



ACT Government Gazette

Gazetted Notices for the week ending 02 September 2010

ACT Health

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

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

**Population Health
Health Protection Service
Health Professional**

Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 19119)

Closing Date: 9 September 2010

ACT Health is seeking an enthusiastic health professional to work within the Health Protection Service to assist in the provision of timely and effective public health interventions. The position is a part of a small team that will contribute to the improvement of Health Protection Service response capability.

Eligibility/Other Requirements: Tertiary qualifications in a field relevant to public health and experience in responding to public health incidents.

Contact Officer: John Woollard (02) 6205 1722

**Population Health
Health Protection Service
Business Management Group
Finance Officer**

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 24750, expected vacancy)

Closing Date: 16 September 2010

This position works within the Health Protection Service, coordinating and managing the budget development and monitoring processes for the Population Health Division. The occupant is required to provide high level financial and budget advice to management as well as be responsible for the management of business infrastructure such as fleet, IT and communication equipment.

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

Contact Officer: John Woollard (02) 6205 1722

**Business and Infrastructure Support
Business and Infrastructure Executive
Branch Projects Officer**

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 11624)

Closing Date: 9 September 2010

ACT Health's Business and Infrastructure Support branch is seeking an enthusiastic and well organised person to provide project management and administrative support to the Executive Director and branch managers. The successful candidate will possess project management qualifications and experience, including demonstrated high level oral and written communication skills and good interpersonal skills.

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

Contact Officer: Robyn Staniforth (02) 6205 4689 robyn.staniforth@act.gov.au

**Office of the Deputy Chief Executive
Clinical Governance Unit
Patient Safety and Quality
Consumer Liaison Officer**

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 14820, several)

Closing Date: 9 September 2010

Applications are sought from suitably skilled and experienced officers for these challenging and interesting roles within the Patient Safety and Quality Unit (PSQU). The objective of the Consumer Engagement Function is to take a leadership role in the participation of consumers in health services planning and delivery, as well as working with staff and consumers to manage consumer feedback. The successful applicants will have strong liaison and interpersonal skills including judgement and discretion in dealing with sensitive information; the ability to manage themselves, others and upwards effectively; experience working across acute and community health care settings; demonstrated data collection and analysis skills; and demonstrated computer literacy with experience in using database systems.

Note: These positions are two of four positions in the Consumer Engagement Team available, which also includes the Respecting Patient Choices Program coordinator.

Contact Officer: Robyn Jensen (02) 6205 5029

**The Canberra Hospital
Medical Imaging
Nuclear Medicine
Nuclear Medicine Technologist/Scientist**

Health Professional Level 1 – Medical Imaging \$46,356-\$59,584, Canberra (PN: 15152)

Closing Date: 9 September 2010

The Canberra Hospital is seeking a Nuclear Medicine Technologist/Scientist to complete a professional development year. The duties include preparing, injecting radiopharmaceuticals, scanning using Infina and Hawkeye gamma cameras

as well as Hologic Bone Density. The Nuclear medicine section offers a comprehensive service and the work are rewarding and varied and include paediatric, cardiac, renal, bone and oncology investigations.
Eligibility/Other Requirements: Bachelor of Applied Science Medical Radiation (Nuclear Medicine) or equivalent technologist qualification. Eligible for training in Professional Development Year for professional accreditation (ANZSNM). Eligible for Medical Radiation Scientist Registration in the ACT.
Note: This is a temporary position available for a period of 12 months with a possibility of extension. Applicants must have tertiary/trauma public hospital experience. Applicants when applying must provide at least one written referee report addressing the selection criteria.
Contact Officer: Chris McLaren (02) 6244 2439

**Business and Infrastructure Support
Business and Infrastructure Support Executive
Executive Assistant**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 20097)
Closing Date: 9 September 2010
ACT Health Business and Infrastructure branch is seeking an enthusiastic and highly organised person to provide executive assistance to the Executive Director. Business and Infrastructure branch is responsible for providing a range of infrastructure and strategic support services to all acute and non-acute activities of ACT Health. The successful candidate will have demonstrated experience in providing executive support at the senior executive level, including high level oral and written communication skills and good interpersonal skills.
Note: Selection may be based on written application and referee reports only.
Contact Officer: Robyn Staniforth (02) 6205 4689

**Business and Infrastructure Support
Strategic Support
Supply Chain
Supply Officer**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 21720)
Closing Date: 9 September 2010
The Support Services Unit is seeking applications from suitable applicants to fill a Purchasing Officer position. The position may be located at either the Mitchell Warehouse or The Canberra Hospital. The Support Services Unit forms part of the Strategic Support section within the Business and Infrastructure Support branch of ACT Health, delivering customer focused supply chain solutions to the Department. To be successful in this position you will need to have proven experience in government sector procurement, inventory management and excellent people skills and the ability to lead, provide positive feedback and motivate staff in a multi disciplinary team.
Eligibility/Other Requirements: Extensive experience in a computerised supply chain environment within a large government agency or equivalent. Current driver's licence.
Note: Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application.
Contact Officer: Brendan Cramp (02) 6205 0807

**The Canberra Hospital
Special Purpose Accounts
Research
Research Officer**

Research Officer Grade 1 \$43,394-\$51,916, Canberra (PN: 19914)
Closing Date: 16 September 2010
We seek a research officer with an interest in physical health and injury including imaging of movement, joint replacement, orthopaedic surgery, fractures, clinical outcomes or quality of life to join our team. The successful applicant would be working closely with volunteers or patients, with the trauma and orthopaedic research team as well as health professionals, and members of the medical and surgical staff. Volunteers will be recruited, appointments organised, data collected, analysed and presented. Papers will be written and presented at conferences. This person needs to be a friendly person committed to team work.
Eligibility/Other Requirements: A degree in Applied Science or other equivalent relevant qualification. A position as a research officer would suit an honours graduate from health sciences, human movement sciences, biomechanics or biomedical engineering, medical sciences, allied health (including physiotherapy, occupational therapy or radiology), exercise physiology, or other health-related fields.
Note: This is a temporary vacancy available asap for six months with the possibility of extension.
Contact Officer: Jennie Scarvell (02) 6244 3701

**Business and Infrastructure Support
Infrastructure Support
Food Services
Apprentice Chef**

Apprentices \$16,498-\$38,148, Canberra (PN: 26009, several)
Closing Date: 16 September 2010
An exciting opportunity is now available for people to undertake an Apprenticeship in Commercial Cookery at The Canberra Hospital. The position offers wide experience in healthy food production, nutrition, food safety, customer service with the Apprentice rotating through different areas of the kitchen.

