primary objective of the Program Officer is to assist the Program team to coordinate a range of Centenary of Canberra projects. The position is a diverse program officer role, and may also provide support to the Marketing and Governance Teams.

Note: This is a temporary position available until 20 December 2013.

Contact Officer: Bev Growden (02) 6207 7805 beverly.growden@act.gov.au

Communications and Culture

Centenary of Canberra

Marketing Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 26037)

Gazetted: 14 November 2011

Closing Date: 5 December 2011

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. Reporting to the Senior Marketing Manager, the primary objective of the Marketing Officer is to assist the Marketing team to provide positive and extensive promotion of the Centenary of Canberra locally, nationally and internationally. The position is a diverse marketing coordination role as part of the marketing and communications team, and may also provide assistance to the Program and Governance Teams.

Note: This is a temporary position available from 9 January 2012 to 20 December 2013.

Contact Officer: Katriina Kancans (02) 6207 6517 katriina.kancans@act.gov.au

Communications and Culture

Centenary of Canberra

Corporate Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 26030)

Gazetted: 15 November 2011

Closing Date: 5 December 2011

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. Reporting to the Senior Finance and Governance Manager, the primary objective of the Corporate Officer is to manage the effective and efficient operations of a number of crucial administrative functions for the Centenary of Canberra team. This position is part of the Governance area that works with limited supervision to support both the Program and Marketing teams.

Note: This is a temporary position available 9 January 2012 until 20 December 2013.

Contact Officer: Shirley McDonough (02) 6205 2420 shirley.mcdonough@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

Housing and Community Services

Asset Management

Business Development

Senior Policy Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 11232, expected vacancy)

Gazetted: 16 November 2011

Closing Date: 29 November 2011

This position is responsible for research and development of strategic and operational housing policies in addition to undertaking high level project work including work associated with national housing assistance outcomes and priorities.

Contact Officer: Shaun Kelly (02) 6205 0565 shaun.kelly@act.gov.au

Housing and Community Services

Asset Management

Business Development

Manager Complaints

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 04322)

Gazetted: 15 November 2011

Closing Date: 29 November 2011

The Manager Complaints will ensure complaint management processes and outcomes reflect the organisation's commitment to excellence in customer service and client outcomes. The position will be required to provide strategic analysis and high level reporting to an Executive audience and will provide leadership and service innovation to ensure best practice standards are maintained.

Contact Officer: Shaun Kelly (02) 6205 0565 shaun.kelly@act.gov.au

Children, Youth and Family Support

Aboriginal and Torres Strait Islander Services

Integrated Service Delivery for Aboriginal and Torres Strait Islander Families

Assistant Manager

Senior Officer Grade C/Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 15636)

Gazetted: 10 November 2011

Closing Date: 7 December 2011

We are looking for a skilled professional to lead a team of senior case coordinators to be part of a newly created team to work with vulnerable Aboriginal and Torres Strait Islander families in the ACT accessing health, education and family support services. Our successful candidate will provide high-level advice and assistance to a cross-agency steering committee on operational and strategic issues associated with the project - as well as on issues relating to the delivery of services to the target group. The Assistant Manager will manage the team, and develop and maintain productive working relationships across Government and the community sector - particularly with the ACT Aboriginal and Torres Strait Islander communities. This project is an initiative of the Health, Education and Training and Community Services Directorate's.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable, e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants will have a knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander peoples in contemporary Australian society.

Note: Aboriginal and Torres Strait Islander people encouraged to apply. This position has been readvertised. Previous applicants will be considered and need not reapply.

Contact Officer: Tamara Graham (02) 6207 5305 tamara.graham@act.gov.au

Children, Youth and Family Support

Aboriginal and Torres Strait Islander Services

Aboriginal and Torres Strait Islander Out Of Home Care

Assistant Manager

Senior Officer Grade C/Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 03852)

Gazetted: 10 November 2011

Closing Date: 7 December 2011

Aboriginal and Torres Strait Islander Services has an exciting opportunity for a self-motivated officer to be responsible for the operational aspects of the Aboriginal and Torres Strait Islander Services Out of Home Care Section, including supervising and managing staff, undertaking program planning and delivery, and providing high level input into case management planning and implementation. The position plays a pivotal role in finding solutions to complex program and case management issues and in formulating innovative responses to client needs.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable, e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Note: Aboriginal and Torres Strait Islander people encouraged to apply. This position has been readvertised. Previous applicants will be considered and need not reapply.

Contact Officer: Jenny Lintern (02) 6207 6858 jenny.lintern@act.gov.au

Disability ACT

Executive and Business

Policy Coordinator

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 23029)

Gazetted: 10 November 2011

Closing Date: 29 November 2011

The Position is responsible for identifying current national and territorial operational policies, standards and guidelines that Disability ACT are required to meet in relation to the planning and delivery of services to people with a disability and the families that care for them. The position incumbent is required to demonstrate a commitment to the Vision and Values of Disability ACT.

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

Note: Please note that selection may be based on application and referee reports only.

Contact Officer: Kate Starick (02) 6207 5907 kate.starick@act.gov.au

Therapy ACT

Early Childhood South Team

Speech Pathologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 25191)

Gazetted: 16 November 2011

Closing Date: 5 December 2011

Therapy ACT has a temporary position, available for an experienced speech pathologist. The position would commence in January until the end of the year. Full time or part time hours will be considered. The successful applicant will work with a multidisciplinary age based team and be part of a progressive and large group of speech pathologists, with great opportunities for professional support and career development. Duties include assessing, planning, implementing and evaluating individual and group programs for children with delays in development and people with a developmental disability in collaboration with clients, families and relevant stakeholders. In addition Speech pathologists at a HP3 level provide advice, training and supervision to HP1 and HP2 speech pathologists, students on clinical placement and allied health assistants.

Eligibility/Other Requirements: Tertiary Qualifications or equivalent in Speech Pathology. Eligible for Membership of Speech Pathology Australia. Current driver's licence essential.

Note: This is a temporary position for the period 3 January 2012 until 3 January 2013.

Contact Officer: Jane ShunWah (02) 6207 8140 or 0439 387 667 jane.shunwah@act.gov.au

Housing and Community Services

Asset Management

Business Development

Senior Policy Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 09071, expected vacancy)

Gazetted: 16 November 2011

Closing Date: 29 November 2011

The Team Leader, Complaint Management Unit, will provide oversight and supervision to Housing ACT's complaint handling centre to ensure high standards of customer service and responsiveness.

Contact Officer: Shaun Kelly (02) 6205 0565 shaun.kelly@act.gov.au

Housing and Community Services

Housing ACT

Housing Initiatives

Liaison Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 14201)

Gazetted: 11 November 2011

Closing Date: 29 November 2011

The Liaison Officer is responsible for the day to day management of the Narrabundah Long Stay Park and the tenancy management of student accommodation. We are looking for someone who has oral and written communication skills of a high order including the ability to liaise and negotiate with clients and support services, proven analytical and problem solving skills and high level organisational skills.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications. Current driver's licence.

Contact Officer: Linda Helmers (02) 6207 5114 linda.helmers@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.

