



ACT Government Gazette

Gazetted Notices for the week beginning 28 June 2012

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Nursing

Perioperative Suite

Anaesthetics and Recovery Clinical Nurse Consultant

Registered Nurse Level 3 Grade 2 \$98,122, Canberra (PN: 7096)

Gazetted: 28 June 2012

Closing Date: 25 July 2012

Registered Nurse Level 3 Grade 2 Permanent Full Time Position. This position is part of the Perioperative Services Nursing Executive and will assist the Perioperative Services Manager with the clinical and managerial functions of the Perioperative Suite. You will be expected to provide leadership in the planning, organisation and utilisation of human and capital resources to optimise patient care outcomes and clinical activity within a budgetary framework. You will have the opportunity to: shape and develop contemporary models of service and care; participate in an exciting reform program for Perioperative Services; lead and develop a team of people dedicated to excellence; lead and support quality and research activities; and be a leader in developing best practice initiatives. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For further confidential enquiries please contact Debbie Dickinson (02) 6201 6892 For selection documentation further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Debbie Dickinson 6201 6892 debbie.dickinson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Nursing

Ward 5W

Registered Nurse Level 2

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: Various)

Gazetted: 04 July 2012

Closing Date: 18 July 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Acute General Medical Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to inpatients at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Greg Carroll 6201 7098 greg.carroll@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Community Services

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

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

Office for Children, Youth and Family Support

Office of the Senior Director

Senior Project and Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 07744)

Gazetted: 02 July 2012

Closing Date: 17 July 2012

Details: Applications are invited for the above position to be filled on a temporary basis, in the Office of the Senior Director, Office for Children, Youth and Family Support (OCYFS). We are seeking a person who has experience in managing, developing, implementing and monitoring strategic policy and project activities and is responsible for providing high level strategic advice to the Senior Director, Office for Children, Youth and Family Support. The successful applicant will be required to work in partnership with stakeholders in OCYFS operational areas, ACT Government and Commonwealth Government. This position operates within a dynamic and customer oriented area, focused on delivering high-level support and coordination of services. This is an exciting opportunity to work with an organisation that works directly with children, young people and their families.

Eligibility/Other Requirements: The successful applicant requires an understanding of issues for children, young people and families, and knowledge of relevant legislation.

Notes: This is a temporary position available for 12 months with the possibility of extension.

Contact Officer: Jillian Paull (02) 6205 9390 jillian.paull@act.gov.au

Housing ACT

Asset Management

Quality Improvement Unit

Assistant Manager Complaints and Information

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 04322)

Gazetted: 02 July 2012

Closing Date: 17 July 2012

Details: Assistant Manager, with primary responsibility for the management of the Complaints Unit and the co-ordination and management of complaints from statutory agencies.

Eligibility/Other Requirements: Experience in Housing or a related field is desirable

Contact Officer: Satnam Singh (02) 6207 6957 satnam.singh@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Service

Children's Policy and Regulation Unit

Senior Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 02849, several)

Gazetted: 04 July 2012

Closing Date: 18 July 2012

Details: The Children's Policy and Regulation Unit is seeking motivated Senior Project Officers. The positions will develop and progress policy and sector development initiatives for ACT children, specifically in implementing the National Quality Framework. They will also support sector capacity building education and care services within the ACT.

Eligibility/Other Requirements: Qualifications and experience in education and care is required. Related qualifications and experience will be considered. A driver's licence is essential.

Note: There are two full-time positions and one-part time position available at two days per week. All positions are temporarily available for a period of two years.

Contact Officer: Danielle Stiff (02) 6207 1598 danielle.stiff@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Service

Children's Policy and Regulation Unit

Team Leader

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25823)

Gazetted: 03 July 2012

Closing Date: 17 July 2012

Details: The Children's Policy and Regulation Unit is seeking a motivated leader to undertake the role of Team Leader.

The position provides leadership to the Education and Care Advisers and works in partnership with service providers to deliver positive outcomes for children and their families in education and care settings.

Eligibility/Other Requirements: Qualifications and experience in education and care is required. Related qualifications and experience will be considered. A driver's licence is essential.

Notes: The merit list from this recruitment process may be used to fill identical positions at level on a long term temporary basis.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Office of Children, Youth and Family Support

Office of the Senior Director

Child, Youth and Family Services Program

Senior Program Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13129)

Gazetted: 02 July 2012

Closing Date: 16 July 2012

Details: The Office of Children, Youth and Family Support is seeking a dynamic and self motivated person, with a passion for making a difference in the lives of disadvantaged children, young people and their families to fill the position of Senior Program Officer. The person in the position will proactively engage with a range of community organisations funded under the Child, Youth and Family Services Program to ensure that children, young people and families, within the scope of the program, receive the support services they need. The occupant will require a good understanding of policy development in a human services environment and demonstrated high level administrative skills, as well as a strong commitment to partnering with the community sector.

Eligibility/Other Requirements: Sound knowledge and understanding of the social and economic issues affecting child, young people and families within the ACT Community. A relevant tertiary qualification is desirable.

Contact Officer: Tim Arkley-Smith (02) 6205 4838 tim.arkley-smith@act.gov.au

Office of Children, Youth and Family Support

Early Intervention and Prevention Services

Senior Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11199)

Gazetted: 29 June 2012

Closing Date: 6 July 2012

Details: Early Intervention and Prevention Services has responsibility for the Child and Family Centres, Parentlink and the Children's Policy and Regulation Unit. The Unit is seeking applications for the position of Senior Project Officer. The

successful applicant will be required to provide high level advice and support to the Senior Manager and will be required to possess high level interpersonal, administrative and co-ordination skills. Duties will include the provision of project management; high level research and analysis; the coordination and preparation of briefs, submissions and strategies to support the functions of the Early Intervention and Prevention Group.

Eligibility/Other Requirements: Experience in a co-ordination role is highly desirable.

Notes: Decision may be based on application alone.