Note: These are temporary positions available only for the term of the Apprenticeship. Previous applicants need not reapply.

Contact Officer: George Stewart (02) 6244 3741

ACT Planning and Land Authority

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

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

Client Services

Communications and Government Services

Team leader, Government Services

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 18326)

Closing Date: 16 September 2010

The position is that of team leader of Government Services, with responsibility for the management and coordination of Cabinet, Legislative Assembly, and Ministerial support functions for the ACT Planning and Land Authority. The team leader also oversees and provides advice on ACTPLA's items in the Government's legislation program, and is responsible for the management of ACTPLA's machinery of government processes, with particular emphasis on responding to FOI requests.

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

Client Services

Communications and Government Services

Team leader, Communications

Senior Public Affairs Officer Class 1 \$108,766, Canberra (PN: 19175)

Closing Date: 16 September 2010

As team leader, manage ACTPLA's Communications team, and oversee a number of functions including: the development and implementation of an annual strategic communications and education plan for ACTPLA including continuous improvement of the organisation's web site and other forms of communication with the community; the provision of advice to ACTPLA's executive and managers on strategic communications and issues management; undertaking research and preparation of media releases, articles and speeches for internal and external publications; engaging with the media and networking across Government on communications issues and strategies, and the development of new policies and communications practice.

Eligibility/Other Requirements: A tertiary qualification in public relations, communications or journalism; or equivalent senior level experience.

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

Calvary Health Care ACT (Public)

Learning and Development Co-ordinator

Senior Officer Grade C/Registered Nurse Level 3/Health Professional Level 4 \$\$81,772 - \$88,168, Canberra (PN: 7341)

Closing Date: 16 September 2010

Under broad general direction design, implement and evaluate learning and development activities. Align learning and development activities with the organisation's mission and values, strategic goals and business plans. Liaise and negotiate with relevant stakeholders to promote learning and development activities within the organisation and co-ordinate and report on mandatory training.

Contact Officer: Colleen Kinnane (02) 6201 7262 Colleen.kinnane@calvary-act.com.au

Organisational Capability Project Officer

Administrative Service Officer Class 6 or Senior Officer Grade C \$\$64,583 - \$88,168, Canberra (PN: 7387)

Closing Date: 15 September 2010

Under limited direction manage and provide leadership in the development and implementation of human resources projects, specifically but not limited to Organisational capability projects. Prepare correspondence, reports, promotional material, business cases and other communications, including coordinating and researching information and briefing material. Maintain project plans and produce regular and ad hoc reports and analysis.

Note: This is a long term temporary contract. Part time work and flexible hours/conditions available.

Contact Officer: Dr Michelle Austin (02) 6201 6982 Michelle.austin@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
Fit and Well Gym Manager**

Technical Officer Level 3 \$55,690-\$63,184, Canberra (PN: 19803)

Closing Date: 16 September 2010

Supervise the day to day running of technical needs of the Sport and Fitness programs, coordinate technical staff involved in class servicing for the Centre for Health, Community and Wellbeing. Administer the day to day running of CIT Fit and Well including financial management, database management, record management, OH&S management and coordination/rostering of trainees and general service officers.

Eligibility/Other Requirements: Completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position.

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

Centres

**Centre for Health, Community and Wellbeing
Project Officer**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 19799)

Closing Date: 16 September 2010

Provide high level support for the Centre for Health Community and Wellbeing's business, procedures, guidelines and procurement activities. Liaise with internal senior executive, centre directors, marketing and external stakeholders including the public sector to acquire information within set timeframes. Assist the Centre Director to comply with Central Support Centre, Shared Services, and Australian Quality Framework guidelines, requirements and timelines.

Eligibility/Other Requirements: Experience in a Tertiary Institution is desirable.

Contact Officer: Kathy Korsch (02) 6207 4044 kathy.korsch@cit.act.edu.au

Centres

**Central Support Centre
Facilities
Caretaker**

General Service Officer Level 3 \$37,315-\$38,776, Canberra (PN: 54164)

Closing Date: 16 September 2010

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

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

Note: This position is part-time at 30 hour per week.

Contact Officer: Philip Gustavsen (02) 6205 8495 philip.gustavsen@cit.act.edu.au

Chief Minister's Department

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

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

Australian Capital Tourism

**Marketing
Campaign Unit**

Campaign Marketing Executive

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 01904)

Closing Date: 16 September 2010

Australian Capital Tourism is seeking a suitable candidate for its Campaign Unit who will assist in the development, coordination and delivery of tourism marketing campaigns.

Eligibility/Other Requirements: Tertiary qualifications in Marketing, Communications, Tourism or a related discipline is desirable. Demonstrated experience in media planning and buying will be highly regarded. Understanding and/or experience with creative agencies preferred.

Contact Officer: Bill Nehmy (02) 6205 0663 bill.nehmy@act.gov.au

Department of Disability, Housing and Community Services

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

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

Policy and Organisational Services

**Governance, Advocacy and Community Policy
Organisational Governance**

Assembly Liaison Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 09248)

Closing Date: 16 September 2010

This position is responsible for assisting with the coordination and management of the Department's Assembly and Cabinet business, including preparation for Question Time, monitoring of Assembly sittings, the business of Assembly Committees and providing support across the area.

Eligibility/Other Requirements: Knowledge of Assembly and Cabinet business and procedures would be an advantage.
Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Facilities Officer

General Service Officer Level 8 \$51,558-\$54,589, Canberra (PN: 19003)

Closing Date: 9 September 2010

This position works within a team to carry out general grounds work as well as maintenance on plant and equipment within a secure juvenile detention environment.

Eligibility/Other Requirements: Current driver's licence essential. First Aid Certificate or willingness to undergo training. Relevant trade qualification desirable.

