



ACT Government Gazette

**Gazetted Notices for the week beginning 25 November
2010**

VACANCIES

ACT Health

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

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

Policy Division

Community Policy Executive

General Practice (GP) Advisor

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

Senior Specialist \$185,984, Canberra (PN: 22068)

Gazetted: 02 December 2010

Closing Date: 6 January 2011

Applications are sought from suitably qualified General Practitioners to act as an Advisor to ACT Health. As a member of the Professional Leadership Branch, this position provides strategic advice to the Deputy Chief Executive (Corporate & Strategy), and other Executive members of ACT Health on matters relating to primary health care services. The successful applicant will represent ACT Health at appropriate forums, will participate in planning and decision making related to the setting of strategic goals and targets for the ACT primary health care system and will undertake a lead role in maintaining productive relationships between ACT Health, General Practice and other service providers. The successful applicant will liaise closely with the Chief Nurse, Allied Health Advisor, Principal Medical Advisor, General Practice Liaison Units, Executive Director Policy Division and at a senior level with other areas in ACT Health, other ACT Government agencies, health professionals, consumers, and other stakeholders is required.

Eligibility/Other Requirements: Applicants must be registered without conditions as a Medical Practitioner in Australia and hold current Vocational Registration as a General Practitioner. Applicants must have current and ongoing experience in General Practice.

Note: This is a part-time position at 22:03 (0.6 FTE) hours per week.

Contact Officer: Ross O'Donoghue (02) 6205 0878 Applications can be forwarded to: Apply online at

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

Policy Division

Community Policy Executive

General Practice (GP) Advisor

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

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The Canberra Hospital

Hospital Administration

General Manager Executive Unit

Deputy Chief Executive of the Canberra Hospital (TCH) and Health Services

Executive Level 3.8 \$286,582 to \$303,253 depending on current superannuation arrangements, Canberra (PN: E00619)

Gazetted: 02 December 2010

Closing Date: 20 December 2010

ACT Health is seeking a suitably qualified person to be the Deputy Chief Executive of the Canberra Hospital (TCH) and Health Services. This is a critical leadership role within ACT Health, responsible for overseeing the successful operation of

all aspects of the clinical service delivery within ACT Health facilities. The successful applicant will be required to demonstrate effectiveness in senior health services management (including acute, sub-acute, corrections, community and mental health) and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together as a team with a sense of shared purpose to achieve ACT Health objectives with integrity. Significant experience in developing and implementing innovative models of care in the public context is highly desirable as well as a strong commitment to community based service delivery. This is a new position that will be pivotal in implementing changes within the ACT Health care system to meet the implementation of the national health care reform and the \$1 billion Capital Asset Development Plan being rolled out in the ACT.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$286,582 to \$303,253 depending on current superannuation arrangements, including a cash component of \$238,149. Employer provided benefits include superannuation, a privately plated car and parking. Medical practitioners with suitable skills are eligible to apply for this position.

Contact Officer: Dr Peggy Brown (02) 6205 0823

**Government Relations and Planning
Executive Director, Service and Capital Planning
Executive Level 2.4 \$214,428 to \$226,560 depending on current superannuation arrangements, Canberra (PN: E00620)**

Gazetted: 02 December 2010

Closing Date: 20 December 2010

ACT Health is seeking a highly motivated person to undertake the role of Executive Director, Service and Capital Planning. The successful applicant will be responsible for all clinical service planning across ACT Health as well as the implementation of the ACT Health Capital Asset Development Plan (CADP). This is a \$1 billion redevelopment of the capital infrastructure of ACT Health in conjunction with the development of innovative models of care, workforce planning and change management. Ensuring that all internal and external accountabilities and deliverables for this project are progressed and met on time and on budget will be a key responsibility of this role, hence effective project management skills are required. The role also requires a strong commitment to community based service delivery in accordance with the values of ACT Health.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$214,428 to \$226,560 depending on current superannuation arrangements, including a cash component of \$173,328. Employer provided benefits include superannuation, a privately plated car and parking.

Contact Officer: Ian Thompson (02)6205 0825

**Population Health
Health Protection Service
Communicable Disease Control
Manager Surveillance
Health Professional Level 5 \$96,618-\$108,766, Canberra (PN: 27166)**

Gazetted: 02 December 2010

Closing Date: 16 December 2010

An exciting opportunity exists for an experienced public health professional to manage the ACT communicable disease surveillance program. Essential skills and experience for this role include: extensive experience in surveillance and control of communicable diseases; demonstrated leadership qualities and management skills; high level communication skills; policy development and program planning experience; extensive experience in the preparation of briefs, reports, policies and other written material; and ability to work within a multidisciplinary team environment.

Eligibility/Other Requirements: A degree in public health or related discipline or other qualifications and relevant experience.