Contact Officer: Julie Makin (02) 6205 0408 julie.makin@act.gov.au

Therapy ACT

Holder

Speech Pathologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26007)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: This position is in the Therapy Assistant Program Team, based at Therapy ACT Holder. As part of a team this position will continue the work started during the one year Therapy Assistant Pilot Project, and will continue to work in a range of government and non-government schools, providing consultation and training to teachers and supervision to Therapy Assistants. The successful applicant will have significant knowledge and experience working with children with developmental delays and disabilities in a school setting and have the capacity to provide consultation and training for qualified teaching staff, develop school-based therapy programs and supervise Therapy Assistants to implement these programs in the school setting. The successful applicant will: Work closely with the team's Clinical Leader. Work within a multidisciplinary team of Health Professionals (Occupational Therapy, Speech Pathology and Physiotherapy) and Therapy Assistants to implement therapy programs in ACT schools and contribute to the delivery of clinical education programs. Oversee professional learning, supervision and support for Therapy Assistants. Engage with key stakeholders, particularly teachers - including assisting them to embed content from therapy programs into the class program: Contribute information about therapy program outcomes to a range of documentation including briefs.

Eligibility/Other Requirements: Driver's licence. Degree or appropriate qualification in Speech Pathology. Eligibility to be a member of the relevant professional association and/or professional registration with AHPRA.

Note: This is a temporary position available initially for two years, with the likelihood of extension and the possibility of permanency from this process. This position is part-time at 18:22 hours per week. 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: Shilo Preston-Stanley (02) 6205 1242 shilo.stanley@act.gov.au

Therapy ACT

Holder

Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 24607)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: This position is in the Therapy Assistant Program Team, based at Therapy ACT Holder. As part of a team this position will continue the work started during the one year Therapy Assistant Pilot Project, and will continue to work in a range of government and non-government schools, providing consultation and training to teachers and supervision to Therapy Assistants. The successful applicant will have significant knowledge and experience working with children with developmental delays and disabilities in a school setting and have the capacity to provide consultation and training for qualified teaching staff, develop school-based therapy programs and supervise Therapy Assistants to implement these programs in the school setting. The successful applicant will: Work closely with the team's Clinical Leader. Work within a multidisciplinary team of Health Professionals (Occupational Therapy, Speech Pathology and Physiotherapy) and Therapy Assistants to implement therapy programs in ACT schools and contribute to the delivery of clinical education programs. Oversee professional learning, supervision and support for Therapy Assistants. Engage with key stakeholders, particularly teachers - including assisting them to embed content from therapy programs into the class program: Contribute information about therapy program outcomes to a range of documentation including briefs.

Eligibility/Other Requirements: Driver's licence. Degree or appropriate qualification in Occupational Therapy. Eligibility to be a member of the relevant professional association and/or professional registration with AHPRA.

Note: This is a temporary position available initially for two years, with the likelihood of extension and the possibility of permanency from this process. This position is part-time at 18:22 hours per week. 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: Shilo Preston-Stanley (02) 6205 1242 shilo.stanley@act.gov.au

Therapy ACT

Holder

Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21986)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: This position is in the Therapy Assistant Program Team, based at Therapy ACT Holder. As part of a team this position will continue the work started during the one year Therapy Assistant Pilot Project, and will continue to work in a range of government and non-government schools, providing consultation and training to teachers and supervision to Therapy Assistants. The successful applicant will have significant knowledge and experience working with children with developmental delays and disabilities in a school setting and have the capacity to provide consultation and training for qualified teaching staff, develop school-based therapy programs and supervise Therapy Assistants to implement these programs in the school setting. The successful applicant will: Work closely with the team's Clinical Leader. Work within a multidisciplinary team of Health Professionals (Occupational Therapy, Speech Pathology and Physiotherapy) and Therapy Assistants to implement therapy programs in ACT schools and contribute to the delivery of clinical education programs. Oversee professional learning, supervision and support for Therapy Assistants. Engage with key stakeholders, particularly teachers - including assisting them to embed content from therapy programs into the class program: Contribute information about therapy program outcomes to a range of documentation including briefs.

Eligibility/Other Requirements: Driver's licence. Degree or appropriate qualification in Physiotherapy. Eligibility to be a member of the relevant professional association and/or professional registration with AHPRA.

Note: This is a temporary position available initially for two years, with the likelihood of extension and the possibility of permanency from this process. This position is part-time at 18:22 hours per week. 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: Shilo Preston-Stanley (02) 6205 1242 shilo.stanley@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Service

Children's Policy and Regulation Unit

Sector Development Adviser

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 22612)

Gazetted: 04 July 2012

Closing Date: 18 July 2012

Details: The Children's Policy and Regulation Unit is seeking a motivated individual to undertake the role of Sector Development Adviser. The position involves contributing to the development and progression of Government policy and sector development initiatives for ACT children, specifically in implementing the National Quality Framework. It also involves working in partnership with service providers to deliver positive outcomes for children and their families in education and care settings.

Eligibility/Other Requirements: Qualifications and experience in education and care is required. Related qualifications and experience will be considered. A driver's licence is essential.

Note: This position is temporary available from 1 September 2012 until 30 June 2014.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Disability ACT

Executive and Business

Business Support Unit

HR Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 10660)

Gazetted: 04 July 2012

Closing Date: 18 July 2012

Details: The main role of the position of Human Resource Officer is to provide extensive support to Disability ACT's Executive and senior staff in Human Resource matters. The duties of the position include responsibility for the provision of HR advice to Directorate managers and staff.

Eligibility/Other Requirements: Knowledge of, and demonstrated experience in, the use of Human Resource Management Systems, including Chris21 and an understanding of the operations of Disability ACT is highly desirable.

Note: This is a temporary position available from 23 July 2012 for 3 months with possibility of extension.