Cultural Facilities Corporation

ACT Museums and Galleries

Historic Places

Museum Assistant (Casual)

Administrative Service Officer Class 2 \$27.94 per hour, Canberra (PN: Several)

Gazetted: 11 November 2011

Closing Date: 25 November 2011

ACT Historic Places, part of the Cultural Facilities Corporation, manages Lanyon Homestead, Calthorpes' House and Mugga-Mugga Cottage and are seeking highly motivated, bright and enthusiastic individuals for inclusion on our Temporary Employment Register. You will need to be organised and have the ability to communicate confidently and to also be able to assist with community and education programs where appropriate. You must be prepared to work weekends as part of a rotating roster, hold a First Aid certificate or willingness to acquire such and you must have your own transport to the sites. A basic security clearance will be required; Aboriginal and Torres Strait Islander people are encouraged to apply.

Eligibility/Other Requirements: Desirable - Teaching qualifications.

Note: Please send an expression of interest, including a resume and brief description of skills and experience.

Contact Officer: Ann Sutherland 6235 5677 ann.sutherland@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

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**

Tourism, Events and Sport

Sport and Recreation

Director, Sport and Recreation Services

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E614)

Gazetted: 11 November 2011

Closing Date: 28 November 2011

The Director, Sport and Recreation Services reports directly to the Executive Director, Tourism, Events and Sport and is responsible for leading Sport and Recreation Services in delivering high quality services and value services in the areas of Sport and recreation programs, ACT Academy of Sport and sports facilities management and construction across government and the community.

Candidates should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in government, the wider community and business would be highly regarded.

Note: The successful applicant will be engaged under a performance based contract up to five years with an attractive remuneration package ranging from \$195,141 to \$206,068 depending on current superannuation arrangements, including a cash component of \$156,093.

Contact Officer: Shane O'Leary (02) 6205 8294 shane.oleary@act.gov.au

Land Strategy and Finance

Urban Renewal

Urban Projects

Project Director Urban Projects

Senior Officer Grade A \$115,016, Canberra (PN: 18776)

Gazetted: 10 November 2011

Closing Date: 24 November 2011

The Land Development Agency (LDA) is seeking a professional and experienced Project Director Urban Projects to provide effective advice on a range of highly complex, multi-disciplinary urban renewal projects. The successful applicant will be responsible for the design and management of large complex urban renewal projects from conception through to completion, incorporating all aspects of urban and/or residential development. Considerable expertise in the management of multi-disciplinary development projects, including managing multi-disciplinary teams, demonstrating effective communication and managing for risk by identifying risk mitigation strategies will be a key to success in this position.

Eligibility/Other Requirements: Extensive knowledge and experience of land development and planning processes along with expertise in sustainable development and stakeholder engagement will be an advantage. Innovation in residential development practices will be highly regarded.

Contact Officer: Ian Wood-Bradley (02) 6207 6647 ian.wood-bradley@act.gov.au

Tourism, Events and Sport Division

Sport and Recreation Services

Strategic Projects and Planning

Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 13635)

Gazetted: 10 November 2011

Closing Date: 17 November 2011

Under limited direction, undertake project management; liaise and negotiate with sporting and community bodies and government agencies on key sport and recreation matters and strategies; undertake policy formulation, planning and research on sport and recreation development matters; prepare briefs, ministerials, submissions and correspondence relating to sport and recreation activities and issues; represent Sport and Recreation Services at various forums and meetings as required. Some of the skills required for the position include demonstrated ability to manage capital works projects and to provide timely and accurate advice to management; demonstrated ability in high order policy formulation, advice, implementation and review, with a particular emphasis on sport and recreation facility requirements. A sound understanding of the sport and recreation industry is desirable.

Note: This is a temporary position available until 24 May 2012. Selection may be based on application and referee reports only. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: David Jeffrey (02) 6207 5815 david.jeffrey@act.gov.au

ACT Gambling and Racing Commission

Gaming Regulation

Authorised Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 02759)

Gazetted: 10 November 2011

Closing Date: 24 November 2011

The ACT Gambling and Racing Commission is looking for an officer who can, under limited direction, undertake a combination of supervisory and support functions in respect of interpreting and applying legislation regulating gaming machines and lotteries. The position requires assessing and processing licence applications made under gaming laws, assessing licensees' or approval holders' compliance with their reporting and tax obligations, and maintaining associated databases. The officer will also be required to supervise and develop staff in the performance of these functions, liaise with stakeholders, and assist in the administration of the section including conducting projects, preparing correspondence and reports and reviewing procedures and practices.
Contact Officer: Lesley Maloney (02) 6207 0069 lesley.maloney@act.gov.au

**ACT Gambling and Racing Commission
Compliance and Investigations
Authorised Officer**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 55749)

Gazetted: 10 November 2011

Closing Date: 24 November 2011

The Organisation: The ACT Gambling and Racing Commission is an independent Statutory Authority established under the *Gambling and Racing Control Act 1999* to control, supervise and regulate gambling and racing in the ACT. The Commission is seeking an enthusiastic person with experience in regulatory and compliance activities who is interested in further developing their skills in a busy and multi-faceted compliance and investigations team. As an Authorised Officer, you will assist in the delivery of the Commission's compliance program by conducting compliance inspections at gaming venues across the ACT including the casino, gaming machine licensees, lotteries and race and sports bookmakers. You will also conduct investigations into patron complaints and investigate and report on breaches of the ACT Gaming Laws. Eligibility/Other Requirements: A current driver's licence is essential.

Contact Officer: Bruce Waugh (02) 6207 0195 bruce.waugh@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

Belconnen Network

Florey Primary School

Principal (Category 4)

School Leader A \$118,562, Canberra (PN: 01776)

Gazetted: 16 November 2011

Closing Date: 30 November 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Linda Baird (02) 6205 5479 linda.baird@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.

School Improvement

Tuggeranong Network

Theodore Primary School

Principal (Category 3)

School Leader A \$109,043, Canberra (PN: 01814)

Gazetted: 16 November 2011

Closing Date: 30 November 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Tanya Nelipa (02) 6205 7194 tanya.nelipa@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.

Executive Director of Corporate Services

Finance and Corporate Support

Executive Assistant

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 01311)

Gazetted: 14 November 2011

Closing Date: 21 November 2011

An exciting opportunity exists for an Executive Assistant to be a part of the Finance and Corporate Support Branch. The successful applicant will take responsibility for the management of the office for the Director, Finance and Corporate Support. The applicant will also be required to: Provide administrative support to the Director, including diary

management, travel arrangements, financial reimbursements and assisting other members of the Branch; Coordinate the preparation and development of papers and submissions relating to the work of the Branch; Provide a liaison point between the Branch and other areas of the Directorate; Ensure quality, timeliness and accuracy of correspondence, briefs, submissions and publications; Maintain records in accordance with the *Territory Records Act 2002*.
Eligibility/Other Requirements: Some knowledge of the Financial Management System desirable.
Contact Officer: Sushila Sharma (02) 6205 9108 sushila.sharma@act.gov.au

School Improvement

Belconnen Network

University of Canberra High School Kaleen

Student Support and Staffing Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 25121)

Gazetted: 16 November 2011

Closing Date: 30 November 2011

University of Canberra High School Kaleen is seeking a highly motivated and organised person to undertake the demanding role of Student Support and Staffing Officer. The successful applicant will be responsible for providing support in developing and maintaining the student absences records systems and the School Staffing Integrated Management System (SiMS). Duties will also include data entry and retrieval using the school-based MAZE system.