Contact Officer: Irene Passaris (02) 6205 0960

**Population Health
Health Protection Service
Communicable Disease Control
Manager Business and Immunisation
Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 23706)**

Gazetted: 02 December 2010

Closing Date: 16 December 2010

An exciting opportunity exists for a motivated and enthusiastic person to manage the ACT Immunisation Program and the business elements of the Communicable Disease Control Section. Essential skills and experience for this role include: experience in the management of immunisation and other public health programs, demonstrated leadership qualities and management skills; budget management experience; high level communication skills; policy development and program planning experience; extensive experience in the preparation of briefs, reports, policies and other written material; and ability to work within a multidisciplinary team environment.

Eligibility/Other Requirements: Experience in the management and administration of public health communicable disease control or immunisation programs or relevant post graduate qualifications.

Contact Officer: Irene Passaris (02) 6205 0960

**The Canberra Hospital
Women's and Child's Health SMT
Women's and Babies**

**Maternity/Gynaecology Unit Manager
Registered Nurse Level 3.2 \$94,804, Canberra (PN: 22412)**

Gazetted: 02 December 2010
Closing Date: 16 December 2010

A unique and exciting opportunity has arisen for an experienced nurse/midwife to provide contemporary operational management and leadership to enhance the provision of excellent clinical care within the Maternity and Gynaecology Unit. This leader will have knowledge of trends and issues relating to the provision of safe and flexible rostering practices and innovations, that impact on the work environment and the health care team. This position will be actively involved in workforce development towards the opening of the New Women and Children's Hospital due to be completed in 2012. Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Contact Officer: Liz Sharpe (02) 6244 4046

**Population Health
Health Protection Service
Scientific Services Management
Chemist
Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 21317)**

Gazetted: 02 December 2010
Closing Date: 9 December 2010

The Toxicology and Forensic Chemistry Unit of the laboratory carries out toxicological and chemical investigations to support ACT legislation. The unit has NATA forensic accreditation. The occupant of this position will be expected to lead specific operations of a toxicology stream within the unit, develop and validate analytical methods in toxicology, perform complex chemical analysis for the presence of drugs and poisons and prepare associated reports and correspondence, liaise with or provide advice to stakeholders, support continued compliance to accreditation standards and provide evidence in court.

Eligibility/Other Requirements: Bachelor Degree in Science with a Major in Chemistry, or other approved qualification
Contact Officer: Ian Whittall (02) 6205 8738

**The Canberra Hospital
Pathology Services
Specimen Reception
Program Services Manager
Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 21233)**

Gazetted: 02 December 2010
Closing Date: 9 December 2010

ACT Pathology offers services to the ACT and surrounding region, operating 24/7 and offering a wide range of testing procedures. The successful applicant will be responsible for the daily management of the Central Specimen Reception area providing leadership in strategic planning and operational management, plan, allocate and co-ordinate the work of the area and assist in budget preparation and monitoring. A commitment to self development is essential.

Eligibility/other requirements: Significant experience in specimen collection/reception or equivalent. A relevant tertiary level qualification would be highly desirable.

Note: This is a temporary position available from 19 December 2010 to 31 January 2012.
Contact Officer: Gus Koerbin (02) 6244 2835

**Population Health
Health Protection Service
Environmental Health Management
Senior Project Officer Food Regulation
Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 21360)**

Gazetted: 02 December 2010
Closing Date: 9 December 2010

The successful candidate will be responsible for the implementation of the Council of Australian Governments food regulation reforms in the ACT. This is an expected vacancy subject to the successful finalisation of funding arrangements. The position will suit a health professional with the ability to make a leading contribution to the development, review and implementation of policy, legislation and programs at the Territory and national levels in relation to food and nutrition issues.

Eligibility/Other Requirements: Science based degree with a focus on public health. Knowledge and experience in food and nutrition regulatory issues would be an advantage. Current driver's licence.

Note: This is a temporary position available until 30 June 2012.
Contact Officer: Vojkan Stefanovic (02) 6205 1727

**Community Health
Alcohol and Drug Program
Withdrawal Services
Registered Nurse
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 28464)**

Gazetted: 02 December 2010
Closing Date: 9 December 2010

Applications are invited from suitably experienced Registered Nurses interested in a permanent Level 2 position in the Alcohol and Drug Program. The current vacancy sits within the Withdrawal Service however the successful applicant,

although having a significant role to play within Withdrawal Services, will be provided with opportunities to work across all areas of the program. This is a full-time position and requires the successful applicant to demonstrate skills and knowledge of alcohol and other drug issues, excellent communication skills and an ability to work, flexibly, within a multidisciplinary team. The Alcohol and Drug Program provides a comprehensive and supportive orientation program for new staff to support specific training needs.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. A commitment to attain alcohol and other drug competencies as required by the AOD Minimum Qualifications Strategy.
Contact Officer: Wendy Woodman (02) 6205 2131 or Linda Wigginton (02) 6205 0820

The Canberra Hospital

Pathology Services

Calvary Laboratory

Senior Medical Scientist

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 27046)

Gazetted: 02 December 2010

Closing Date: 9 December 2010

ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Calvary laboratories operate 24 hours, seven days a week, offering a wide range of haematology, transfusion and clinical chemistry testing procedures. The successful applicant will be required to undertake duties associated with the performance and supervision of Clinical Chemistry or Haematology/Transfusion testing. There is an expectation that the successful candidate will also undertake other duties associated with the overall performance of the laboratory. ACT pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in this area.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. Post-graduate qualifications in clinical chemistry and/or higher tertiary qualifications are desirable. A commitment to own personal development and availability out of hours and on weekend is essential. Knowledge and skills in haematology and blood transfusion would be highly desirable.