Contact Officer: Leanne Rourke (02) 6207 3384 leanne.rourke@act.gov.au

Department of Education and Training

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

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

School Improvement

Learning and Teaching

Curriculum Support

Health and Physical Education Officer

School Leader C \$90,412, Canberra (PN: 02054)

Closing Date: 9 September 2010

As a member of the executive team, contribute to the development and achievement of the section's goals and the implementation of the section plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply. This is an office based teaching position and school stand-down periods do not apply. Flexible arrangements are available.

Contact Officer: Dr Michael Kindler (02) 6205 3836 michael.kindler@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

Gordon Primary School

Executive Teacher

School Leader C \$90,412, Canberra (PN: 33621)

Closing Date: 16 September 2010

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

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

Contact Officer: Murray Bruce (02) 6205 5955 murray.bruce@ed.act.edu.au

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

Tertiary and International Education

Training and Tertiary Education

Australian Apprenticeships and Industry Engagement

Program Manager, Australian Apprenticeships

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 34459)

Closing Date: 16 September 2010

Develop and apply policies and procedures to ensure the effective and efficient operation of the Australian Apprenticeship Program and associated competitive support programs. Consult widely with stakeholders to promote appropriate growth of Australian Apprenticeships in the ACT. Provide advice on vocational education and training systems to existing and prospective apprentices and trainees, employers and industry parties. Provide advice to the Department and the Government on matters relating to vocational education and training systems, legislation, policies and practices in the ACT.

Eligibility/Other Requirements: Knowledge and understanding of major national and local vocational education and training issues, and the workplace relations framework is highly desirable.

Note: This is a full time temporary position for a period of 12 months available asap to 14 September 2011.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

School Improvement

Aboriginal and Torres Strait Islander Education and Student Support

Aboriginal and Torres Strait Islander Education

Senior Case Coordinator

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 16034)

Closing Date: 16 September 2010

The successful candidate will deliver, in collaboration with partner agencies, an integrated and coordinated early intervention approach across identified health, education and family support services. Focussing on at-risk Aboriginal and Torres Strait Peoples children and young people's education, health and wellbeing, with a view to improving outcomes for these ACT and Wreck Bay Aboriginal and Torres Strait Peoples children and their families.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline are desirable. Applicants will have a knowledge and understanding of issues affecting Aboriginal and Torres Strait Peoples in contemporary Australian society.

Note: Aboriginal and Torres Strait Peoples are encouraged to apply. This position is part of the Integrated Service Delivery to Aboriginal and Torres Strait Peoples initiative across three agencies; ACT Department of Education and Training, Department of Disability, Housing and Community Service and ACT Health.

Contact Officer: Barry Parker (02) 6207 5305 barry.parker@act.gov.au

Corporate Services

School Capital Works

Capital Works

ESD Project Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 17907)

Closing Date: 16 September 2010

This position is responsible for the planning, coordination and facilitation of projects and initiatives in ACT public schools to implement ACT Government environmental and climate change targets.

Note: This is a temporary position available immediately until 30 June 2011.

Contact Officer: John Wynants (02) 6207 6541 john.wynants@act.gov.au

Strategy and Coordination

Measurement Monitoring & Reporting

Director's Office

Executive Assistant

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 14452)

Closing Date: 9 September 2010

The Executive Assistant provides administrative support to the Director. This will include planning, coordinating and managing the work flow in the Director's office. The role includes organisation of meetings, presentations and arrangement of travel. The Executive Assistant prepares accounts for payment and manages the Director's office budget. The position includes record keeping and correspondence functions with some expectation of research and reference skills. The Executive Assistant screens incoming documents and telephone calls, referring them to other officers as appropriate. The officer will also liaise with internal and external offices and clients; undertaking word processing tasks; and managing the Director's stationery and general supply needs.

Contact Officer: Ji-Hae Yun (02) 6205 0970 ji-hae.yun@act.gov.au

School Improvement

Learning and Teacher

Director's Office

Executive Assistant

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 04380)

Closing Date: 16 September 2010

Maintain the appointments diary; organise meetings and compile meeting agendas; organise travel for the Director. Plan, coordinate and manage the workflow in the Director's office. Screen incoming documents; internet and telephone calls, referring them to other officers as appropriate; take appropriate follow-up action. Manage the Director's finances e.g. accounts payable, petty cash and credit card reconciliation. Report monthly on Directorate finances and follow-up variances with sections.

Contact Officer: Trish Wilks (02) 6205 9205 trish.wilks@act.gov.au

Tertiary and International Education

Training and Tertiary Education

Australian Apprenticeships and Industry Engagement

Australian Apprenticeships Liaison Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 02378)

Closing Date: 9 September 2010

As a member of a team responsible for the daily management of Australian Apprenticeship Training contracts: process approvals, cancellations, amendments and completions of training contracts; initiate payments to Registered Training Organisations; manage information in an Access database; and liaise with and provide advice on training issues to all

stakeholders, including industry clients, employers, trainees, apprentices, Registered Training Organisations and Group Training Organisations.

Eligibility/Other Requirements: Strong knowledge of vocational education and training in the ACT highly desirable.

Note: This position is temporary for a period of six months from 20 October 2010 to 30 June 2011. Please submit your expression of interest and include a supporting statement of no more than two pages outlining experience and/or ability in the above area and the contact details of two referees. This position may be filled based on application and referees only.

Contact Officer: Pauline Moore (02) 6205 8458 pauline.moore@act.gov.au

**School Improvement
Belconnen Network
Canberra High School
Library Assistant**

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 00767)

Closing Date: 16 September 2010

The Library Assistant will be required to undertake data entry and retrieval using various computer systems. Maintain relevant database records, oversight student computers and setup IWB for presentations. Operate the circulation desk, shelve books and maintain shelf order. Accession and process new resources, photocopy and laminate as required. Back up daily records, print overdue notices weekly and distribute. Assist with annual stocktake. Design posters and notices and run Book Club.