Eligibility/Other Requirements: Capacity to work flexible hours is desirable.

Contact Officer: Merielle Reed (02) 6205 5808 merielle.reed@ed.act.edu.au

School Improvement

North and Gungahlin Network

Gungahlin College

Home Science Assistant

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 25402)

Gazetted: 15 November 2011

Closing Date: 29 November 2011

Gungahlin College is seeking an enthusiastic individual to join the college as a home science assistant. The successful applicant will be responsible for kitchen cleanliness and the preparation of materials for home science lessons. The Home Science Assistant will work closely with and receive direction from the teaching staff, be proactive, exercise judgment and initiative and work with limited supervision.

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

Note: This position is available from 28 January 2012.

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

Policy, Corporate and Regulation

Corporate

Communications

Communications Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 16623)

Gazetted: 10 November 2011

Closing Date: 24 November 2011

Environment and Sustainable Development Directorate seeks an enthusiastic and innovative Communications Officer who, as part of a team, will coordinate directorate media activities, events, websites, branding, electronic and hard copy communications products, advertising and marketing.

Eligibility/Other Requirements: Tertiary qualifications in public relations, communications or journalism or related experience is highly desirable.

Contact Officer: Anita Perkins (02) 6205 3146 anita.perkins@act.gov.au

City Planning

Land and Infrastructure Planning

Infrastructure Planning

Project Officer

Professional Officer Class 1 \$46,164 - \$64,764, Canberra (PN: 10210)

Gazetted: 15 November 2011

Closing Date: 6 December 2011

The Land and Infrastructure Planning Branch of the Environment and Sustainable Development Directorate (ESDD) has an exciting opportunity for a recent graduate or other suitably qualified person wishing to commence or enhance their engineering career. The Infrastructure Planning Section of ESDD coordinates various feasibility, design and technical projects for the delivery of core infrastructure in support of new land development in the ACT. The capital works projects being managed include arterial roads, water quality control ponds, trunk water and sewer supplies and related technical studies. This position will manager smaller projects and assist in the delivery of larger capital works, undertaking engineering investigations and provision of technical advice. The successful applicant will also assist in the identification

and management of various land development studies and in the preparation of forward programs for future capital works. An understanding of the land development process and a knowledge of CAD and GIS applications would be desirable. To carry out these functions you will have good written and oral communication skills. ESDD has responsibility within the ACT for policy development relating to climate change, waste, heritage, planning, transport planning, energy and water, together with regulatory responsibilities for development and building applications, nature conservation and environment protection. ESDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. Commencing salary will be commensurate with the applicant's qualifications and experience. The successful applicant will be working within the Infrastructure Planning Section of the Land and Infrastructure Policy Branch of ESDD. The position would suit a civil/environmental engineer although other qualifications and related experience would also be considered. Eligibility/Other Requirements: Tertiary qualifications in Civil and/or Environmental Engineering, or a related discipline, are required.

Note: This is a temporary position available from 12 December 2011 until 12 December 2013 with the possibility of extension.

Contact Officer: Gerard Coffey (02) 6207 2471 gerard.coffey@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

Capital Region Cancer Service

Haematology

Professor/Associate Professor of Clinical Haematology (Academic Level D/E)

Senior Specialist \$185,984, Canberra (PN: 24178)

Gazetted: 17 November 2011

Closing Date: 5 January 2012

The Position: The Clinical Haematology Department provides tertiary level services for people living in ACT and South East NSW with clinical outreach programs at Goulburn, Pambula and Moruya. It incorporates an autologous bone marrow transplantation and apheresis unit and an active clinical trials unit. Haematology is part of the Capital Region Cancer Service. It is planned to move into a purpose built integrated cancer centre in 2012. This is a new position to provide academic leadership within the Haematology Department and ANU Medical School. The successful applicant will be a senior haematologist with a strong record of research in a haematology related field. The appointee will be expected to coordinate undergraduate teaching in haematology and participate in all activities of the Haematology Department, including travelling interstate to provide outreach services. The appointee will be employed by the Capital Region Cancer Service as a staff specialist, with the exact level to be determined by experience and negotiation with the successful candidate. Part time appointments may be considered, subject to the needs of the department. The successful applicant may be offered the opportunity to work a proportion of their hours in laboratory haematology. The diagnostic haematology service forms part of a well equipped hospital pathology service (ACT Pathology) and includes the sections transfusion medicine, cytogenetics, flow cytometry, haemostasis as well as general and morphological haematology. Salary, Remuneration and Conditions: Senior Staff Specialist: \$185,984. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$296,752.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, and Fellowship of the Royal Australasian College of Physicians or an equivalent higher specialist qualification. Fellowship of the Royal College of Pathologists of Australasia would also be an advantage.

Note: For full advertisement and further details please refer to www.health.act.gov.au

Contact Officer: Dr Philip Crispin A/g Director Clinical Haematology, Capital Region Cancer Service (02) 6244 2929 philip.crispin@act.gov.au

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

Canberra Hospital and Health Services

Capital Region Cancer Service

Haematology

Clinical Haematology

Staff Specialist Band 1-5 \$137,660 - \$169,877 Senior Specialist \$185,984, Canberra (PN: 26632)

Gazetted: 17 November 2011

Closing Date: 8 December 2011

The Position: The Clinical Haematology Department provides tertiary level services for people living in ACT and South East NSW with clinical outreach programs at Goulburn, Pambula and Moruya. It incorporates an autologous bone marrow transplantation and apheresis unit and an active clinical trials unit. Haematology is part of the Capital Region Cancer Service. It is planned to move into a purpose built integrated cancer centre in 2012. The successful applicant will be expected to participate fully in all activities of the Haematology Department, including travelling interstate to provide outreach services, undergraduate and postgraduate teaching. An active research interest would be strongly encouraged. The appointee will be employed by the Capital Region Cancer Service as a staff specialist, with the exact level to be

determined by experience and negotiation with the successful candidate. Part time appointments may be considered, subject to the needs of the department. Recent fellows are encouraged to apply. The successful applicant may be offered the opportunity to work a proportion of their hours in laboratory haematology. The diagnostic haematology service forms part of a well equipped hospital pathology service (ACT Pathology) and includes the sections transfusion medicine, cytogenetics, flow cytometry, haemostasis as well as general and morphological haematology. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$137,660-\$169,877 Senior Staff Specialist: \$185,984 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$223,841 - \$296,752.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, and Fellowship of the Royal Australasian College of Physicians or an equivalent higher specialist qualification. Fellowship of the Royal College of Pathologists of Australasia would also be an advantage.