Contact Officer: Karen Taylor (02) 6207 8028 Karen.taylor@act.gov.au

Therapy ACT

Holder

Technical Officer

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 07547, several)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: Expressions of Interest are sought from people interested in a Technical Officer 2 position, based at Therapy ACT Holder. Four of the positions will be in the Therapy Assistant Program team and one position is in the School Age South team. The successful applicants will work closely with qualified therapists (Speech Pathologists, Occupational Therapists, and Physiotherapists) to carry out individual and group programs for children in government and non-government schools. The successful applicants will have experience working with therapists to develop and implement programs for children with developmental delay or disability. The successful applicant will: Implement therapy programs (written by qualified therapists) for individual children and small groups of children in a school setting. Create resources to support therapy programs written by Health Professionals. Communicate effectively with teachers, parents and therapists regarding the implementation of therapeutic programs. Engage in related professional learning activities.

Eligibility/Other Requirements: Driver's licence and use of own vehicle. Experience carrying out therapy programs with children in a school setting.

Note: These are temporary positions available initially for two years, with the likelihood of extension and the possibility of permanency from this process. 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. Selection may be based on written application and referee reports only, but may go to interview if required.

Contact Officer: Shilo Preston-Stanley (02) 6205 1252 shilo.preston-stanley@act.gov.au

Economic Development

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

Land Strategy and Finance Sales, Marketing and Estate Management Sales

**Sales and Marketing Project Manager
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 45195, several)**

Gazetted: 02 July 2012

Closing Date: 16 July 2012

Details: The Land Development Agency's (LDA) Sales team is a professional high energy group of dedicated people working together to identify opportunities and implement strategies to release and sell land on behalf of the ACT Government. The position requires a focused approach to the sale of land in the ACT and will provide strategic management to meet the direction and priorities of the LDA. It also may involve coordinating the ongoing Information Communications and Technology needs of the Sales Marketing and Estate Management branch. The key capabilities required include: the ability to provide leadership within a small team; communicate with influence, exercise good judgment when making decisions; interpret policy and impart information and instruct others on all aspects of the sales program; prepare written documentation; manage a number of programs and ensure timelines are adhered to; supporting the Senior Sales Manager in planning and managing resources. We are seeking a person with a dynamic and enthusiastic approach combined with demonstrated skills and experience suitable for a sales and events environment. Strong IT skills and attention to detail, and the ability to develop, maintain and manipulate spreadsheets for recording and extracting data sets for reporting purposes would be an advantage.

Contact Officer: Clint Peters (02) 6205 2461 clint.peters@act.gov.au

Land Strategy and Finance Sales, Marketing and Estate Management Sales

**Valuations Project Manager
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 18814)**

Gazetted: 02 July 2012

Closing Date: 16 July 2012

Details: The Land Development Agency's Sales team is a professional high energy group of dedicated people working together to identify opportunities and implement strategies to release and sell land on behalf of the ACT Government. This position manages all aspects of the valuations process in relation to the ACT Government Land Release Program. Working autonomously, the occupant will contribute to the continuous improvement of valuation services providing project management, policy advice and information on administration protocol to internal staff and key stakeholders on all aspects of the valuation process. Key responsibilities include the timely, accurate and efficient delivery of valuations, interpretation of valuation data and preparation of reports and ongoing management of the Valuations Panel. We are seeking a person with a dynamic and enthusiastic approach combined with demonstrated skills and relevant experience in the Canberra property market.

Notes: Selection may be assessed on applications and referee reports only.

Contact Officer: Clint Peters (02) 6205 2461 clint.peters@act.gov.au

Land Strategy and Finance Sales, Marketing and Estate Management Estate Management Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43430, expected vacancy)

Gazetted: 02 July 2012

Closing Date: 16 July 2012

Details: The occupant of the position is responsible for ensuring the LDA's estates and assets are maintained cost-effectively. As part of this role the successful applicant will plan, undertake and manage projects involving recurrent maintenance, prepare business cases, funding submissions and reports for works associated with estate management and maintenance programs and liaise and negotiate with a broad range of internal and external stakeholders. To be successful in this position you will need demonstrated high level project, estate and asset management skills and experience together with demonstrated strategic planning and management capability. The occupant of the position will be required to apply strategic asset and estate management principles, practices and strategies, together with a strong focus on strategic management planning.

Eligibility/Other Requirements: A current driver's licence is essential for this position. Knowledge of and experience in major urban development projects is also necessary. The ability to interpret and clearly articulate legislation and policy, impart information and instruct team members on all aspects of estate management is essential.

Notes: Interviews may not be held for this position. Applicants may be assessed on applications and references only.

Contact Officer: Clint Peters (02) 6205 2461 clint.peters@act.gov.au

Tourism, Events and Sports

Venue and Event Services

Marketing and Communications

Multimedia Design and Development Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30739)

Gazetted: 03 July 2012

Closing Date: 17 July 2012

Details: Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community including New Years Eve celebrations, Australia Day celebrations, the Canberra Festival, Enlighten, Floriade and Nightfest. The position is responsible for primarily providing high standard design and development services, including web and print based graphic design, web publishing, basic html development and artwork dispatch. Your responsibilities will involve managing traffic in and out of the marketing unit, fulfilling graphic design requests from internal clients and managing projects from brief to delivery. You will be required to update content on websites using a CMS and apply some apply basic HTML to creative solutions.

Eligibility/Other Requirements: Relevant qualifications in marketing, graphic design, multimedia, communications or a related field and/or proven experience in graphics and website development.

Contact Officer: Adelina La Vita (02) 6205 0659 adelina.lavita@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.

Economic Development, Policy and Governance

Workforce and Governance

Human Resources

Business Support Officer

Administrative Services Officer Class 1 \$40,974 - \$45,283, Canberra (PN: 30747)

Gazetted: 02 July 2012

Closing Date: 9 July 2012

Details: The Human Resource Unit is looking for a Business Support Officer to undertake duties including providing administrative and clerical support to the unit, dispatching and undertaking mail deliveries across the Directorate and file management tasks.

Eligibility/Other Requirements: Physical mobility to commute between buildings.

Notes: This position has been identified for a person with a disability. Interviews may not be held for this position.

Applicants may be assessed on applications and references only.