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

Contact Officer: Kris Garry (02) 6205 7005 kris.garry@ed.act.edu.au

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

Department of Justice and Community Safety

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

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

**Office of Regulatory Services
WorkSafe ACT
Workers Compensation
Work Cover Officer**

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 05777)

Closing Date: 16 September 2010

Conduct inspections of workplaces and provide advice in accordance with relevant legislation. Promote awareness of employers' responsibilities for workers compensation and long service leave. Draft reports, briefing notes, correspondence and other written material. Liaise with industry, unions, employers, and other Government Departments on workers compensation and long service leave issues. Represent WorkSafe ACT at forums within the ACT and interstate where required. Draft and prepare guidance materials and articles on workers compensation and long service leave. Contribute to the strategic direction of the Compliance section and the development of operational policy, procedures and practices to achieve best practice within the ACT. Contribute to the targets and objectives of the team work plan. Facilitate a culture of continuous improvement within the ORS Division. Contribute to the Compliance section operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Investigations or related discipline, or progress towards such a qualification as a minimum, is essential. Current driver's licence. Willingness to wear a uniform when representing the Office of Regulatory Services on inspections. Willingness to undertake competency based training relevant to performing the duties of this position. Participation in an after hour's on-call roster may be required.

Participation in programmed after hours compliance activities may be required.

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

**ACT Corrective Services
Community Based Corrections
Sentence Administration Section
Sentence Administration Officer**

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 14164)

Closing Date: 16 September 2010

Under the general direction of the Manager and Senior Sentence Administration Officer: Establish and maintain accurate and up to date offender sentence administration files including: receipt, collation, distribution, data entry and filing of warrants and other sentencing documentation for prisoners and offenders; compiling, entering, updating and maintaining sentencing information on relevant data bases; monitoring for missing documents and instigating action to receive said documents.

Eligibility/Other Requirements: Relevant tertiary qualifications in law, criminology or related disciplines are desirable. An unencumbered driver's licence. Eligible candidates will be required to undergo criminal record check.

Contact Officer: Andrew McIntosh (02) 6207 0297 andrew.mcintosh@act.gov.au

ACT Law Courts and Tribunal Administration

Registry

Relieving Pool

Registry Support Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 44043)

Closing Date: 16 September 2010

Assist Team Leaders in the work of the Courts and Tribunal Administration, including performing duties in various units as required; provide support to Courts and Tribunal Administration and act as associate, including registering and maintaining custody of exhibits and subpoenaed documents as required; provide procedural advice to clients and relevant agencies; process applications and court documents when received; liaise with the Team Leaders as to urgent matters; process matters on the case management system; receive, invoice and acquit monies as required; exercise statutory appointment as Deputy Registrar under the direction of the Registrar; maintain records in accordance with the *Territory Records Act 2002*.

Note: Successful applicant may be placed in any vacant Registry Support Officer position and will be rotated throughout the business units, as required.

Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

ACT Law Courts and Tribunal Administration

ACT Magistrates Court

Criminal - Fine Enforcement

Fine Enforcement Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 19304)

Closing Date: 16 September 2010

Assist Team Leader in the work of the Courts and Tribunal Administration, including performing duties in various units as required. Provide procedural advice to clients and relevant agencies; process applications and court documents when received; liaise with Team Leaders as to urgent matters; process matters on the case management system; receive, invoice and acquit monies as required; exercise statutory appointment as Deputy Registrar under the direction of the Registrar; serve process in accordance with statutory requirements and relevant legislation; act as a collector of public monies; maintain vehicles including keeping a logbook, cleaning, fuelling and arranging services in accordance with current government policy and maintain records in accordance with *Territory Records Act 2002*.

Eligibility/Other Requirements: The occupant is required to hold a current ACT class C drivers licence.

Note: This position may involve varying periods of duty and the occupant of the position may be expected to work varying shifts within the accepted bandwidth hours of 7am and 7pm. This position is being re-advertised - previous applicants need not apply.

Contact Officer: Anne Barr (02) 6207 1262 anne.barr@act.gov.au

Department of Territory and Municipal Services

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

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

Transport and Infrastructure

Transport Regulation

rego.act Program Manager

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 19918)

Closing Date: 9 September 2010

The successful applicant will be responsible for coordinating the delivery of road transport enhancements and maintenance tasks to the rego.act computer system. This will involve monitoring and managing multiple and at times complex programs of work ensuring agreed processes and plans are in place to effectively meet implementation deadlines.

Eligibility/Other Requirements: Professional membership of the Australian Project Management Institute or Australian Computer Society or similar organisation would be highly regarded.

Note: This position is temporary for a period asap to 30 June 2011.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@act.gov.au

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

Transport and Infrastructure

ACTION

Corporate

Policy, Governance and Compliance Officer

Senior Officer Grade C \$81, 772-\$88,168, Canberra (PN:19992)

Closing Date: 17 September 2010

This position will deliver high level support for the development, implementation and management of a governance/policy framework as well as policies and procedures underlying that framework with the aim of meeting legislative and compliance obligations.

Note: This is a temporary position available 1 September 2010 to 1 July 2011. 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: Wilhelmina Blount (02) 6205 4608 wilhelmina.blount@act.gov.au

Transport and Infrastructure

ACTION

Strategic

Safety, Compliance and Security Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN:19995)

Closing Date: 17 September 2010

This position will assist the Operational Capability Manager to deliver safety and security outcomes for ACTION including the development and implementation of policies and procedures relating to safety, compliance and security. The position will also have a role in the delivery of training and database management as they relate to safety, compliance and security.

Note: This is a temporary position available 1 September 2010 to 1 July 2011. 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: Wilhelmina Blount (02) 6205 4608 wilhelmina.blount@act.gov.au

Shared Services

Workforce Capability

Shared Services Health and Safety

Safety Advisor

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 08872)

Closing Date: 16 September 2010

Shared Services is seeking an enthusiastic and committed team player to provide health and safety advice and support to its client agencies. The successful occupant will have the opportunity to contribute to and work with a broad range of clients, workplaces and activities in providing health support and advice, incident investigation, risk assessment and safety auditing.

Eligibility/Other Requirements: Qualifications in Health and Safety or Human Resources related discipline is desirable.

Note: This position will be filled on a temporary basis asap until March 2011. There will be a merit selection process which may be used to fill permanent and/or temporary vacancies in the next twelve months.