Note: For full advertisement and further details please refer to www.health.act.gov.au

Contact Officer: Dr Philip Crispin A/g Director Clinical Haematology, Capital Region Cancer Service (02) 6244 2929
philip.crispin@act.gov.au

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

Canberra Hospital and Health Services

Women, Youth and Children's

Child, Youth and Women's Health Program

Director of Community Health Programs

Senior Professional Officer Grade A \$115,016 + superannuation and generous salary packaging provisions, Canberra (PN: 28424)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

The Division of Women, Youth and Children in the Canberra Hospital & Health Services is seeking to recruit the position of Director of Community Health Programs. This opportunity would suit a talented and highly skilled consultative leader with a complex and comprehensive understanding and practice in Primary Health Care, public health issues and the legislative and policy framework which underpin the delivery of coordinated care services to consumers. The successful candidate will have proven high level strategic negotiation and internal and external stakeholder liaison skills to achieve and report on Key Performance Measures and outcomes to achieve the objectives of the Women, Youth and Children's Division. As the Director you will represent the Program, the Division and ACT Health Directorate at appropriate Territory and National Forums developing and maintaining sophisticated and collaborative working relationships and partnerships with the Directorate and other Government Agencies. Through all relationships and targets met and maintained the Director will ensure and report to clinical governance, lead change management and provide policy advice. The Director of Community Health Programs will lead appropriately communicating with consumers and promoting the development of staff in the Program. Essential attributes and skills for applicants will include but are not limited to; a degree from an Australian tertiary institution, or a comparable overseas qualification, post graduate management qualifications are also highly desirable. High level leadership, demonstrated understanding of Primary Health Care, proven track record in managing a complex change agenda, proven ability to manage financial, physical and human resources. These skills will all be framed by demonstrated strong interpersonal skills (verbal and written), highly developed representational, consultation skills and a demonstrated commitment to, compliance with and leadership in high quality Customer Service, Equity, Diversity, Occupational Health and Safety and Industrial Democracy principles. To discover the lifestyle benefits Canberra and the surrounding region can offer you: www.liveincanberra.com.au

Eligibility/Other Requirements: Mandatory qualifications are prescribed under the management standards for entry to the professional officer stream. These are: a) A degree or diploma of a Australian tertiary institution, or a comparable overseas qualification, which is in the opinion of the Director General, is appropriate to the duties of the office, or b) Eligibility for membership of, registration by, a professional body which, in the opinion of the Director General, is appropriate to the duties of the office; or c) Other qualifications, comparable to those referred d) Post graduate management qualifications are highly desirable.

Note: This position may be selected on written application only. Please submit two referee reports using Health Directorate templates with your application addressing the selection criteria.

Contact Officer: Elizabeth Chatham (02) 6174 5803

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

Strategy and Corporate

Service and Capital Planning

Health Planning

Senior Planning Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 20521)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

We are looking for an enthusiastic team member with experience in health services or social planning to join our small team undertaking strategic and facility planning to support health services provision in the ACT. Experience in health services or social planning or similar is essential, together with strong communication and data analysis skills.

Contact Officer: Jacinta George (02) 6205 0525

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

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services
Access and Acute Mental Health
Mental Health Community Policing Programme Officer
Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 23014)**

Gazetted: 17 November 2011

Closing Date: 1 December 2011

The Mental Health Professional Officer will provide two key functions as a member of the Mental Health Community Policing Initiative (MHCPI). Firstly the position will provide expert mental health content, advice in the development of training programs, operational guidelines and support components of the project for ACT Police Officers. Secondly, the position will provide a liaison function between the Mental Health Community Policing Initiative team and the Mental Health Service. The mental health professional will contribute to the collective tasks of the MHCPI, and reports to the Operational Director of Access and Acute Mental Health Services.

Contact Officer: Bruno Aloisi (02) 6205 1979

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

**Director General Reports
Quality and Safety
Injury Prevention and Management
Workplace Safety Physiotherapist
Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 18678)**

Gazetted: 17 November 2011

Closing Date: 1 December 2011

Enjoy working with acute injuries and treating a wide range of conditions? It could be you working with the Health Directorate Quality Safety Unit as part of our workplace safety physiotherapy team. The focus of the position is to provide physiotherapy services for the prevention, early treatment and management of staff injuries across the Health Directorate, with the aim of early return to work and to minimise lost time. Experience in general musculoskeletal conditions and ability to work as part of a multidisciplinary team is essential. A high level of communication skills is required.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy, and eligibility for ACT Registration.

Post Graduate Qualifications in relevant area is desirable.

Note: This position is offered with job share options.

Contact Officer: Peter Pharaoh (02) 6205 0301

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

**Canberra Hospital and Health Services
Medicine
Infectious Diseases
Sexual Health Registered Nurse
Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 22452, several)**

Gazetted: 17 November 2011

Closing Date: 1 December 2011

Interest is being sought for several Registered Nurses to fill dynamic and rewarding positions in the Canberra Sexual Health Centre as Level 2 RN's. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively within a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Authority (AHPRA). Holds a current driver's licence. Holds or is progressing towards a qualification in Sexual and Reproductive Health Nursing Certificate.

Note: Selection may be based on application and referee reports alone. Applicants are requested to submit their applications in writing. Please provide a maximum of 2 pages addressing the selection criteria, a cover letter and names of 2 professional referees.

Contact Officer: Kendra Kemister or Denise Fairall (02) 6244 2265 or (02) 6244 2184

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

**Canberra Hospital and Health Services
Women, Youth and Children
Child Youth and Women's Health Program
School Youth Health Nurse
Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 17042, several)**

Gazetted: 17 November 2011

Closing Date: 24 November 2011

The School Youth Health Nurse contributes to the health and well being of young people in an education setting. Using primary health care principles the role aims to promote positive health outcomes for young people and their families, provide the opportunity for young people to access a health professional in a school setting and to help young people make a safe and healthy transition to adulthood.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Authority (AHPRA). Holds a current driver's licence. Qualifications and/or experience in Youth Health and/or Adolescent Health are highly desirable.

Note: These positions sits under schedule four of the Nursing and Midwifery collective agreement. These positions may be selected on written application only.

Contact Officer: Carolyn Thomas (02) 6205 1575
Apply online at <http://www.health.act.gov.au/employment>

**Canberra Hospital and Health Services
Women, Youth and Children
Women's and Babies
NICU Database and Clinical Coding Officer
Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 13542)**

Gazetted: 17 November 2011
Closing Date: 1 December 2011

Applications are sought for an RN L2 for the permanent position of NICU Database and Clinical Coding Officer. Key Responsibilities of the position include: Operating and maintaining data collection of the NICUS computerised clinical database for all admissions to the Centre for Newborn Care. Coordination and aggregation of data required by relevant organisations for purposes such as research, clinical trials, clinical indicator reporting, activity reporting and audit. Ongoing liaison with the NSW NICUS and ANZNN Databases to enable updating of the database as required and maintenance of the integrity of the program.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and have recent experience in the area of Maternity care/and or Neonatal care. Demonstrated ability in the operation of a computerised database, including data entry, processing and reporting is essential.

Note: Selection may be based on application and referee reports alone. Applicants are requested to submit their applications in writing. Please provide a maximum of 2 pages addressing the selection criteria, a cover letter and names of 2 professional referees.

Contact Officer: Kay Thomas (02) 6244 3117 kay.thomas@act.gov.au
Apply online at <http://www.health.act.gov.au/employment>

**Canberra Hospital and Health Services
Women, Youth and Children's
Child, Youth and Women's Health Program
Clinical Trials Coordinator
Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 26874)**

Gazetted: 17 November 2011
Closing Date: 1 December 2011

The Capital Region Cancer Service Department of Radiation Oncology at The Canberra Hospital is looking for a suitably qualified motivated Clinical Trials Coordinator to become involved in the establishment of a Radiation Oncology Clinical Trials Clinical Trial Section to enable participation in Trans-Tasman Radiation Oncology Group (TROG) studies. The Department has recently undergone significant capital expansion along with growth within Cancer Services. In addition, construction is underway of an integrated cancer centre providing further opportunities and interaction for local and international clinical trials.