Contact Officer: Sally Draper (02) 6207 8796 sally.draper@act.gov.au

Education and Training

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

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

Learning, Teaching and Student Engagement

Office of the Executive Director

Division Operations

Finance Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00428)

Gazetted: 04 July 2012

Closing Date: 18 July 2012

Details: Applications are sought from a client oriented staff member to join the Division Operations section of the Learning, Teaching and Student Engagement Division. The successful applicant will be responsible for financial and budgetary procedures across a range of areas including Early Childhood Education and Curriculum Support. They will research and provide considered and sound advice to senior officers as required.

Eligibility/Other Requirements: Knowledge of finance and budget processes and procedures within designated educational programs desirable.

Contact Officer: Sarah Harris (02) 6205 6758 sarah.harris@act.gov.au

Strategy and Coordination

Information, Communications and Governance

Ministerial and Commonwealth Relations

TRIM and Office Administrator

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 09401)

Gazetted: 03 July 2012

Closing Date: 17 July 2012

Details: Ministerial and Commonwealth Relations is seeking a skilled person to process and monitor the document flow of correspondence and briefs in and out of the Directorate and provide quality administration support to the section. The suitable candidate will have well developed organisational skills including attention to detail and the ability to work under pressure to meet changing deadlines. A high level of confidence, drive and flexibility are also sought after attributes. Contact Officer: Tara Cartledge (02) 6205 9161 tara.cartledge@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.

Learning, Teaching and Student Engagement
Office of the Executive Director
Division Operations
Business Support Officer
Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 15495)
Gazetted: 04 July 2012
Closing Date: 18 July 2012

Details: Applications are sought from a dynamic, client oriented staff member to join the Learning, Teaching and Student Engagement Division. The successful applicant will provide administrative support across the Hedley Beare Centre for Teaching and Learning. The position will also provide technical support to public meeting rooms available for hire. The applicant should demonstrate an ability to work in a collaborative and responsive environment with supervision. Contact Officer: Sarah Harris (02) 6205 6758 sarah.harris@act.gov.au

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

Regulation and Services
Construction Services Branch
Utilities, Land and Lease Regulation
Inspector
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20061, several)
Gazetted: 02 July 2012
Closing Date: 9 July 2012

Details: The Environment and Sustainable Development Directorate is seeking an enthusiastic and responsible person to take on the role of inspector within the Investigation Team. The Investigation Team investigates complaints relating to breaches of building law, planning law, and leases. We work closely with other units within Construction Services Branch and the ACT Government as a whole to ensure that the building industry and wider community are aware of their obligations under the laws we administer and comply fully with those laws. Eligibility/Other Requirements: Knowledge of the built environment, construction practices, planning, law, government investigation and building surveying would be highly regarded as would skills in writing and conflict resolution. Possession of a driver's licence would also be an advantage. Contact Officer: Reuben Gaze (02) 6207 6282 reuben.gaze@act.gov.au

Regulation and Services
Sustainability Programs
Energy Assessor
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30730)
Gazetted: 02 July 2012
Closing Date: 17 July 2012

Details: The Environment and Sustainable Development Directorate is seeking a highly motivated person for the position of Energy Assessor for the ACTSmart Government Energy and Water Program. Eligibility/Other Requirements: Knowledge and experience in providing assessments and advice to commercial clients on energy and water efficiency. Current driver's licence essential. Note: This is a temporary position available from 1 August 2012 until 30 June 2013 with the possibility of extension. This is a part-time position at 22:05 hours per week. Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

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

Canberra Hospital and Health Services
Critical Care and Diagnostics
Intensive Care Unit
Intensive Care Specialist
Staff Specialist Band 1-5 \$147,465 - \$181,976 Senior Specialist \$199,231, Canberra (PN: 11389)

Gazetted: 05 July 2012

Closing Date: 12 July 2012

The Position: The successful applicant will join the current closely working team of 10 Intensive Care Specialists providing intensive care, high dependency care and critical care outreach service. Applicants will be expected to have a strong commitment to teaching. The tertiary Intensive Care Unit has 22 bed spaces fully equipped with state of the art equipment and admits 1900 patients per year. Throughput includes postoperative cardiac and neurosurgery with an increasing workload in trauma associated with the Aero-Medical Retrieval Service. The Intensive Care Unit is C24 accredited for training in Intensive Care and has 8 Intensive Care advanced trainees providing after hours cover. There are also 12 other trainees either as ICU basic trainees, or trainees rotating from other specialties. The unit has a strong commitment to teaching at undergraduate and postgraduate level (with daily tutorials) and research (performing unit based, ANZICS clinical trial group and company sponsored studies) with excellent opportunities for collaborative research. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Staff Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total package value of between: \$240,332 - \$318,730 inclusive of salary, applicable allowances and 9% super. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the College of Intensive Care Medicine (FCICM) or an equivalent higher specialist qualification. Note: This is a full-time temporary position available for 12 months with the possibility of an extension. Contact Officer: A/Prof Imogen Mitchell, Director of Intensive Care (02) 6244 3305 Imogen.mitchell@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Caruthers Street CURTIN ACT 2605

**Strategy and Corporate
Service and Capital Planning
Health Infrastructure Program
Senior Facility Planning Officer
Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 16516)**

Gazetted: 05 July 2012

Closing Date: 12 July 2012

Details: Expressions of interest are sought from applicants keen to be involved with planning for the Health Infrastructure Program. The position of Senior Facility Planning Officer in the Health Services Planning Unit is based at 11 Moore Street, Civic. A significant part of the work in the first instance will be at Canberra Hospital. Applicants will work within a small team working with clinicians, executive and support staff to describe and document how the hospital of the future will work, for the information of the architects of the new hospital buildings. The role is responsible for ensuring that the outcomes of various planning processes are consistent with the intent of service planning and process redesign. This position will also develop, maintain and update toolkits and resource materials for future processes of developing models of clinical service delivery. Applicants will possess strong communication and negotiation skills, experience in health facility planning and knowledge of health infrastructure planning processes in Australia.