Contact Officer: David Pitt (02) 6207 6354

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

InTACT

Operations

Health ICT-Health Business Systems

Application and Integration Testing Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 19879, several)

Closing Date: 16 September 2010

This role provides technical support for the testing of integration aspects of new Health applications by reviewing and clarifying business requirements and functional specification documents in a team environment.

Eligibility/Other Requirements: Appropriate tertiary qualifications in computer science or related discipline is desirable.

Contact Officer: Mick Hassan (02) 6205 0208 mick.hassan@act.gov.au

Territory Services Division

Sport and Recreation Services

Project Officer (Indigenous Sport and Recreation)

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 55577)

Closing Date: 16 September 2010

Sport and Recreation Services is seeking a highly motivated and suitably experienced person to coordinate its Indigenous Sport and Recreation Program. The successful applicant will be required to develop and implement programs to enhance Indigenous participation in sport and recreation; provide advice and support to organisations on Indigenous related matters; manage funding agreements and partnerships to achieve identified outcomes; and represent the agency on local and national committees, working parties and reference groups.

Note: This is an Aboriginal and Torres Strait Peoples identified position. This is a temporary position available until 30 June 2011 (with possibility of extension).

Contact Officer: Kim Polsen (02) 6207 2077 kim.polsen@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.

Territory Services Division

Sport and Recreation Services

Sportsgrounds

Sportsgrounds Maintenance Leading Hand

General Service Officer Level 5/6 \$41,573-\$45,943, Canberra (PN: 10416)

Closing Date: 16 September 2010

Duties include leading and working as part of a team of employees engaged in turf management and horticultural activities, supporting the grounds manager in the operation of the COMTRON irrigation management system for sportsgrounds including irrigation programming and reporting and assistance in the preparation and implementation of day to day work programs including overseeing quality control. Some of the skills required for the position include an appropriate knowledge of and practical experience in turf and irrigation management and the operation of equipment, particularly irrigation systems and associated control mechanisms; experience and proven ability in supervision of industrial staff and contractors; a sound understanding of the needs of sporting organisations, particularly in the area of sportsground users; a sound knowledge of the industrial environment and workplace safety practices.

Eligibility/Other Requirements: Ability to undertake the physical requirements of the tasks listed on the Position Description. Advanced knowledge and experience in the operation of computerised irrigation management systems, including COMTRON system. Chemcert III Certificate or higher or equivalent. Certificate in Turf Management or Horticulture. Driver's licence essential.

Note: This is a temporary position available from 1 October 2010 until 30 September 2012. Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application. Contact Officer: Brian Ashcroft (02) 6207 5143 brian.ashcroft@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.

**Territory Services Division
Sport and Recreation Services
Sportsgrounds**

Sportsgrounds Maintenance Officer

General Service Officer Level 3/4 \$37,315-\$40,924, Canberra (PN: 45599)

Closing Date: 16 September 2010

Duties include working individually or as part of a team of employees engaged in turf management and horticultural maintenance activities including: line marking; surveying of lines; mowing, pruning; litter collection; irrigation inspections; and assisting with tree surgery and pest control activities. Some of the skills required for the position include; basic machinery repairs and maintenance and upkeep of hand tools; and the undertaking of all work tasks in accordance with Sport and Recreation Services Turf Management/Horticultural Maintenance Standards and Occupational Health and Safety (OHS) Legislation.

Eligibility/Other Requirements: Ability to undertake the physical requirements of the tasks listed on the Position Description. Chemcert III Certificate, Chainsaw Certificate - basic felling/crosscut. Driver's licence essential.

Note: This is a temporary position available 1 October 2010 until 30 September 2012. Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application.

Contact Officer: Brian Ashcroft (02) 6207 5143 brian.ashcroft@act.gov.au

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

Department of 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

Policy Coordination and Development

Financial Analyst

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 19311)

Closing Date: 9 September 2010

As a senior officer in the division, you will be expected to; undertake and assist others in undertaking complex investigations; research and analysis into major policy and government services; provide policy advice to government on a range social and financial issues; liaise with government agencies, businesses and the community sector; prepare ministerial submissions, correspondence, briefings and reports and assist in the professional development of staff in the division.

Eligibility/Other Requirements: Tertiary qualifications are highly desirable.

Contact Officer: David Read (02) 6205 0207 david.read@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.

Finance and Budget

Budget Coordination and Reporting

Reporting

Senior Manager

Senior Officer Grade A \$112,211, Canberra (PN: 43386)

Closing Date: 16 September 2010

An exciting opportunity exists for a talented, highly motivated and suitably qualified financial management professional to fill the Senior Manager role of a focused multi-disciplinary team within ACT Treasury's Whole of Government financial reporting area. To succeed in this challenging role the successful applicant must: possess excellent financial management, accounting and financial systems expertise; highly developed conceptual and analytical skills including a strong background in the provision of strategic advice; have the ability to work to tight deadlines; exercise sound judgment

and demonstrate excellent communication and interpersonal skills. You will be responsible for the management of work flows involved with the analysis and preparation of various Territory Financial Reports and other documentation as required under the *Financial Management Act 1996*, and GFS financial reporting requirements, including the Annual Budget, Quarterly and Annual Consolidated Financial Statements for the Territory and Intergovernmental Financial Reports. You will also be directly managing and mentoring a small team and have the ability to critically analyse the business systems and processes used to build organisational capability, responsiveness and promote continual improvement.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in accounting, economics, finance or similar field and membership in a professional accounting body are essential.

Note: Selection of the successful candidate may be based on written application and referee reports only.

Contact Officer: Marsha Guthrie (02) 6207 3998 marsha.guthrie@act.gov.au

Land Development Agency

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

Governance and Communications

Senior Business Support Manager

Senior Officer Grade A \$112,211, Canberra (PN: 08184)

Closing Date: 16 September 2010

The Land Development Agency (LDA) is seeking an experienced senior manager working in a dynamic and challenging quasi-commercial environment to provide a high level of Stakeholder Management and Governance support to the LDA Executive and Board. The ideal candidate will possess proven experience in developing and assisting with the implementation and performance reporting of organisational objectives, Operational Plans and other policy development and initiatives; providing governance services (including Ministerial, Cabinet and Parliamentary Services); coordinating corporate reporting, FOI and privacy activities; and providing executive support services. A demonstrated high level knowledge and understanding of legislative, policy, business, governance and quality processes would be a distinct advantage in this role.