Note: Selection may be based on written application only, and should address the selection criteria. Current curriculum vitae and written referee reports must accompany the applications.

Contact Officer: Gus Koerbin (02) 6244 2835

Population Health

Health Protection Service

Scientific Services Management

Microbiologist

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 26171)

Gazetted: 02 December 2010

Closing Date: 16 December 2010

The Health Protection Service is looking for an appropriately skilled officer to fulfil the role of a Public Health microbiologist, to supervise a small team responsible for the testing of food and environmental water samples in the ACT. We are seeking a highly motivated person to supervise and perform routine investigative microbiological examinations principally of water, food samples and in the broader field of microbiology. When required you will also prepare, sterilise and or standardise chemicals, solutions and media. The successful applicant will need to have experience in microbiology of a Public Health nature.

Eligibility/Other Requirements: Degree or Diploma in Science (Microbiology) or other approved qualification.

Contact Officer: Deborah Denehy (02) 6205 8707

Mental Health ACT

Business Support Mental Health

Mental Health Services Administration

Executive Support Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 20941)

Gazetted: 02 December 2010

Closing Date: 9 December 2010

The Executive Support Officer will provide high level administrative and coordination support to the Office of the Director of Mental Health. The successful person for this position will be required to work under pressure, meet deadlines, exercise a high level of discretion, and have a knowledge and understanding of the functions of Government. The primary responsibilities of the role include the coordination of ministerial and Assembly responses, preparation of complex correspondence, secretariat support to committees and research.

Eligibility/Other Requirements: Possession of relevant qualifications and/or extensive experience in a complex public sector environment would be an advantage.

Note: This is a temporary full time vacancy for 6 months.

Contact Officer: Jackie Andersen (02) 6205 5142

Human Resource Management Branch

Employee Relations

HR Support Officer

Administrative Services Officer Class 5 \$59,800 \$63,409, Canberra (PN: 28368)

Gazetted: 02 December 2010

Closing Date: 7 December 2010

ACT Health is seeking suitable qualified person to fill the position of Human Resource Support Officer.

Contact Officer: Sean McDonnell (02) 6205 1090 Applications can be forwarded to: Apply online at

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

Population Health

Health Protection Service

Environmental Health

Public Health Officers

Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 29641, several)

Gazetted: 02 December 2010

Closing Date: 16 December 2010

Two positions are available within the Environmental Health Operation group of ACT Health. The successful applicants will work as part of a team providing general environmental health services including food surveillance, general environmental investigations including recreational water assessments management and community contact.

Eligibility/Other Requirements: Applicants with a Bachelor Degree/major in Environmental Health are eligible to apply.

Recent graduates are invited to apply and may be Appointed as a Health Professional Level 1 depending on post graduation experience. Applicants with experience in general public and environmental health practice will be highly regarded. Current driver's licence.

Note: Selection may be made from applications submitted, a telephone interview, personal interview or any combination of the above. A copy of selection documentation and further information is available from the Contact Officer.

Contact Officer: Brian Jones (02) 6205 1713

Capital Region Cancer Service

Hospital Based Services

Radiation Oncology

Clinical Support Administration Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 27249)

Gazetted: 02 December 2010

Closing Date: 9 December 2010

The Radiation Oncology Department is seeking highly motivated, suitably experienced and enthusiastic Administrative Service Officers to be a part of very busy administrative support team. Applicants whom have a strong consumer focus, excellent communication skills and the ability to prioritise their workload in a busy and often demanding work environment are invited to apply.

Note: This is a full-time position. Please submit application, addressing the Selection Criteria and provide two referee reports from current supervisors. Selection may be based on application and referees reports only.

Contact Officer: Marie Turnbull (02) 6244 2241

The Canberra Hospital

Medical Imaging

Imaging Services Administration

Administration Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 12231)

Gazetted: 02 December 2010

Closing Date: 9 December 2010

Under general direction provide reception and clerical services to patients attending the section. Schedule appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action. Retrieve files from our offsite storage.

Eligibility/Other Requirements: Knowledge of Medical Terminology highly desirable. Current driver's licence.

Note: These positions may involve shiftwork. An order of merit will be formed from this selection process and may be utilised to fill any full time, part time, temporary or casual vacancies (at level), which may occur within the following 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee reports only.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

Community Health

Child, Youth and Women's Health

Child, Youth and Women's Health Program

Enrolled Nurse

Enrolled Nurse Level 1 \$46,825-\$50,191, Canberra (PN: 28212)

Gazetted: 02 December 2010

Closing Date: 9 December 2010

Does working Monday to Friday sound attractive? We have a vacancy for a full time experienced Enrolled Nurse in our vibrant School Health team which provides the National Immunisation schedule to ACT High School Students and conducts the Kindergarten Screening Program. The team is based in the city and you will travel to schools all over the ACT to deliver the program.