Note: This is a temporary full time position until 30 June 2016. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jacinta George (02) 6205 0525

**Director General Reports
Office of the Deputy Chief Executive
Organ and Tissue Donation
Nurse Manager Donateliflife ACT
Registered Nurse Level 4.2 \$108,756, Canberra (PN: 28933)**

Gazetted: 05 July 2012

Closing Date: 19 July 2012

Details: DonateLife ACT is seeking a Nurse Manager to lead a dynamic team of 10 promoting and facilitating organ and tissue donation in the ACT. The Nurse Manager is responsible for overseeing the operations of the agency to ensure delivery of an integrated clinically and cost effective service, consistent with the guidelines of the Australian Organ and Tissue Donation and Transplantation Authority. The role provides key support to the ACT Medical Director in providing leadership, strategic, operational and clinical management of the Service.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Relevant post-graduate qualifications or equivalent experience desirable and current class A unrestricted driver's licence.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Imogen Mitchell (02) 6244 3423 imogen.mitchell@act.gov.au

**Canberra Hospital and Health Services
Medicine
Renal
Clinical Nurse Consultant**

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22167)

Gazetted: 05 July 2012

Closing Date: 12 July 2012

Details: This is an exciting and challenging opportunity to lead a 19 bed acute adult medical ward providing predominantly renal specialty care but encompassing care for patients with other acute adult medical conditions. It requires a dynamic, innovative person with strong leadership skills to lead the service into the future.

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

Note: Work hours are Monday to Friday with no shift work. To apply please address the attached selection criteria and provide a current curriculum vitae and the names/contacts of two referees.

Contact Officer: Kellie Noffke (02) 6244 5161

Canberra Hospital and Health Services

Medicine

Cardiology

Coronary Care Unit (CCU) Nursing

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 16998, several)

Gazetted: 05 July 2012

Closing Date: 12 July 2012

Details: Interest is being sought for several Registered Nurses to fill dynamic and rewarding Registered Nurse Level 2 positions within CCU, working a rotating roster. This is a critical care area that offers challenges and opportunity. The clinical unit provides a supportive, nurturing and learning environment to enable RN's to deliver high quality care to acutely unwell cardiac patients. We value and encourage innovation. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kendra Kemister (02) 6244 2265 Karen Simpson (02) 6244 2165

kendra.kemister@act.gov.au; karen.simpson@act.gov.au

Strategy and Corporate

Business and Infrastructure

Strategic Support

Purchasing Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21722)

Gazetted: 05 July 2012

Closing Date: 12 July 2012

Details: The Supply Services Unit is seeking submissions from suitable applicants to fill a Purchasing Officers position at the Mitchell Warehouse. The Supply Services Unit forms part of the Strategic Support section within the Business and Infrastructure branch of ACT Government - Health, delivering customer focused supply chain solutions to the Directorate. 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.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on written applications and referee reports only.

Contact Officer: Brendan Cramp (02) 6205 0807

Canberra Hospital and Health Services

Capital Region Cancer Service

Screening and Support

Project Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 29268)

Gazetted: 05 July 2012

Closing Date: 19 July 2012

Details: The Breast Cancer Treatment, Quality Assurance Project is a small unit and responsible for developing and maintaining databases for longitudinal studies of the treatment of breast cancer. The aim of the project is to collect and examine data of breast cancer treatments and their outcomes. The key duties of the project officer include collecting, entering and processing clinical data from participating clinicians; generating and mailing out follow-up reports on a regular basis; and providing administrative and secretarial support for the Project. This is an exciting opportunity for those who are passionate on breast cancer research, have good interpersonal skills and some project management experience. The applicant will need to demonstrate a commitment to quality activities and attention to detail, and have the ability to work both independently and as part of a small team.

Eligibility/Other Requirements: A current unrestricted driver's licence.

Note: This is full-time permanent position. Salary packaging is available. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Yvonne Epping (02) 6205 1540 or Yanping Zhang (02) 6205 0967

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

Speech Pathologist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 26267)

Gazetted: 05 July 2012

Closing Date: 12 July 2012

Details: The Rehabilitation, Aged and Community Care (RACC) is a vibrant and growing service within ACT Health Directorate providing multidisciplinary care across a range of settings. The RACC Speech Pathology team provide services to adults with acquired communication and swallowing disorders in both inpatient and community settings. Our services are based across the Canberra Hospital as well as in the community. An exciting opportunity exists for HP2 level Speech Pathologists. This is a permanent, full-time position. Applicants seeking part-time employment are encouraged to apply. Please note that applicants with 12 months experience or less will be initially employed at a HP1 level. HP2 level positions are rotational positions, offering experience in both aged care and rehabilitation caseloads. RACC also actively encourages staff to participate in professional development, including a strong in-service program.

Eligibility/Other requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for practicing membership of the Speech Pathology Association of Australia. Have a minimum of 12 months post graduate experience.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rebecca Sullivan (02) 6244 2230 rebecca.sullivan@act.gov.au

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services**

Justice Health

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 29880)

Gazetted: 05 July 2012

Closing Date: 12 July 2012

Details: Applications are invited from suitably qualified Registered Nurses to fill the dynamic and rewarding position as Clinical Nurse Consultant for Justice Health Services. You will be a highly skilled and motivated individual to fill this senior nursing role. Justice Health Service is a multidisciplinary team of medical, nursing and allied health staff providing care to adults and young people in a custodial environment. The successful applicant will provide leadership for all nurses in the Justice Health Service with regards to clinical practice.

Eligibility/Other Requirements: Registered Nurse with the Australian Health Practitioner Regulation Agency.

Note: Selection may be based on application and one referee report only. Applicants are asked to supply an application addressing the selection criteria and attach a recent CV and one referee report.

Contact Officer: Michael Levy (02) 6207 2843

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
Registrations and Fair Trading
Background Screening**

Senior Investigator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30754)

Gazetted: 04 July 2012

Closing Date: 18 July 2012

Details: Under the limited direction of the Senior Manager, Compliance; Supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes. Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Provide assistance analysing complex registrations under the Working with Vulnerable People scheme. Deal appropriately with confidential and sensitive information. Assist the Manager of the unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under various legislations. Represent the Office at meetings, seminars, working parties and conferences relating to the unit's functions. Contribute to ORS operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to workplace diversity, participative work practices and promote OHS principles.