Eligibility/Other Requirements: Relevant tertiary and/or professional qualifications are highly desirable, e.g. business, law or governance.

Contact Officer: John Robertson (02) 6207 0265 john.robertson@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 3 \$48,103-\$51,916

Tasmin Ahmed 827-83431, Section 68(1), 2 September 2010

Administrative Services Officer Class 2 \$42,233-\$46,832

Weidong Bian 821-10624, Section 68(1), 30 August 2010

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

David Davis 827-21724, Section 68(1), 19 August 2010

Health Service Officer Level 4 \$39,707-\$41,299

Zoran Despotoski 827-82391, Section 68(1), 2 September 2010

Registered Nurse Level 1 \$50,607-\$68,382

Elizabeth Dorahy 821-21032, Section 68(1), 12 August 2010

Health Professional Level 2 \$49,557-\$68,740

Kirsti Harrington 825-48546, Section 68(1), 30 August 2010

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

Nikki Higgins 827-22153, Section 68(1), 23 August 2010

Administrative Services Officer Class 3 \$48,103-\$51,916

Nicole Jhonston 827-49696, Section 68(1), 30 August 2010

Radiation Therapist Grade 2 \$51,727-\$72,223

Gaorui Liu 828-65883, Section 68(1), 27 August 2010

Registered Nurse Level 1 \$50,607-\$68,382

Bridget Mason 821-21294, Section 68(1), 12 August 2010

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

Robin Parisotto 791-45789, Section 68(1), 9 September 2010

Administrative Services Officer Class 3 \$48,103-\$51,916

Inderjit Singh 821-13681, Section 68(1), 30 August 2010

Health Professional Level 2 - Pharmacist \$49,557-\$68,740

Sarah Elizabeth Thomas 821-09738, Section 68(1), 19 August 2010

Health Professional Level 2 - Pharmacist \$49,557-\$68,740

Liane Ward-Panckhurst 821-09711, Section 68(1), 23 August 2010

Chief Minister's Department

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

Anna Gurnhill 827-21900, Section 68(1), 2 September 2010

Department of Justice and Community Safety

Intensive Care Paramedic \$71,619-\$81,198

Denis Mungoven 827-21839, Section 68(1), 20 September 2010

Department of Territory and Municipal Services

Administrative Services Officer Class 4 \$53,616-\$58,213

Mikaela Elyse Eldridge 827-09581, Section 68(1), 20 August 2010

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

Julie Garbode 817-39949, Section 68(1), 30 August 2010

Administrative Services Officer Class 4 \$53,616-\$58,213

Alison Moon 793-49474, Section 68(1), 24 August 2010

Administrative Services Officer Class 4 \$53,616-\$58,213

Bernadette Maree Mudie 821-14254, Section 68(1), 23 August 2010

Administrative Services Officer Class 4 \$53,616-\$58,213

Matthew Thomas Neilsen 827-08693, Section 68(1), 20 August 2010

Bus Operator - Training \$41,457-\$59,272

Roberto Pagano 140-405, Section 68(1), 30 August 2010

Information Technology Officer Class 1 \$51,916-\$59,360

Mark Stirling 821-00602, Section 68(1), 25 August 2010

Administrative Services Officer Class 4 \$53,616-\$58,213

Jeremy Walsh 816-86496, Section 68(1), 24 August 2010

Administrative Services Officer Class 4 \$53,616-\$58,213

Kaija Walter 827-08706, Section 68(1), 20 August 2010

TRANSFERS

ACT Health

Rebecca Carroll-Tape: 827-22364

From: Enrolled Nurse Level 1 \$45,683-\$48,967

Calvary Health Care ACT (Public)

To: Enrolled Nurse Level 1 \$45,683-\$48,967

ACT Health, Canberra (PN. 19866) (Gazette No. 30, 29 July 2010)

Canberra Institute of Technology

Anita Wesley: 733-15505

From: School Leader B \$96,628
Department of Education and Training
To: Senior Officer Grade C \$81,772-\$88,168
Canberra Institute of Technology, Canberra (PN. 54996) (Gazette No. 26, 1 July 2010)

Land Development Agency

Edward Senti: 760-74102

From: Senior Officer Grade B \$96,618-\$108,766
Department of Treasury
To: Senior Officer Grade C \$88,168
Land Development Agency, Canberra (PN. 18996) (Gazette No. 24, 17 June 2010)

PROMOTIONS

ACT Planning and Land Authority

Development Services Branch

Development Assessment

George Abram Watson Cilliers: 821-10464

From: Senior Officer Grade C \$81,772-\$88,168
ACT Planning and Land Authority
To: †Senior Officer Grade B \$96,618-\$108,766
ACT Planning and Land Authority, Canberra (PN. 19876) (Gazette No. 25, 24 June 2010)

Development Services Branch

Development Assessment

Simon Gower Hawke: 782-05559

From: Administrative Services Officer Class 6 \$64,583-\$74,188
ACT Planning and Land Authority
To: †Senior Officer Grade C \$81,772-\$88,168
ACT Planning and Land Authority, Canberra (PN. 17695) (Gazette No. 25, 24 June 2010)

Planning Services

Land Policy

Bronwyn Noack: 820-87372

From: Administrative Services Officer Class 5 \$59,800-\$63,409
ACT Planning and Land Authority
To: Administrative Services Officer Class 6 \$64,583-\$74,188
ACT Planning and Land Authority, Canberra (PN. 19296) (Gazette No. 18, 6 May 2010)

Development Services

Leasing

Mark Towart: 711-70453

From: Administrative Services Officer Class 4 \$53,616-\$58,213
To: †Administrative Services Officer Class 5 \$59,800-\$63,409
ACT Planning and Land Authority, Canberra (PN. 13786) (Gazette No. 23, 3 June 2010)