Eligibility/Other Requirements: Registered or eligible for registration as an Enrolled Nurse with the ACT Nursing and Midwifery Board. Recent post registration clinical experience and evidence of completion of "authorised to administer medication" course are essential. Immunisation qualifications highly desirable. Current driver's licence.

Note: This position allows for leave during school holidays if clinical workload is met. Please phone the contact officer if you would like more information.

Contact Officer: Christine Burrows (02) 6205 1575

**Population Health
Health Protection Service
Scientific Services Management
Laboratory Technician
Technical Officer Level 1 \$43,672-\$45,879, Canberra (PN: 21063)**

Gazetted: 02 December 2010

Closing Date: 9 December 2010

The officer is expected under limited supervision, to prepare and sterilise media, equipment and glassware. Prepare and perform quality control testing of media, reagents and equipment and may required collecting and preparing samples for analysis.

Eligibility/Other Requirements: Current manual driver's licence.

Note: This is a temporary vacancy available from 9 December 2010 until 30 September 2011, with the possibility of extension. 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: Deborah Denehy (02) 6205 8707

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
Customer Services
Manager**

Senior Officer Grade A \$115,016, Canberra (PN: 15397)

Gazetted: 29 November 2010

Closing Date: 10 December 2010

The Customer Services Manager will ensure high standards of client service are provided when dealing with all aspects of counter, phone and general email inquiries, registration, approvals and certifications. In addition, this person will contribute to the section's work objectives and policies that support the client's overall strategic approach to the delivery of customer services. The successful candidate will have the proven ability to interpret and translate legislation and policy into practical application and ensure consistency of understanding within the diverse customer service team. Furthermore, the ideal candidate will have experience in management and leadership in a customer focused environment including: providing innovative; high quality customer services; managing the section's human, physical and financial resources; relationship management with internal and external stakeholders; implementing continuous quality improvements across all areas of responsibility.

Contact Officer: Lorraine Humphreys (02) 6162 7303 lorraine.humphreys@pcapeople.com

**Planning Services
Design Policy
Urban Planner**

Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 32222, several)

Gazetted: 01 December 2010

Closing Date: 14 December 2010

The Design Policy section is looking for a motivated person to join their team. The successful applicant will, under limited direction, work as part of a multi-disciplinary team to undertake projects in sustainable design, and urban design and planning.

Eligibility/Other Requirements: A tertiary qualification in planning, design or related disciplines and/or significant work experience in the urban planning and project management is required.

Note: There is both permanent and temporary positions to be filled from this recruitment process.

Contact Officer: Catherine Keirnan (02) 6207 1791 catherine.keirnan@act.gov.au

**Development Services
Executive Support
Assurance Coordinator**

Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 17627)

Gazetted: 01 December 2010

Closing Date: 15 December 2010

Development Services Branch is looking for a self motivated person to fill the role of Assurance Coordinator. The successful applicant in this position will work closely with the Director of Development Services Branch and is responsible for the management of quality systems across the Branch, designed to ensure full process compliance with legal obligations and organisational policies.

Eligibility/Other Requirements: Qualifications in Business or a related discipline is highly desirable.

Note: This is a temporary position available asap until November 2011.

Contact Officer: Ben Ponton (02) 6207 7248 ben.ponton@act.gov.au

**Planning Services
Infrastructure Policy
Graduate Engineer**

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 15441)

Gazetted: 01 December 2010
Closing Date: 11 December 2010

The Infrastructure Policy team is looking for a highly motivated person to undertake activities related to the planning and design for civil and other infrastructure related to land development and redevelopment in the ACT.

Eligibility/Other Requirements: Tertiary qualifications in Civil/Environmental Engineering or a related discipline would be highly regarded.

Contact Officer: Patrick Paynter (02) 6207 2434 patrick.paynter@act.gov.au

**Planning Services
Design Policy
Urban Planner**

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 15298, expected vacancy)

Gazetted: 29 November 2010
Closing Date: 14 December 2010

The Design Policy section is looking for a motivated person to join their team. The successful applicant will, under direction, work as part of a multi-disciplinary team to undertake projects in sustainable design, and urban design and planning.

Eligibility/Other Requirements: A tertiary qualification in planning, design or related disciplines and/or significant work experience in the urban planning and project management is highly desirable.

Contact Officer: Catherine Keirnan (02) 6207 1791 catherine.keirnan@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

Senior Finance Office

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 00459)

Gazetted: 29 November 2010
Closing Date: 14 December 2010

Applications are sought to fill the position of Senior Finance Officer in the Department of Disability, Housing and Community Services. This position provides financial support for Community Development Services, the Office for Multicultural, Aboriginal and Torres Strait Islander Affairs and the Offices for Ageing and Women.

Note: Interested applicants should address the selection criteria, include a curriculum vitae and the contact details of two referees.