Eligibility/Other Requirements: Candidates who hold either a post-graduate qualification in Science or Health, Registration with the Nurse's Board of Australia, and/or qualifications and experience in Clinical Trial Coordination within a medical research environment will be an advantage. Preference for applicants with TROG/Radiation Oncology Clinical trials experience.

Note: This position is temporary for 12 months with the possibility of extension.

Contact Officer: Dr Angela Rezo (02) 6244 2241
Apply online at <http://www.health.act.gov.au/employment>

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services
Adult Community and Older Person
Psychologist
Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 17590)**

Gazetted: 17 November 2011
Closing Date: 1 December 2011

The Older Persons Mental Health Team is seeking a permanent full time psychologist. ACOPMHS is a contemporary evidence-based service providing high quality mental health care guided by recovery principles. The Older Person Mental Health Team aims to provide collaborative care involving the consumer, their carers, General Practitioners and Community Agencies. Clinicians have access to professional development activities and participation in clinical supervision to support their contribution as a valued member of the multidisciplinary team.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, with current unconditional ACT registration and eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current passenger vehicle driver's licence.

Contact Officer: Amber Shuhyta, Team Leader (02) 6205 1957
Apply online at <http://www.health.act.gov.au/employment>

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services
Adult Community and Older Person
Senior Psychologist**

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 23689)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

Tuggeranong Mental Health have an exciting position available for a Senior Psychologist HPO3.1 working within the Multidisciplinary Team environment to provide contemporary evidence based service guided by the principles of Recovery. Tuggeranong Mental Health is an experienced team comprising of Consultant Psychiatrists, Nursing Staff, Social Workers, Psychologists, Technical Officer and Administration staff. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level, it is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current passenger vehicles driver's licence.

Contact Officer: Danny Farrow (02) 6205 7222 danny.farrow@act.gov.au

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

Canberra Hospital and Health Services

Operational Support

Nursing Administration

Nursing Information Management Support Officer

Administrative Service Officer 5 \$61,295 - \$64,994, Canberra (PN: 23286)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

A permanent full time vacancy exists within the Nursing Information and Management Support Unit (NIMS), commencing immediately. This position is responsible for providing day to day management support, with particular emphasis on all aspects of rostering management and maintenance of data integrity within the current rostering system; undertaking specific program development related activities, including liaising with rostering managers, human resource and shared services to ensure the current rostering system is maintained in optimal form to support the management of nursing/midwifery resources and reporting requirements. This opportunity would suit an enthusiastic person with suitable knowledge and experience of an electronic rostering system; have excellent interpersonal skills, enjoy working as part of a team, be able to prioritise workload to meet deadlines and have some previous experience in change management.

Note: Selection may be assessed on application and referee report only. Applicants are required to submit their application in writing including: Cover letter, Resume, Responses against the attached selection criteria (no more than 2 A4 pages), Names and contact details of 2 referees.

Contact Officer: Chin Wong (02) 6244 2419

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

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Administrative Officer

Administrative Service Officer 4 \$54,956 - \$59,668, Canberra (PN: 22911)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

An exciting opportunity exists for an experienced administrative officer to work with Community Health Program which provides a range of services to meet the health needs of children, families, youth and women in the community. The successful applicant will have a high level of organisational and communication skills and will work with the Program Director and the management team to provide a range of administrative and secretarial support services. This position is full time and based in the City Health Centre.

Contact Officer: Daina Neverauskas (02) 6205 5028

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

Canberra Hospital and Health Services

Women, Youth and Children's

Child Youth and Women's Health Program

Special School Nurse

Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: 10958)

Gazetted: 17 November 2011

Closing Date: 24 November 2011

Would you like to work during the school term? We are looking for a Registered Nurse to work in the ACT Special Schools. Duties involve providing clinical nursing care for students with additional health care needs in a special school setting. Training for this position will be provided to successful applicants.

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

Contact Officer: Carolyn Thomas (02) 6205 1575

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

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Clinical Pharmacist

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 17525)

Gazetted: 17 November 2011

Closing Date: 26 January 2012

We are the largest public tertiary hospital in the region, and with over 600 beds we are one of the largest in the country. We have state of the art facilities and offer almost all clinical specialties available. We have strong links to the University of Canberra Pharmacy School, and the Society of Hospital Pharmacists of Australia. We have a dynamic, talented team of 35 Pharmacists, and are looking to recruit an experienced Clinical Pharmacist to join this team. Duties include provision of clinical pharmacy services to hospital wards and provision of pharmacy services from the dispensary, oncology pharmacy, intravenous admixture area and drug information on a rotational basis.

Eligibility/Other Requirements: Successful completion of 12 months professional relevant workplace experience. Eligible for registration with the National Pharmacy Board. Experience as a Clinical Pharmacist in a tertiary public hospital setting is highly desirable.

Note: These positions may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Claire Bekema (02) 6244 2118

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

Canberra Hospital and Health Services

Women, Youth and Children's

Child Youth and Women's Health Program

Central Regional Team

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 24906)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

The Central Regional Team is looking for an ASO3 to provide administrative support primarily to the Central Regional team as well as to the CY&W Nutrition team and Caring for Kids Program. Note: This position may be selected on written application only. Please submit two referee reports using Health Directorate templates with your application addressing the selection criteria.

Note: This position may be selected on written application only. Please submit two referee reports using Health Directorate templates with your application addressing the selection criteria.

Contact Officer: Carolyn Thomas (02) 6205 1575

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Allied Health Assistant

Technical Officer Level 2 \$48,615 - \$55,954, Canberra (PN: 26649)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

An exciting opportunity has arisen for an Allied Health Assistant to join the Rehabilitation, Aged and Community Care (RACC) Division in a permanent, full time role. The successful applicant will be involved in discharge support for older adults as they transition from the acute, inpatient care of the elderly ward, to their home. The applicant will be based at the Canberra Hospital, but will have significant community based duties. The successful applicant will work under supervision of allied health professional staff and provide patient centred assistance in collaboration with Social Work, Occupational Therapy, Dietetics and Nursing staff.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistant Certificate or equivalent qualification is desirable.

Current driver's licence.

Contact Officer: Annegret Ludwig (02) 6244 2852

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Speech Pathologist

Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 29616, 01123)

Gazetted: 17 November 2011

Closing Date: 24 November 2011

Exciting opportunities exist for newly graduated Speech Pathologists within Health Directorate (ACT). The Rehabilitation Aged and Community Care and Acute Support Speech Pathology services offer two full time new graduate positions, which will be available from January 2012. These positions provide six month rotations across two clinical settings, with the successful applicants gaining experience in acute hospital settings and community based services. Speech pathologists based at the Canberra Hospital provide a range of inpatient and outpatient services to rehabilitation, aged care, medical, surgical and neonatal/paediatric areas of the Canberra Hospital and the surrounding community. The positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and

rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Degree or diploma in Speech Pathology from a recognised tertiary institution and eligibility for practising membership of Speech Pathology Australia. A current driver's licence is essential.