Eligibility/Other Requirements: Must hold or be willing to obtain a Negative Vetting Level 1 Commonwealth Security Clearance.

Contact Officer: Nardia Cassidy (02) 6207 7889 nardia.cassidy@act.gov.au

**Office of Regulatory Services
Registrations and Client Services
Background Screening
Team Leader**

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30720, several)

Gazetted: 04 July 2012

Closing Date: 18 July 2012

Details: Under the general direction of the Manager, provide high level client service, either at the counter, over the phone, or in writing. Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office. Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts. Resolve more complex issues for clients and staff. Accept and account for a range of fees by exercising responsibilities as a collector of public monies. Assist with the supervision, management, training and development of other staff within a business unit. Maintain accurate records managed in a variety of databases and manual registers. Contribute to ORS operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote OHS principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Eligibility/Other Requirements: Must hold or be willing to obtain a Negative Vetting Level 1 Commonwealth security clearance.

Note: This is a temporary position initially available for a period of six months with the possibility of extension.

Contact Officer: Nardia Cassidy (02) 6207 7889 nardia.cassidy@act.gov.au

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

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 03184)

Gazetted: 03 July 2012

Closing Date: 17 July 2012

Details: Under the general direction of the Manager of Operations and in conjunction with the Manager of the Test Station, manage the Vehicle Identity Unit and assist with the management of the vehicle inspection station; inspect vehicles to establish their correct identity; ensure that written off vehicles have been repaired with legitimate parts and to industry standards; provide advice to the public in regards to meeting the requirements for basic and complex vehicle identity checks; organise special identity checks with the Australian Federal Police on a regular basis; and prepare statistics and maintain records in accordance with the *Territory Records Act 2002*

Eligibility/Other Requirements: Motor Mechanic Trade Certificate or equivalent.

Contact Officer: Maz Benn-Clibborn (02) 6207 5238 maz.benn-clibborn@act.gov.au

**Office of Regulatory Services
WorkSafe ACT**

AIMS Data Management Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 05768)

Gazetted: 02 July 2012

Closing Date: 16 July 2012

Details: Under the general direction of the AIMS Database Manager: Receive and load insurer and self insurer workers compensation information into the AIMS database; Undertake best practice data management activities in a timely fashion in completion of tasks and scheduling and organising workload in accordance with database procedures; Maintain and provide advice on the AIMS infrastructure; Liaise and coordinate with insurers in relation to their reporting requirements; Assist on incoming calls for all WorkSafe ACT matters; Maintain back-up and archiving of Insurer data; Provide support to the unit as required; and Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Willingness to undergo relevant training and willingness to wear a uniform if required.

Ability to understand or learn SQL.

Contact Officer: Brett Hasler (02) 6205 3474 brett.hasler@act.gov.au

**Office of Regulatory Services
Registrations and Client Services
Background Screening
Client Service Officer**

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 30716, several)

Gazetted: 04 July 2012

Closing Date: 18 July 2012

Details: As Client Service Officer within any of the Office of Regulatory Services (ORS) business units you are required to: Provide high level client service. Undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing. Undertake responsibilities of, data entry, scanning, indexing, and searching databases to provide for client services. Undertake other administrative functions as required, which may include opening mail, distribution of mail and courier duties. Be the first point of contact for clients. Answer, screen and transfer telephone calls. Order and maintain stationery, office supplies and printing. Manage accounts payable enquiries, dishonoured cheques and other adhoc financial matters. Provide administrative support. Contribute to ORS operations, and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Must hold or be willing to obtain a baseline vetting security clearance.

Notes: This is a temporary position available initially for 6 months with the possibility of extension.
Contact Officer: Nardia Cassidy (02) 6207 7889 nardia.cassidy@act.gov.au

Territory and Municipal Services

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

Roads and Public Transport

Public Transport Systems

Marketing Communication Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 21298)

Gazetted: 02 July 2012

Closing Date: 17 July 2012

Details: The position of Marketing Communication Officer sits within ACTION and reports to the Marketing Communication Manager for ACTION. The major activities required to be undertaken under limited direction include managing a large suite of publications from conception through to completion, managing the suite of ACTION passenger information including bus station and bus stop signage, timetables (print and online), ACTION website and ACTION Twitter, assist in developing marketing and communication strategies and managing the implementation of transport marketing campaigns, preparing, editing and drafting of a range of communications material, coordinate events, exhibitions, presentations and displays and, when required, be the ACTION representative and undertake other duties as directed. Experience in social media and design are highly desirable.

Eligibility/Other Requirements: At least four years experience in public relations, communications, marketing or a related discipline highly desirable. Tertiary qualifications in public relations, communications or marketing highly desirable.

Notes: This is a temporary position available until 21 December 2012. This is an ACTION administrative position which falls under the Territory and Municipal Services Enterprise Agreement.

Contact Officer: Amanda Peake (02) 6207 7134 amanda.peake@act.gov.au

Parks and City Services

Parks and Conservation Service

Fire Management

Fire Management Officer - Operations

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 30404)

Gazetted: 02 July 2012

Closing Date: 17 July 2012

Details: The Parks and Conservation Service is a branch within the Parks and City Services Division responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire Management Section is looking to recruit a suitably qualified person to assist in the development and delivery of the TAMS Bushfire Operations Plan (BOP). The successful applicant will assist in the delivery of fuel management and operations components of the BOP.

Eligibility/Other Requirements: Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

Note: This is a temporary position available for three years. In addition, an order of merit will be established and may be used for permanent recruitment. This position is classified as a Designated Fire Position under the TAMS Collective Agreement. Bushfire related activities, including bushfire suppression, are a mandatory component of the position. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform.

Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

Treasury

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

Shared Services

Human Resources

Injury Management and Safety

Manager, Injury Management Team

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 24852)

Gazetted: 03 July 2012

Closing Date: 19 July 2012

Details: An exciting opportunity exists to join the newly established ACT Government Injury Management and Safety Team. The Team is responsible for the management and delivery of return to work and injury management programs for the ACT Government and the provision of safety consultancy services. The Manager, Injury Management works collaboratively with Shared Services clients and stakeholders to implement best practice injury management and return to

work systems. Duties include: leading the Injury Management Team (IM Team) to achieve improved return to work and health outcomes for the ACT Government; management of IM Team processes and procedures, promotion and communication and staff training programs; management of streamlined reporting and business improvement programs. High level of communication and leadership skills are essential as well as highly developed understanding and knowledge of the legislative and industrial frameworks governing health and safety in the ACTPS.

Note: This is a temporary position available until June 2014.

Contact Officer: Lynne Kenney (02) 6205 3817 lynne.kenney@act.gov.au

Shared Services ICT

Customer Relations

Health ICT - Projects

Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13231)

Gazetted: 02 July 2012

Closing Date: 17 July 2012

Details: This position manages multiple complex ICT Health projects to ensure milestones are met and deliverables meet business objectives.

Eligibility/Other Requirements: Experience in either Health specific ICT or ICT project management would be an advantage.

Contact Officer: Sandra Cook (02) 6205 1451 sandra.cook@act.gov.au

Investment and Economics

Federal Financial Relations Unit

Senior Policy Analyst

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 55129)

Gazetted: 29 June 2012

Closing Date: 6 July 2012

Details: To be successful in this role you will have initiative, good analytical, quantitative and liaison skills. Duties: Assist in undertaking research and providing high-level policy advice on issues associated with the financing of the Australian Capital Territory. Assist in preparation of briefs and provide support for departmental representation at a range of Commonwealth/State forums. Assist in the investigation and review of issues arising from inquiries conducted by the Commonwealth Grants Commission. Undertake liaison with ACT Government Departments, State Departments and Federal Government Departments. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to jacqueline.garcia@act.gov.au. The contact officer is John Purcell, Senior Manager if you wish to discuss any aspects: johh.purcell@act.gov.au

Eligibility/Other Requirements: Qualifications in Economics or related disciplines including relevant experience.

Note: This is a temporary position available from 09 July 2012 to 08 January 2013

Contact Officer: John Purcell (02) 6207 0269 john.purcell@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Customer Relations/Education and Training ICT

Schools Support Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 05087)

Gazetted: 28 June 2012

Closing Date: 10 July 2012

Details: Undertake and/or manage various ICT initiatives and other complex tasks relating to the delivery of ICT services to a range of clients in schools and the Directorate including the Computers for Teaching initiative and reporting on their status to management.

Note: This is a temporary position available from 1 August 2012 until 31 August 2013.

Contact Officer: Chris McGaghey (02) 6207 6885 chris.mcgaghey@act.gov.au

Shared Services

ICT

Finance

Accountant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 14275)

Gazetted: 04 July 2012

Closing Date: 11 July 2012

Details: This position will provide high quality financial accounts administration to support the voice financial services functions, ensuring charges are validated and properly cost recovered.

Contact Officer: Zoe Silec (02) 6207 5019 zoe.silec@act.gov.au

Revenue Management

Compliance

Inspection Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 56119)

Gazetted: 03 July 2012

Closing Date: 10 July 2012

Details: The Compliance section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The main functions of this position include undertaking a range of operational and administrative tasks relating to the investigations of ACT tax law, assist in achieving output targets of the section, conduct searches of internal and external databases and other related functions as directed.

Eligibility/Other Requirements: Must have a current driver's licence.

Contact Officer: Joseph Tonna (02) 6207 0104 joseph.tonna@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$44,804 - \$55,076

Ricky Miller 835-81655, Section 68(1), 28 June 2012

Economic Development

Senior Officer Grade B \$106,086 - \$119,426

Anton Veld 785-21025, Section 68(1), 2 July 2012

Education and Training

School Assistant 3 \$44,913 - \$48,474

Annette Reid 827-30321, Section 68(1), 3 July 2012

Environment and Sustainable Development

Administrative Services Officer Class 4 \$58,870 - \$63,917

Rashed Yamin 835-81794, Section 68(1), 2 July 2012

Health

Technical Officer Level 1 \$47,953 - \$50,376

Nestori Bigirimana 825-47578, Section 68(1), 28 June 2012

Administrative Services Officer Class 3 \$52,818 - \$57,004

Jonathan Burdin 827-10849, Section 68(1), 3 July 2012

Health Service Officer Level 4 \$43,599 - \$45,346

Dominic Burgess 835-81014, Section 68(1), 2 July 2012

Enrolled Nurse Level 1 \$50,160 - \$53,766

Virginia Carnevale 824-51738, Section 68(1), 28 June 2012

Registered Nurse Level 1 \$55,567 - \$75,084

Sincy Chandy 824-32862, Section 68(1), 2 July 2012

Registered Nurse Level 1 \$55,567 - \$75,084

Suju Ghimire 825-49258, Section 68(1), 3 July 2012

Registered Nurse Level 1 \$55,567 - \$75,084

Susan Jacob 833-47105, Section 68(1), 3 July 2012

Enrolled Nurse Level 1 \$50,160 - \$53,766

Rinu Kannadan Kuriakose 827-27771, Section 68(1), 28 June 2012

Administrative Services Officer Class 3 \$52,818 - \$57,004

Iulia Lungu 835-82236, Section 68(1), 2 July 2012

Registered Nurse Level 1 \$55,567 - \$75,084

Deepthi Mathew 825-49055, Section 68(1), 28 June 2012

Health Professional Level 2 \$54,414 - \$75,477

Ankita Parbhu 834-51447, Section 68(1), 28 June 2012

Administrative Services Officer Class 2 \$46,372 - \$51,422

Helen Parkes 831-23646, Section 68(1), 5 July 2012

Administrative Services Officer Class 4 \$58,870 - \$63,917

Rebecca Quinn 834-52191, Section 68(1), 3 July 2012

Health Service Officer Level 4 \$43,599 - \$45,346

Sophie Skye 835-81030, Section 68(1), 2 July 2012

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Kirsten Stafford 835-80257, Section 68(1), 28 June 2012