Contact Officer: Lynette Daly (02) 6205 0143 lynette.daly@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Trainee Housing Manager

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 03414, several)

Gazetted: 29 November 2010
Closing Date: 14 December 2010

Housing ACT is looking for enthusiastic, outcome focussed individuals to participate in the Housing Manager Traineeship Program. The Traineeship Program is designed to provide a pathway for staff to undertake accredited training and progress towards the completion of the Certificate IV in Social Housing.

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

Note: An information session will be held at 5:30pm on Wednesday, 8 December 2010 in the foyer on the ground floor of Nature Conservation House, Corner of Emu Bank and Benjamin Way, Belconnen, ACT.

Contact Officer: Mark Williams (02) 6207 1393 mark.williams@act.gov.au

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

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Administration Officer

Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 17033)

Gazetted: 01 December 2010
Closing Date: 15 December 2010

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

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

Note: This is a temporary part-time position available asap to 30 June 2011 at 11 hours 1 min per week. This position may be filled from application and referee reports only.

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

Department of Education and Training

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

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

School Improvement

Belconnen Network

Belconnen High School

Executive Teacher - English/LOTE

School Leader C \$90,412, Canberra (PN: 02570)

Gazetted: 26 November 2010

Closing Date: 9 December 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.

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.

Contact Officer: David McCarthy (02) 6205 6844 david.mccarthy@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.

Corporate Services

Human Resources

Health and Wellbeing

Return to Work Coordinator

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 01822, several)

Gazetted: 25 November 2010

Closing Date: 9 December 2010

Work in a motivated and experienced team committed to strategic injury management and achieving positive outcomes.

Coordinate the development, implementation and review of rehabilitation programs for ill or injured Departmental employees. High level communication and interpersonal skills are integral to the role.

Contact Officer: Barbara Crawford (02) 6205 9273 barbara.crawford@act.gov.au

Tertiary and International Education

Executive Director's Office

Executive Assistant

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 21350)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

Maintain diary appointments and coordinate or prepare meeting papers and provide a first point of contact for liaison with government, business and industry stakeholders for the Executive Director. Prepare correspondence and assist in the preparation of reports, presentations and speeches as required. Register, monitor and track all incoming and outgoing correspondence, briefs, documents, priorities, record, file and distribute as necessary. Undertake research liaison on behalf of the Executive Director, initiating action to ensure timely response to requests for information. Maintain high levels of confidentiality in handling queries, papers and deal sensitively with issues as they arise.

Contact Officer: Leanne Cover (02) 6205 7725 leanne.cover@act.gov.au

School Improvement

Tuggeranong Network

Lanyon High School

Learning Support Assistant

School Assistant 2 \$36,810-\$40,820, Canberra (PN: 38894)

Gazetted: 29 November 2010

Closing Date: 6 December 2010

Under general direction assist teachers in school activities and in the implementation of educational programs for students with special needs.

Eligibility/Other Requirements: Certificate 3 in Disability or willingness to undertake training desirable. Current First Aid qualification or willingness to undertake training desirable.

Contact Officer: Sarah Morris (02) 6205 8330 sarah.morris@ed.act.edu.au

**School improvement
Tuggeranong Network
Charles Conder Primary School
Learning Support Assistant
School Assistant 2 \$36,810-\$40,820, Canberra (PN: 01101)**

Gazetted: 30 November 2010

Closing Date: 7 December 2010

Provide high-level personal and educational support to students with special needs and severe disabilities. May be responsible for the physical well being of a student or groups of students.

Eligibility/Other Requirements: Desirable: Certificate III in Disability or willingness to undertake training. Current First Aid qualification or willingness to undertake training.

Contact Officer: Diane Edwards (02) 6205 6699 diane.edwards@ed.act.edu.au

**School Improvement
Tuggeranong Network
Wanniassa School
School Secretary
School Assistant 2 \$36,810-\$40,820, Canberra (PN: 00738)**

Gazetted: 29 November 2010

Closing Date: 13 December 2010

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

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

Contact Officer: Karin Nagorcka (02) 6205 6200 karin.nagorcka@ed.act.edu.au

Department of Justice and Community Safety

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

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

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

Administration Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 43670)

Gazetted: 30 November 2010

Closing Date: 14 December 2010

Under the direction and supervision of the Manager, Policy process Freedom of Information Requests for the office.

Develop guidance material on Freedom of Information for the Office. Assist with other activities of the Policy Unit when required. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Cheryl Sizer (02) 6205 3462 cheryl.sizer@act.gov.au

**Legislation and Policy
Justice Planning and Programs
Legal Policy Officer**

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 42750)

Gazetted: 25 November 2010

Closing Date: 9 December 2010

The Legislation and Policy Branch seeks a motivated Legal Policy Officer to join the Justice Planning and Programs team.

The team has a key role managing the ACT Policing Purchase Agreement; participating in and coordinating the development of criminal justice reforms, including policy relevant to victims of crime and indigenous justice; and coordinating crime strategies that invoke a whole-of-government and community approach to identifying and responding to priority crime and safety concerns. Important functions of the position include promoting positive relationships with key stakeholders, liaising with staff within the Department, other Departments and Agencies at all levels, under supervision progressing and supporting key justice program initiatives.