Note: These positions may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Margaret Jacobs (Acute Support) or Rebecca Sullivan (Rehabilitation Aged and Community Care) (02) 6244 2230

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

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

Enrolled Nurse

Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 24037, several)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

We are seeking committed and enthusiastic enrolled nurses to join our multidisciplinary team in The Acute Care of the Elderly Unit, Ward 11A the Canberra Hospital. If you are passionate about caring for the elderly in a dynamic environment where learning and development are encouraged and supported we would like you to apply

Eligibility/Other Requirements: Registered or is eligible for registration as an Enrolled Nurse with the Australian Health Practitioner's Regulation Agency (AHPRA).

Note: There are permanent full-time and part-time positions available.

Contact Officer: Hazel Hurrell (02) 6244 3035, 0434 674 442 or Maria Trudinger (02) 6244 2431

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

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

Security and Emergency Management Branch

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 12367, several)

Gazetted: 15 November 2011

Closing Date: 29 November 2011

The Security and Emergency Management Branch (SEMB) provides whole-of-government policy and coordination on issues relating to security and emergency management across the ACT. SEMB is part of the Justice and Community Safety Directorate and works closely with all ACT Government directorates and relevant interstate and federal government agencies. SEMB is responsible for: Whole-of-Government coordination of the ACT's counter-terrorism arrangements. Creating a security culture across ACT Government through protective security policy and education. Whole-of-Government coordination of critical infrastructure protection. Strategic policy advice on emergency management. Extending and maintaining Closed Circuit Television (CCTV) systems to improve community safety while ensuring the individual rights of ACT citizens are respected. Developing the Territory Crisis Centre (TCC) into a best practice based "all hazards-all agencies" strategic coordination centre. As a Manager within SEMB your duties will be to: Provide high level advice, briefings, reports and correspondence to the Executive Director - SEMB, Directorate Executive, and the Minister. Represent SEMB and the Directorate at intra/inter-governmental and/or private sector meetings. Assist with the management of SEMB as a member of the Branch management team. Manage a team responsible for one or more of the following: Develop strategies, policies and procedures for the ACT Government on protective security, counter-terrorism, critical infrastructure protection, and/or emergency management. Manage the ACT CCTV Network. Manage the development, maintenance and activation of the Territory Crisis Centre. Manage the development and conduct of counter-terrorism and emergency management related activities, such as exercises. Undertake specific projects as required. Ensure all activities adhere to relevant Territory legislation, policies and guidelines.

Eligibility/Other Requirements: This is a designated security assessed position to "Negative Vetting 1" (Secret) Level. This position will be filled on a temporary basis pending attainment of the appropriate security clearance.

Contact Officer: Baden McMaster (02) 6205 5132 baden.mcmaster@act.gov.au

**Office of Regulatory Services
Policy and Community Relations
Community Relations**

Manager - Community Relations

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 05545)

Gazetted: 11 November 2011

Closing Date: 25 November 2011

Under the limited direction of the Senior Manager, Policy and Community Relations: Manage the Community Relations team. Manage the marketing and promotion of the functions of Office of Regulatory Services (ORS), including the preparation of promotional material and implementation of educational programs. Manage media enquiries, including assisting the Executive Director with media interviews. Broadly manage the secretariat of relevant committees. Develop and foster effective and strategic working relationships with stakeholders, other agencies and represent the ORS at the local, state and inter-jurisdictional levels. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Relevant tertiary qualifications in Communications, Public Relations or equivalent experience would be desirable.

Contact Officer: Tania Manuel (02) 6205 3738 tania.manuel@act.gov.au

**ACT Government Solicitor
Property and Commercial
Property Law Clerk**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 26862)

Gazetted: 16 November 2011

Closing Date: 30 November 2011

The ACT Government Solicitor seeks the services of a Property Law Clerk to assist in its leasing and property management practice, undertake other property transactions and assist in supervising more junior officers. The successful applicant will manage and/or carry out property transactions under the general supervision of professional staff including: draft and settle documents relating to property transactions; negotiate with other parties; carry out legal research; draft advices and correspondence for settlement by solicitors; prepare reports to clients; assist professional staff in the provision of legal services relating to property and commercial matters; and supervise other staff and undertake other matters as directed.

Eligibility/Other Requirements: Experience in providing sound and practical advice in relation to legal problems relating to ACT land, planning or property matters. Completion or substantial completion of tertiary study leading to a Bachelor of Laws degree or equivalent qualification is desirable.

Note: This is a temporary vacancy available for a period of 10 months.

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

Territory and Municipal Services

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

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

Business Enterprises

ACT NOWaste

Director, ACT NOWaste

Executive Level 1.2 \$180,627 to \$190,621 depending on current superannuation arrangements, Canberra (PN: E661)

Gazetted: 16 November 2011

Closing Date: 2 December 2011

The Territory and Municipal Services Directorate (TAMS) within the ACT Public Service administers Canberra's municipal infrastructure and delivers a range of essential services to the community and other ACT government directorates. Within TAMS, the Business Enterprises Division is charged with the responsibility to effectively and efficiently manage government owned businesses.

The opportunity exists for an experienced leader and manager to join the senior executive team of the Business Enterprises Division as Director, ACT NOWaste. In this prominent service delivery role, you will lead a Branch with responsibility for managing domestic waste and recycling collections for over 130,000 Canberra households; contracts that service Canberra's waste and resource recovery needs; remediation of facilities that are no longer in use and develop new facilities to cater for future needs. ACT NOWaste also has responsibility for three major and seven minor operational waste and resource recovery facilities.

The role demands expertise in management and maintenance of solid waste related assets including landfills and recycling facilities; the leadership credentials to contribute to government waste strategies, asset management planning policies and the commercial acumen to deliver robust financial outcomes.

Eligibility/Other Requirements: 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 fundamentals. A significant six figure remuneration package, commensurate with the responsibilities of the position, is available.

Note: The successful applicant will be engaged under a performance based contract up to five years with an attractive remuneration package ranging from \$180,627 to \$190,621 depending on current superannuation arrangements, including a cash component of \$142,777.

Contact Officer: Phillip Perram (02) 6207 2333 phillip.perram@act.gov.au

Business Enterprises

Yarralumla Nursery

Nursery Business Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 13666)

Gazetted: 14 November 2011

Closing Date: 29 November 2011

The Territory and Municipal Services Directorate (TAMS) delivers a range of essential services to the community and other ACT government directorates. Within TAMS, the Business Enterprises Division is charged with the responsibility to effectively and efficiently manage a diverse mix of government owned businesses. The Yarralumla Nursery is the only wholesale production nursery in Canberra and supplies to the ACT Government, local landscape contractors and retailers, and retails through its own Nursery Garden Centre. The position reports directly to the General Manager Yarralumla

Nursery/Capital Linen Services, and is instrumental in generating a sustainable revenue stream and leading the Nursery as a productive, profitable and sustainable business unit.

Eligibility/Other Requirements: Tertiary qualifications in financial management or accounting.

Note: This is a temporary position available from 3 January 2012 until 2 January 2013.