Health Service Officer Level 4 \$43,599 - \$45,346

Stephen Volani 828-66587, Section 68(1), 29 June 2012

Health Professional Level 2 \$54,414 - \$75,477

Catherine Woods 825-49952, Section 68(1), 5 July 2012

Justice and Community Safety

Administrative Services Officer Class 5 \$65,660 - \$69,623

Mary Kelly 825-08632, Section 68(1), 1 July 2012

Treasury

Senior Officer Grade C \$89,786 - \$96,809

Adam Incher 835-82105, Section 68(1), 1 July 2012

Administrative Services Officer Class 5 \$65,660 - \$69,623

Shakti Khemchandani 821-16268, Section 68(1), 8 March 2012

TRANSFERS

Education and Training

Sandi Joy Carige: 785-55735

From: School Assistant 2/3 \$39,431 - \$43,728

Education and Training

To: School Assistant 2 \$39,431 - \$43,728

Education and Training, Canberra (PN. 01073) (Gazetted 1 May 2012)

Health

Tendayi Kanengoni: 786-48237

From: Registered Nurse Level 2 \$78,157 - \$82,990

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 04623) (Gazetted 24 May 2012)

Rachael Naumovski: 780-52791

From: Administrative Services Officer Class 2/3 \$46,372 - \$57,004

Health

To: Administrative Services Officer Class 3 \$52,818 - \$57,004

Health, Canberra (PN. 10605) (Gazetted 31 May 2012)

Justice and Community Safety

Jeanne Poblete: 784-56374

From: Administrative Services Officer Class 5 \$65,660 - \$69,623

Justice and Community Safety

To: Administrative Services Officer Class 5 \$65,660 - \$69,623

Justice and Community Safety, Canberra (PN. 25149) (Gazetted 3 May 2012)

PROMOTIONS

Community Services

**Disability ACT
Services for Adults with Disability
Accommodation Support
Stuart James Hayter: 786-87420**

From: Disability Support Officer Level 2 \$54,622 - \$61,143
Community Services

To: †Disability Support Officer Level 3 \$68,748 - \$76,264
Community Services, Canberra (PN. 07290) (Gazetted 24 February 2012)

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.

**Disability ACT
Services for Adults with Disability
Accommodation Support
Julia Annette Sargent: 741-02122**

From: Disability Support Officer Level 2 \$54,622 - \$61,143
Community Services

To: †Disability Support Officer Level 3 \$68,748 - \$76,264
Community Services, Canberra (PN. 27414) (Gazetted 24 February 2012)

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

Economic Development

**Land Strategy and Finance Division
Rachael Neiberding: 816-80588**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Economic Development

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Economic Development, Canberra (PN. 27051) (Gazetted 18 April 2012)

Education and Training

**Office for Schools
North/Gungahlin Network
Campbell High School
Caitlin Horan: 817-94307**

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

To: †School Leader C \$91,769
Education and Training, Canberra (PN. 02574) (Gazetted 19 March 2012)

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

Environment and Sustainable Development

**Corporate
Ministerials, Government and Legal Services
Tammara Lee Haines: 827-36184**

From: Administrative Services Officer Class 3 \$52,818 - \$57,004
Territory and Municipal Services

To: †Administrative Services Officer Class 4 \$58,870 - \$63,917
Environment and Sustainable Development, Canberra (PN. 27297) (Gazetted 4 May 2012)

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

**Regulation and Services
Construction Services
Construction Audit Team
Jade Walters: 821-18482**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917

Environment and Sustainable Development

To: †Administrative Services Officer Class 6 \$70,913 - \$81,460

Environment and Sustainable Development, Canberra (PN. 29487) (Gazetted 30 April 2012)

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

Health

Canberra Hospital and Health Services Rehabilitation Aged and Community Care Aged and Community Care Policy

Alice Campbell: 833-46356

From: Administrative Services Officer Class 2 \$46,372 - \$51,422

Health

To: Administrative Services Officer Class 3 \$52,818 - \$57,004

Health, Canberra (PN. 00288) (Gazetted 31 May 2012)

Director General Reports

Population Health

Health Protection Service

Lyndell Hudson: 795-54398

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$89,786 - \$96,806

Health, Canberra (PN. 27603) (Gazetted 10 May 2012)

Director General Reports

Population Health

Health Protection Service

Andrew Kaye: 608-14612

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$89,786 - \$96,806

Health, Canberra (PN. 27604) (Gazetted 10 May 2012)

Canberra Hospital and Health Services Mental, Justice, Alcohol and Drug Services Rehabilitation and Speciality Services

Ahu Kocak: 827-82172

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$89,786 - \$96,809

Health, Canberra (PN. 21787) (Gazetted 10 May 2012)

Canberra Hospital and Health Services Mental, Justice, Alcohol and Drug Services Child and Adolescent Mental Health

Angela Pulitano: 799-93972

From: Health Professional Level 2 \$54,414 - \$75,477

Health

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Health, Canberra (PN. 23316) (Gazetted 19 April 2012)

Canberra Hospital and Health Services Mental, Justice, Alcohol and Drug Services Rehabilitation and Speciality Services

David Robb: 817-34398

From: Registered Nurse Level 1 \$55,567 - \$75,084

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 16044) (Gazetted 19 April 2012)

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

Sharin Isabelle Therese Tully: 261-23949

From: Registered Nurse Level 2 \$78,157 - \$82,990

Health

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531

Health, Canberra (PN. 25943) (Gazetted 7 June 2012)

Justice and Community Safety

Corporate

People and Workplace Strategy

Justine Anne Lowder: 816-78728

From: Administrative Services Officer Class 3 \$52,818 - \$57,004

Justice and Community Safety

To: Administrative Services Officer Class 6 \$70,913 - \$81,460

Justice and Community Safety, Canberra (PN. 14053) (Gazetted 1 May 2012)