Note: Claims against the selection criteria should be addressed, current curriculum vitae and the contact details of at least two referees should also be included.

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

**Public Advocate of the ACT
Guardianship
Professional Support Officer**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 43603)

Gazetted: 26 November 2010

Closing Date: 3 December 2010

Assist the Public Advocate, Principal Guardian/Advocate and the Guardianship team in providing a range of professional support tasks, including, prepare written reports and correspondence; provide accurate and timely responses to general enquiries; manage and coordinate flow of legal documents; liaise as required with stakeholders, service providers and

client groups; and conduct professional tasks under supervision. Oversee and carry out administrative functions, including management of database, statistical collection and performance indicator reports, and other duties as required.

Note: This is a temporary position available from December 2010 to November 2011.

Contact Officer: Marion Pearce (02) 6207 0707 marion.pearce@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

Land Management and Planning

Capital Woodlands and Wetland Reserves

Executive Manager, Capital Woodland and Wetlands Conservation Trust

Senior Professional Officer Grade A \$112,211, Canberra (PN: 21407)

Gazetted: 26 November 2010

Closing Date: 14 December 2010

The Capital Woodland and Wetlands Conservation Trust has been established to raise funds and support management of Mulligans Flat Woodland and Jerrabomberra Wetlands Nature Reserves. The Executive Manager works in partnership with the Trust, the community, government and private sectors in a way that achieves enhanced ecosystem restoration and through educational and eco-tourism opportunities, inspires conservation values.

Eligibility/Other Requirements: Tertiary qualifications (preferably with post-graduate experience) in Natural Resource Management (or equivalent).

Note: Application should address the selection criteria for the position and provide contact details of at least two referees and a current curriculum vitae. Selection of the successful candidate may be based on written applications and referee reports.

Contact Officer: Fay Steward (02) 6207 6399 fay.steward@act.gov.au

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

Shared Services

Finance Services

Reporting Team

Assistant Manager

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 11113, several)

Gazetted: 01 December 2010

Closing Date: 15 December 2010

Applications are sought from suitably experienced accountants to work within Reporting Teams of Shared Services, Finance. The successful team members will assist with management and leadership of a finance team responsible for the delivery financial services to multiple agencies. The position will also support the Senior Manager of the team in the development and implementation of business practices that improve performance provision, including financial reporting responsibilities. These responsibilities include monthly and annual financial reporting, performing the role of tax manager and resolution of accounting issues with auditors. Excellent communication skills and a customer focus in the delivery of such accounting services are essential. This position is an excellent professional development opportunity. This process may be used to fill further vacancies in the future.

Eligibility/Other Requirements: A degree with a major in accounting or equivalent, or progress toward achievement of an accounting degree is highly desirable. Membership of a professional Australian accounting body is also highly desirable.

Contact Officer: Roberto Gaspari (02) 6205 4397 roberto.gaspari@act.gov.au

InTACT

Operations

Health ICT- Health Business Systems

Reporting and Intranet Applications Manager

Senior Information Technology Officer Grade C \$81,772-\$88,168, Canberra (PN: 01316)

Gazetted: 26 November 2010

Closing Date: 14 December 2010

The role will manage reporting services for eHealth using Microsoft Reporting Services and Microsoft SQL Server including database administration and other tools as required, infrastructure requirements and the technical development of reports according to relevant specifications.

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

Contact Officer: Lorraine McNulty (02) 6205 0973 lorraine.mcnulty@act.gov.au

InTACT

Operations

Service Level Management

Administration Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 14667)

Gazetted: 26 November 2010

Closing Date: 10 December 2010

The successful applicant will be required to assist the Service Level Agreement Management, and other team members, with the preparation and maintenance of agreements and provide other administrative assistance as directed. It would be advantageous for the applicant to be self motivated with an eye for detail.

Contact Officer: Leon Gerbich (02) 6207 4755 leon.gerbich@act.gov.au

Land Management and Planning

City Services

Place Management

Parks Presentation Team Leader

General Service Officer Level 7 \$47,429-\$50,194, Canberra (PN: 18147, several)

Gazetted: 26 November 2010

Closing Date: 10 December 2010

City Services is a branch within the Land Management and Planning Division responsible for planning and management of parks and reserves and the public domain, including: lakes, street trees, public open space and city places. Positions will supervise and lead a team of employees engaged in horticultural maintenance and landscape refurbishment projects as well as coordinate the use of resources to implement work programs and projects.

Eligibility/Other Requirements: Mandatory Requirements - current driver's licence (preferably medium rigid class); certificate in Horticulture; Chainsaw Operators certificate; Chemcert certificate. Ability to undertake the physical requirements of the tasks listed in the Position Description including participation in fire standby, fire suppression and fire training. Be prepared to wear a uniform. Preferred requirements - Certificate III in Government or a willingness to obtain; First Aid certificate or the capacity to obtain one and skid steer licence.