Contact Officer: Phillip Perram (02) 6207 2333 phillip.perram@act.gov.au

Business Enterprises

Executive

Business Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 11051)

Gazetted: 16 November 2011

Closing Date: 29 November 2011

The Territory and Municipal Services Directorate (TAMS) delivers a range of essential services to the community and other ACT government directorates. Within TAMS, the Business Enterprises Division is charged with the responsibility to effectively and efficiently manage a diverse mix of government owned businesses. The Executive Unit is responsible for the management of the Business Units and provides a liaison between the Businesses Units, other areas of the Directorate, the Minister's Office and other ACT Government agencies. The position reports directly to the Executive Director, Business Enterprises and has an over arching strategic coordination role across the Division.

Contact Officer: Phillip Perram (02) 6207 2333 phillip.perram@act.gov.au

Business Enterprises

ACT Property Group

Tenancies

Manager Subleasing and MOU's

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 26576)

Gazetted: 14 November 2011

Closing Date: 29 November 2011

ACT Property Group is seeking a highly motivated person with extensive experience in either public or private sector accommodation to manage a new role involving tenancy arrangements for ACT Directorates. The successful applicant will need to work closely with the Section's tenancy managers and will have excellent property related financial management skills.

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

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@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

Finance

Assistant Manager Finance

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 00630)

Gazetted: 10 November 2011

Closing Date: 24 November 2011

This is a management accounting role responsible for providing financial management support to a range of operational managers and Executives within the Directorate. This position contributes to the development of internal budget processes, and provides technical accounting support for internal and external reporting obligations. Management of relationships with stakeholders within the Directorate and Shared Services is a key aspect of this role.

Eligibility/Other Requirements: A minimum of five years experience in budget management in a public sector environment. Tertiary qualifications in accounting and professional membership or progress towards CPA / CA or comparable bodies is highly desirable.

Contact Officer: Andrew Pedersen (02) 6207 5389 andrew.pedersen@act.gov.au

Business Enterprises

ACT NOWaste

Education and Promotions Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 46126)

Gazetted: 15 November 2011

Closing Date: 6 December 2011

With limited guidance, undertake Education and Promotional activities associated with waste management in the ACT.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Chris Ware (02) 6207 2840 chris.ware@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.

Business Enterprise

Canberra Cemeteries

Executive Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 19010)

Gazetted: 16 November 2011

Closing Date: 6 December 2011

As part of a small team provide high level confidential administrative and secretarial services to the Chief Executive Officer (CEO) and the ACT Public Cemeteries Authority Board, including but not necessarily limited to: Reviewing and coordinating communication and documentation in and out of the office, prioritising, redirecting, researching background information; Preparing correspondence, reports, briefs and assemble supporting documents and minutes for meetings; Act as a point of liaison between the Government and the Authority where required; Assist officers elsewhere in the Authority to meet workloads relating to staff shortages.

Eligibility/Other Requirements: Hold current driver's licence.

Note: This position is being readvertised, previous applicants need not reapply.

Contact Officer: Hamish Horne (02) 6204 0200 hamish.horne@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

Operations Support Group

Training and Support Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 15153)

Gazetted: 11 November 2011

Closing Date: 29 November 2011

The Training and Support Officer is primarily responsible for the coordination, review, development and implementation of a range of training initiatives against accredited and certified courses for compliance with Parks and City Services (PACS) work activities. The position also facilitates the alignment of training opportunities to performance management agreements in support of PACS strategic planning objectives. The successful applicant will also review, analyse and document the training needs of PACS staff and implement a yearly PACS training plan.

Eligibility/Other Requirements: It is highly desirable that applicants hold or have commenced a Certificate IV in Training Assessor (TAE) or higher, or be able to refresh from a TAA Cert IV to TAE. (BSZ Qualifications are not acceptable).

Contact Officer: Scott Horan (02) 6205 4898 scott.horan@act.gov.au

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

Treasury

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

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

Shared Services ICT

Executive

ACTSOE Refresh Project and Refresh, Project and Policy Team

Desktop Services Project Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 23097)

Gazetted: 14 November 2011

Closing Date: 29 November 2011

The successful applicant will be required to manage and oversee the ACTSOE Project and related activities on behalf of ACT Government directorates ensuring that appropriate processes and resourcing are in place to achieve a quality outcome.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised management or project management discipline or equivalent experience is required.

Note: Temporary position available from 3 February 2012 to 3 February 2013.

Contact Officer: Daniel Wurzer (02) 6205 2633 daniel.wurzer@act.gov.au

Investment and Economics

Economics

Policy Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 00484, several)

Gazetted: 14 November 2011

Closing Date: 28 November 2011

Responsibilities for this position include: provide high level advice and recommendations on matters for which the unit is responsible, contribute to the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches, replies to parliamentary questions and other correspondence; contribute to the corporate activities of Treasury and the ACT public service as required and represent Treasury at meetings, interdepartmental committees, conferences and other forums.

Contact Officer: Kim Salisbury (02) 6207 0337 kim.salisbury@act.gov.au

APPOINTMENTS

ACT Auditor General's Office

Auditor Band 1 \$42,084 - \$81,862

Yanxin He 827-42453, Section 68(1), 10 November 2011

Canberra Institute of Technology

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

Jennifer Yates 821-01955, Section 68(1), 15 November 2011

Community Services

Administrative Services Officer Class 3/4 \$49,306 - \$59,668

Robin Brown 827-33581, Section 68(1), 8 November 2011

Senior Officer Grade A \$115,016

Sonia Ellem 827-55502, Section 68(1), 14 November 2011

Education and Training

School Leader C \$91,769

Jenny Faul 824-58268, Section 68(1), 7 November 2011

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

Anne Moore 820-88527, Section 68(1), 14 November 2011

Environment and Sustainable Development

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

Guest Clare 827-11905, Section 68(1), 17 November 2011

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

David Snowden 545-61225, Section 68(1), 16 November 2011

Health

Senior Specialist, \$185,984

Alexandra Hammett 813-17412, Section 68(1), 17 November 2011

Senior Specialist, \$185,984

Peter Jones 829-5539, Section 68(1), 1 November 2011

Staff Specialist Band 1-5, \$137,660-\$169,877

Rosianna Wee 829-55432, Section 68(1), 17 November 2011

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

Rohit Batra 827-36045, Section 68(1), 16 November 2011

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

Ross Bevan 830-80279, Section 68(1), 14 November 2011

Registered Nurse Level 3.1 \$83,861 - \$87,312

Penelope Ann Blume 799-91950, Section 68(1), 8 November 2011

Radiation Therapist Grade 2 \$53,020 - \$74,029

Lisa Dukes 830-80869, Section 68(1), 7 February 2012

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

Shani Kolachelil 821-58927, Section 68(1), 8 November 2011

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

Jenae Marchant 829-69527, Section 68(1), 14 November 2011

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

Isabel Massey 827-55959, Section 68(1), 28 November 2011

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

Sherly Pramodu 821-59348, Section 68(1), 9 November 2011

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

Natasha Raab 828-67248, Section 68(1), 14 November 2011

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

Smitha Varghese 821-58812, Section 68(1), 10 November 2011

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

Sean Bent: 827-53996, Section 68 (1), 07/11/2011

Justice and Community Safety

Legal 2 \$113,158 - \$117,809

Mary-Therese Daniel 747-09549, Section 68(1), 7 November 2011

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

Frances Anne Stanford 827-54278, Section 68(1), 7 November 2011

Territory and Municipal Services

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

Kelliann Briese 827-55916, Section 68(1), 21 November 2011

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

Sarah Kelley 827-44328, Section 68(1), 8 November 2011

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

Viiniyha Menon 827-41290, Section 68(1), 10 November 2011

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

Nichola Worrall 827-49698, Section 68(1), 11 November 2011

Treasury

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

Dylan Matthew Blom 821-24647, Section 68(1), 8 November 2011

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

David Edward Munson 827-19587, Section 68(1), 8 November 2011

TRANSFERS

Health

Jennifer Edmestone: 748-78430

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

To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Health, Canberra (PN. 27039) (Gazetted 22 September 2011)