Client Services

Corporate and Human Services

Courtney Claire Wellington: 786-79885

From: Administrative Services Officer Class 4 \$53,616-\$58,213
ACT Planning and Land Authority
To: Administrative Services Officer Class 5 \$59,800-\$63,409
ACT Planning and Land Authority, Canberra (PN. 19616) (Gazette No. 29, 22 July 2010)

Client Services

Corporate and Human Services

Amelia Wilson: 820-93203

From: Administrative Services Officer Class 2 \$42,233-\$46,832
ACT Planning and Land Authority
To: Administrative Services Officer Class 4 \$53,616-\$58,213
ACT Planning and Land Authority, Canberra (PN. 19615) (Gazette No. 29, 22 July 2010)

Calvary Health Care ACT (Public)

Calvary Health Care ACT

Physiotherapy

Jennifer Azurin: 607-9825]

From: Health Professional Level 4 \$81,772 - \$88,168

ACT Health

To: Health Professional Level 5 \$96,618 - \$108,766

Calvary Health Care ACT, Canberra PN. 8444 Gazette 24 June 2010

Chief Minister's Department

Australian Capital Tourism

Business Services

Sonja Grosse: 781-42260

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

Department of Territory and Municipal Services

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

Chief Minister's Department, Canberra (PN. 42459) (Gazette No. 28, 15 July 2010)

Department of Disability, Housing and Community Services

Disability ACT

Service Delivery

Accommodation Support

Tracey Burgess: 786-88431

From: Disability Support Officer Level 2 \$49,746-\$55,685

Department of Disability, Housing and Community Services

To: Disability Support Officer Level 3 \$62,612-\$66,483

Department of Disability, Housing and Community Services, Canberra (PN. 07830) (Gazette No.31, 6 August 2009)

Office for Children, Youth and Family Support

Youth Directorate

Youth Engagement and Policy

Kathryn Ann Ross: 745- 72853

From: School Assistant 2 \$35,912-\$39,824

Department of Education and Training

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

Department of Disability, Housing and Community Services, Canberra (PN. 02825) (Gazette No. 27, 8 July 2010)

Department of Justice and Community Safety

Law Courts and Tribunals

Magistrates Court

Sally Lynch: 799-90392

From: Administrative Services Officer Class 3 \$48,103-\$51,916

Department of Justice and Community Safety

To: Administrative Services Officer Class 4 \$53,616-\$58,213

Department of Justice and Community Safety, Canberra (PN. 43613) (Gazette No.30, 30 July 2009)

ACT Emergency Services Agency

Executive Support

Leandra Maree Parker: 820-82344

From: Administrative Services Officer Class 3 \$48,103-\$51,916

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 10371) (Gazette No. 24, 17 June 2010)

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

Strategic Planning and Support

Infrastructure and Security Management

Property, Accommodation and Security

Stojan Stefanovic: 816-68296

From: Administrative Services Officer Class 4 \$53,616-\$58,213

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 09720) (Gazette No. 40, 8 October 2009)

Department of Territory and Municipal Services

**Land Management and Planning
Parks, Conservation and Lands
City Places and Open Spaces**

Malcolm George Copelin: 711-72395

From: General Service Officer Level 5/6 \$41,573-\$45,943

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 19236) (Gazette No. 10, 11 March 2010)

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

**Land Management and Planning
Canberra Cemeteries**

Carrie-Anne Marie Nicol: 787-17685

From: APS4 \$54,698-\$66,000

Centreline

To: †Administrative Services Officer Class 6 \$64,583

Department of Territory and Municipal Services, Canberra (PN. 19010) (Gazette No. 7, 18 February 2010)

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

Land Development Agency

Planning and Design

Rachael Neiberding: 816-80588

From: Administrative Services Officer Class 3 \$48,103-\$51,916

ACT Planning and Land Authority

To: Administrative Services Officer Class 4 \$53,616-\$58,213

Land Development Agency, Canberra (PN. 55174) (Gazette No. 5, 4 February 2010)

Finance and Sales

Enabling Services

Jessica Thompson: 821-24735

From: Graduate Administrative Assistant \$53,616-\$55,317

Department of Land and Property Services

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

Land Development Agency, Canberra (PN. 18983) (Gazette No. 24, 17 June 2010)

Corrigenda Transfers

ACT HEALTH

Neill Taylor: 822-65407

From: APS6 \$69,830-\$76,790

Department of Education, Employment and Workplace Relations

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

ACT Health, Canberra (PN.24365) (Gazette No.7, 18 February 2010)

Employment Information

Applicants to employment opportunities notified in all formats of the ACT Government Gazette should be aware that the name, classification, salary scale and agency of successful applicants will be notified in all formats of the ACT Government Gazette.

Eligibility to apply for advertised vacancies.

All permanent vacancies advertised in the *Gazette* are open to all Australian citizens or permanent residents¹ of Australia except where:

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to permanent ACT Public Service officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer of the ACTPS is restricted from re-employment under section 114 of the *Public Sector Management Act 1994*.

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the PSM Act)
- a former officer of the APS or ACTPS who has resigned, if:
 - they resigned to rear a child, after taking at least three months maternity or parental leave; and
 - they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;
 - the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and
 - they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;
- an 'officer' of an approved organisation listed in Public Sector Management Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;
- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:
 - if still employed in that temporary job; and
 - the six months eligibility period is reached before the applications close.

Excess Officers

ACTPS officers who are excess (either potentially or actually) and who apply for transfer to any advertised permanent vacancy have absolute preference and MUST be considered in isolation from, and not in competition with, applicants who are not excess.

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, or suitable within a reasonable time including with reasonable training (generally three to six months), and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers. Officers who are potentially or actually excess and who apply for transfer should clearly identify their excess status in their application to ensure they are considered in isolation.

Should you have any queries in regard to this matter please contact your Agency's Strategic Human Resources Section..

The Standards provide that a New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the *Commonwealth Migration Act 1958* is to be treated as a permanent resident of Australia for the purpose of assessing that person's eligibility to be employed by the ACTPS. This means that applicants who hold a SCV will qualify under section 68 of the PSM Act for appointment to the ACT Public Service. Recognition of a SCV holder as a permanent resident only relates to the appointment of persons under the PSM Act, and does not affect a person's residency status in relation to any other federal, state or territory law.