Contact Officer: Murray Schroder 0408 232 965 murray.schroder@act.gov.au

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

Department of the Environment, Climate Change, Energy and Water

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

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

Office of the Chief Executive

Climate Change and Natural Environment

Natural Environment and Resource Management

Policy Officer

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 13981)

Gazetted: 25 November 2010

Closing Date: 14 December 2010

The Natural Environment and Resource Management Section is seeking an enthusiastic person to join the team to support the development of a wide range of dynamic and interesting policy issues relating to the natural environment. Eligibility/Other Requirements: Tertiary qualifications in environmental science, natural resource management or public policy would be an advantage.

Note: This is a full-time position, however part-time requests may be considered.

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

Office of the Chief Executive

Environment Protection and Water Regulation

Water Resources

Water Watch Coordinator

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 19659)

Gazetted: 25 November 2010

Closing Date: 7 December 2010

The Upper Murrumbidgee Waterwatch program requires an enthusiastic coordinator to deliver the program in the area between Canberra and Cooma. A sound understanding of aquatic ecosystems and experience working with community programs are essential. Experience or understanding of water monitoring techniques would be an advantage.

Eligibility/Other Requirements: A degree in a relevant environmental or ecological science will be an advantage.

Note: This is a temporary part-time position at 22:03 hours per week available from January 2011 to July 2014. Selection may be based on application and referee reports only.

Contact Officer: Tanya Noakes (02) 6207 2246 tanya.rucoskynoakes@act.gov.au

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

Land 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

Marketing and Communications

Marketing

Marketing Administration Officer

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 12991)

Gazetted: 30 November 2010

Closing Date: 7 December 2010

The Land Development Agency requires a proactive and enthusiastic team player with demonstrated skills in a marketing environment. The successful candidate will assist in implementing marketing campaigns and events, to promote land sales and community development. The position requires a focused individual to provide administrative support in a fast-paced environment.

Eligibility/Other Requirements: Tertiary qualifications or previous experience in a relevant discipline are highly desirable.