Justice and Community Safety

Verity Jane Bland: 791-32267

From: Senior Officer Grade C \$83,816 - \$90,372
Justice and Community Safety

To: Senior Officer Grade C \$83,816 - \$90,372
Justice and Community Safety, Canberra (PN. 24903) (Gazetted 22 September 2011)

PROMOTIONS

Community Services

Therapy ACT

Administration

Rachael Bosotas: 827-10232

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

Community Services

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

Community Services, Canberra (PN. 08013) (Gazetted 26 September 2011)

Housing and Community Services

Asset Management Branch

Community Facilities

Lok Kan Chow: 799-94801

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

Territory and Municipal Services

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

Community Services, Canberra (PN. 03144) (Gazetted 8 September 2011)

Policy and Organisational Services

Media and Communications

Kanchan Dev Dutt: 791-3209

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

Environment and Sustainable Development

To: †Senior Officer Grade A \$115,016

Community Services, Canberra (PN. 23279) (Gazetted 7 October 2011)

Office for Children, Youth and Family Services

Aboriginal and Torres Strait Islander Services

Aboriginal and Torres Strait Islander Integrated Services Delivery

Tamara Graham: 771-08677

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

Justice and Community Safety

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

Community Services, Canberra (PN. 04834) (Gazetted 18 August 2011)

Housing and Community Services

Asset Management Branch

Community Facilities

Diana Minato: 733-18378

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. 25307) (Gazetted 9 September 2011)

Housing and Community Services

Asset Management Branch

Community Facilities

Marcel Norbart: 817-42902

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

Territory and Municipal Services

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

Community Services, Canberra (PN. 25308) (Gazetted 8 September 2011)

Housing and Community Services

Asset Management Branch

Community Facilities

Felicity Wolf: 791-32398

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. 25305) (Gazetted 8 September 2011)

Education and Training

Corporate Services

Human Resources

Health and Wellbeing

Elizabeth Butler: 736-37379

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

Education and Training

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

Education and Training, Canberra (PN. 09407) (Gazetted 5 September 2011)

School Improvement

Tuggeranong Network

Monash Primary School

Shane Carpenter: 785-52622

From: School Leader C \$91,769

Education and Training

To: †School Leader B \$98,077

Education and Training, Canberra (PN. 04107) (Gazetted 19 August 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.

Environment and Sustainable Development

Client Services

Customer Services

Katherine Alice Breitkopf: 813-03010

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 15375) (Gazetted 10 June 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.

Regulation and Services

Client Services

Customer Services

Michael Raymond Johnson: 799-9638

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 15064) (Gazetted 23 September 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.

Regulation and Services

Client Services

Customer Services

Kassandra Keppell: 820-93190

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 17859) (Gazetted 23 September 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.

Regulation and Services

Client Services

Customer Services

Natalie Pooley: 778-12488

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. 15311) (Gazetted 29 September 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.

Health

Director General Reports

Financial Management

Bianca Johnson: 799-87919

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

Health

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

Health, Canberra (PN. 29583) (Gazetted 22 September 2011)

Director General Reports

Financial Management

Bonny McFadden: 820-84104

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

Health

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

Health, Canberra (PN. P23035) (Gazetted 22 September 2011)

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug

Child and Adolescent Mental Health

Archna Sharma: 827-81428

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

Health

To: †Registered Nurse Level 3.1 \$83,861 - \$87,312

Health, Canberra (PN. 29233) (Gazetted 6 October 2011)

Justice and Community Safety

ACT Emergency Services Agency

ACT State Emergency Service

Tracey Annette Allen: 755-79141

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

Education and Training

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

Justice and Community Safety, Canberra (PN. 25754) (Gazetted 12 September 2011)

Transport and Infrastructure

Transport Regulation

Road User Services

Kim Davidson: 820-85609

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 12565) (Gazetted 22 September 2011)

ACT Law Courts and Tribunal Administration

Registry

Nyah Donaldson: 827-50058

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43613) (Gazetted 6 September 2011)

Office of Regulatory Services

Transport Regulation

Road User Services

Colin James Gault: 813-02907

From: General Service Officer Level 7 \$48,615 - \$51,449

Justice and Community Safety

To: General Service Officer Level 8 \$52,847 - \$55,954

Justice and Community Safety, Canberra (PN. 03181) (Gazetted 24 August 2011)

**Office of Regulatory Services
Transport Regulation
Road User Services**

Aleksandar Laic: 782-06746

From: General Service Officer Level 7 \$48,615 - \$51,449

Justice and Community Safety

To: General Service Officer Level 8 \$52,847 - \$55,954

Justice and Community Safety, Canberra (PN. 03178) (Gazetted 24 August 2011)

**Office of Regulatory Services
Transport Regulation
Road User Services**

Barton Manning: 817-33950

From: General Service Officer Level 7 \$48,615 - \$51,449

Justice and Community Safety

To: General Service Officer Level 8 \$52,847 - \$55,954

Justice and Community Safety, Canberra (PN. 03185) (Gazetted 24 August 2011)

**Office of Regulatory Services
Transport Regulation
Road User Services**

Steven Glenn Mowat: 820-87890

From: General Service Officer Level 7 \$48,615 - \$51,449

Justice and Community Safety

To: General Service Officer Level 8 \$52,847 - \$55,954

Justice and Community Safety, Canberra (PN. 26706) (Gazetted 24 August 2011)

**Office of Regulatory Services
Transport Regulation
Road User Services**

Terry John Smith: 821-24727

From: General Service Officer Level 7 \$48,615 - \$51,449

Justice and Community Safety

To: General Service Officer Level 8 \$52,847 - \$55,954

Justice and Community Safety, Canberra (PN. 26701) (Gazetted 24 August 2011)

Territory and Municipal Services

**Transport and Infrastructure
Roads ACT**

Road Maintenance Services

Adam Mulville: 820-95604

From: General Service Officer Level 5/6 \$42,612 - \$47,092

Territory and Municipal Services

To: †General Service Officer Level 8 \$52,847 - \$55,954

Territory and Municipal Services, Canberra (PN. 03138) (Gazetted 5 April 2011)

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

Treasury

Shared Services

Shared Services Procurement

Infrastructure Procurement

Rhonda Ann McIver: 705-22904

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

Treasury

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

Treasury, Canberra (PN. 24717) (Gazetted 22 July 2011)