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Employment Information

PROMOTION or TEMPORARY PERFORMANCE APPEALS and INTERNAL REVIEW

Selection principles

All selection processes (including promotion decisions) must be based on a proper assessment of merit. Merit is defined in the *Public Sector Management Act 1994* (PSM Act), as the selection of a person on the basis of an assessment of the relative efficiency of the several applicants having regard to:

- the nature of the duties to be performed; and
- the abilities, qualifications, experience, personal qualities and potential for development; of the several applicants that are relevant to the performance of the relevant duties as the case may be.

Applicants are also entitled to fair and unbiased consideration of their job application.

Definitions

For the purposes of Parts 1 and 2 dealing with promotions or temporary performance appeals and internal reviews:

'appellant' means a person who is eligible to appeal and lodges a promotion or temporary performance appeal.

'casual employee' means a person engaged under section 110 of the PSM Act to perform work for a short period on an irregular or non-systematic basis.

'employee' includes an officer, casual employee or temporary employee excluding Chief Executives and Executives.

'officer' means a person appointed under division 5.3 or 5.8 of the PSM Act. An officer is a permanent staff member of the ACT Public Service.

'promotee' means the person promoted to the position.

'respondent' means, in the case of a promotion, the person promoted to the position, or in the case of temporary performance, the person selected for temporary performance of duties.

'temporary employee' means a person engaged under division 5.7 of the PSM Act (other than a Chief Executive or Executive). A temporary employee is engaged under a temporary employment contract.

PART 1. PROMOTION OR TEMPORARY PERFORMANCE APPEALS

A promotion occurs when an officer is selected and promoted to a higher classification than the classification they hold before the promotion. Temporary performance occurs where an officer temporarily performs the duties of a higher office for a defined period (i.e. a higher classification than they currently hold).

Generally, a promotion (made under section 83 of the PSM Act) or temporary performance (made under section 101 of the PSM Act) is subject to appeal, where:

- the position is filled on
 - a permanent basis; or
 - temporary basis for more than 6 months;
- the officer was an applicant for the position; and
- the promotion/temporary performance is to any classification with a maximum salary that is less than the minimum salary of a classification equivalent to a Senior Officer Grade C.

An officer may also appeal a promotion if:

- the officer is a promotee, where the promotion is one of a number of promotions at the same level made in a selection process, and the officer believes someone may lodge an appeal against their promotion. The officer may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals.

Any suitably qualified officer may also appeal a promotion if the vacancy that has been filled was not advertised.

An appeal **cannot** be made where:

- a promotion decision is made by an unanimous recommendation of a Joint Selection Committee established under the PSM Act or agency Collective Agreements; or
- the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee); or
- the filling of the position does not constitute a promotion, such as if the position is filled by the transfer of an officer already at that or a higher level;
- the promotion is to a position which has a higher or equivalent maximum salary to the minimum salary of a Senior

Officer Grade C. (These should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*).

Grounds for appealing a promotion or temporary performance decision

Provided eligibility requirements are met (see above), an officer will be required to show that they are more efficient in performing the duties of the position than the person(s) promoted or selected for temporary performance.

Generally, the Appeal Panel will assess greater efficiency by considering:

- 1 the abilities, qualifications, experience, standard of work performance and personal qualities of the appellant(s) and respondent(s) to the extent that the Panel considers that those matters are relevant to the performance of the duties of the position;
- 2 if the Chief Executive or delegate who made the promotion or temporary performance decision had regard to the potential for further career development relevant to the position in making the merit based decision; and
- 3 any other relevant matter the Panel considers relevant.

How to appeal a promotion or temporary performance decision

The appeal mechanism for promotion and temporary performance decisions is set out in Agency Collective Agreements, which can be accessed from the Shared Services Internet site at:

<http://www.sharedservices.act.gov.au/docs/agreements/>

Promotion appeals must be lodged with the Convenor of Appeal Panels within 14 days of notification of the promotion in the *ACT Gazette*. Appeals against temporary performance must be lodged with the Convenor of Appeal Panels within 7 days of notification of the decision.

Shared Services Client Agencies

Officers of the following agencies must lodge applications for an appeal against a promotion or temporary performance decision using the template on the Shared Services Customer Portal at http://sharedservices/actgovt/HRforms/Appeal_Promotion_Temp_Performance.doc.

ACT Planning and Land Authority; Canberra Institute of Technology; Chief Minister's Department; Disability, Housing and Community Services; Education and Training; Health; Justice and Community Safety; Territory and Municipal Services; and Treasury.

Completed application forms should be sent, within the timeframes specified above, to:

The Convenor of Appeal Panels Employee Relations Shared Services GPO Box 158 CANBERRA CITY ACT 2601

Scan and email: sharedserviceser@act.gov.au

Fax: (02) 6205 4629

Other Agencies

Officers of other agencies should contact their Human Resources area for advice on how to lodge an appeal (see below for a list of contacts).

PART 2. INTERNAL REVIEW

Generally, employees can seek a review of management actions or decisions that affect them in relation to their employment. There are some actions/decisions that are excluded from this right of review (e.g. decisions on classifications of an office, promotions and transfers).

However, as employees are entitled to a fair and unbiased assessment of their job application, an employee may seek an internal review about the process leading to:

- decisions that another employee perform the duties of a higher classification (with a salary less than that of a Senior Officer Grade C or equivalent classification) for periods greater than 6 months if the vacancy was advertised;
- decisions to promote, appoint or engage an employee on a temporary contract;
- decisions to transfer an employee within the Agency; or
- decisions to promote an officer to a non-advertised vacancy.

How to lodge an internal review

Agency Collective Agreements establish procedures for employees to seek an internal review of management actions that affect them. Collective Agreements are available from the Shared Services Internet site at the following link:

<http://www.sharedservices.act.gov.au/docs/agreements/>

Employees should seek advice from their Human Resources area (see contacts below), or Shared Services about internal review rights available under Collective Agreements and how to lodge a request for internal review.

Shared Services can be contacted by dialling 99 from an internal phone or 6205 5444 or emailing sharedserviceser@act.gov.au.