Contact Officer: Jody Chalmers (02) 6205 1876 jody.chalmers@act.gov.au

APPOINTMENTS

ACT Health

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

Anita Black 825-47842, Section 68(1), 29 November 2010

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

Pamela Boxsell 825-46858, Section 68(1), 22 November 2010

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

Julie Ann Bromwich 829-67839, Section 68(1), 11 November 2010

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

Judith Dawson 827-28205, Section 68(1), 29 November 2010

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

Christopher Kelly 827-27691, Section 68(1), 22 November 2010

Sterilising Services Health Service Officer Level 3/4 \$38,397-\$41,299

Thi Kim Thu Le 827-82404, Section 68(1), 16 October 2010

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

Christina Muchenagumbo 829-68620, Section 68(1), 2 December 2010

Registered Nurse Level 2 \$71,180-\$75,582

Seddigheh Shamsi 786-46960, Section 68(1), 25 November 2010

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

Frank Piscioneri: 774-42229, Section 68(1), 29 November 2010

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

Edward Wims: 829-55547, Section 68(1), 29 November 2010

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

Suzanne Smallbane: 780-49664, Section 68(1), 21 November 2010

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$42,233-\$51,916

Abdullah Al Maruf 827-28053, Section 68(1), 22 November 2010

Teacher Band 1 \$58,254-\$78,380

Martine Catherine Bode 799-83774, Section 68(1), 18 November 2010

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

Ivonne Buckley-Mendez 820-80533, Section 68(1), 29 November 2010

Teacher Band 1 \$58,254-\$78,380

Patricia Rowe 767-73106, Section 68(1), 18 November 2010

Department of Disability, Housing and Community Services

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

Sharon Hooper 827-28061, Section 68(1), 23 November 2010

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

Natasha Marie Hudson 827-28221, Section 68(1), 22 November 2010

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

Merran Peisker 827-11446, Section 68(1), 25 November 2010

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

Andrew Quilkey 827-26584, Section 68(1), 29 November 2010

Department of Education and Training

Building Services Officer \$38,248-\$41,947

Rodney Freebody 821-08700, Section 68(1), 25 November 2010

Building Services Officer \$38,248-\$41,947

Robert French 820-96471, Section 68(1), 25 November 2010

Building Services Officer \$38,248-\$41,947

Barry Innes 820-95479, Section 68(1), 25 November 2010

Building Services Officer \$38,248-\$41,947

Paul Jakobs 824-43955, Section 68(1), 25 November 2010

Building Services Officer \$38,248-\$41,947

Raimo Kivela 820-99218, Section 68(1), 25 November 2010

Building Services Officer \$38,248-\$41,947

Richard Minards 824-43939, Section 68(1), 25 November 2010

Building Services Officer \$38,248-\$41,947

Shaun Mobey 824-49388, Section 68(1), 25 November 2010

Building Services Officer \$38,248-\$41,947

Adam Reardon 824-49345, Section 68(1), 25 November 2010

Building Services Officer \$38,248-\$41,947

John Watts 824-44165, Section 68(1), 25 November 2010

Department of Justice and Community Safety

Legal 1 \$49,558-\$101,612

Madelin Karen Bayer 827-27739, Section 68(1), 29 November 2010

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

Christine Tierney 821-06721, Section 68(1), 23 November 2010

Department of Territory and Municipal Services

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

Iakopo (Jacob) Alofipo 140-541, Section 68(1), 26 November 2010

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

Rodney Colin Carnall 827-28336, Section 68(1), 6 December 2010

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

Paul Carroll 140-538, Section 68(1), 26 November 2010

Technical Officer Level 4 \$64,583-\$74,188

Anthony Corrigan 821-20179, Section 68(1), 26 November 2010

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

Dale Hogg 140-536, Section 68(1), 26 November 2010

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

Heather Joy Homewood 827-28272, Section 68(1), 25 November 2010

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

Jacqueline Kolaric 140-542, Section 68(1), 26 November 2010

Administrative Services Officer Class 3 \$48,103-\$51,916
Benjamin Ross Laufer 827-28280, Section 68(1), 25 November 2010

Bus Operator \$53,245-\$59,272
Aaron Russell 140-534, Section 68(1), 26 November 2010

Bus Operator \$53,245-\$59,272
Christopher Thwaite 140-540, Section 68(1), 26 November 2010

Department of Treasury

Economics and Finance Graduates \$53,616
Michael Pepperell 827-28715, Section 68(1), 24 January 2011

TRANSFERS

ACT Health

Alyson Jones: 795-50119
From: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
ACT Health
To: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
ACT Health, Canberra (PN. 20241) (Gazetted 28 October 2010)

PROMOTIONS

ACT Health

**The Canberra Hospital
Clinical School
Infrastructure Funding
Katherine Johnson: 788-15875**
From: Administrative Services Officer Class 6 \$64,583-\$74,188
ACT Health
To: †Senior Officer Grade C \$81,772-\$88,168
ACT Health, Canberra (PN. 10965) (Gazetted 18 February 2010)

**The Canberra Hospital
Acute Support
Leigh Muir: 799-96575**
From: Administrative Services Officer Class 5 \$59,800-\$63,409
ACT Health
To: Administrative Services Officer Class 6 \$64,583-\$74,188
ACT Health, Canberra (PN. 29216) (Gazetted 19 August 2010)

**The Canberra Hospital
Ambulatory Care
Natalie Woodbridge: 260-33388**
From: Registered Nurse Level 3.1 \$81,816-\$85,182
ACT Health
To: †Registered Nurse Level 3.2 \$92,492
ACT Health, Canberra (PN. 22181) (Gazetted 4 November 2010)

ACT Planning and Land Authority

**Planning Services
Infrastructure Policy
James Cox: 820-72023**
From: Administrative Services Officer Class 6 \$66,198-\$76,043
ACT Planning and Land Authority
To: †Senior Professional Officer Grade C \$83,816-\$90,372
ACT Planning and Land Authority, Canberra (PN. 19943) (Gazetted 26 October 2010)

Chief Minister's Department

**Business and Industry Development
Innovation and Industry Development**

Janet Hughes: 821-18060

From: Administrative Services Officer Class 5 \$61,295-\$64,994
Chief Minister's Department
To: Administrative Services Officer Class 6 \$66,198-\$76,043
Chief Minister's Department, Canberra (PN. 15007) (Gazetted 30 October 2010)

Department of Education and Training

**School Improvement
South/Weston Network
Narrabundah College**

Kerrie Anne Grundy: 324-50380

From: School Leader B \$96,628
Department of Education and Training
To: †School Leader A \$128,081
Department of Education and Training, Canberra (PN. 01678) (Gazetted 12 August 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.

**Corporate Services
Finance and Corporate Support
Financial Services**

Carly Hancock: 787-48289

From: Administrative Services Officer Class 4 \$54,956-\$59,668
Department of Education and Training
To: Administrative Services Officer Class 5 \$61,295-\$64,664
Department of Education and Training, Canberra (PN. 00020) (Gazetted 9 September 2010)

Department of Justice and Community Safety

Emergency Services

Dannie Camilleri: 349-05895

From: FB6 (Station Officer) \$83,074
Department of Justice and Community Safety
To: †FB7 (District Officer) \$99,243
Department of Justice and Community Safety, Canberra (PN. 47581)

Emergency Services

Greg Harmey: 314-69231

From: FB6 (Station Officer) \$83,074
Department of Justice and Community Safety
To: †FB7 (District Officer) \$47,429-\$50,194
Department of Justice and Community Safety, Canberra (PN. 43803)

Department of Territory and Municipal Services

**Land Management and Planning
Parks and Conservation
Forestry and Fire Management**

Arron Kiewiet: 799-98335

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. 20111) (Gazetted 16 September 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.

**InTACT
Operations
CIT ICT**

Baldev Mandhan: 827-28838

From: APS5 (IT Practitioner) \$62,923-\$74,000
Centrelink
To: Information Technology Officer Class 2 \$64,583-\$74,188
Department of Territory and Municipal Services, Canberra (PN. 17673) (Gazetted 12 August 2010)

Department of Treasury

Policy Coordination and Development Division

Carolyn Trute: 817-46057

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

Department of Treasury

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

Department of Treasury, Canberra (PN. 02179) (Gazetted 1 October 2010)