



ACT Government Gazette

Gazetted Notices for the week beginning 26 July 2012

Executive Notices

Chief Minister and Cabinet

Engagements

Brook Dixon – Director, Policy (E382) Section 72 of the Public Sector Management Act 1994

David Pepper – Director, Policy (E287) Section 72 of the Public Sector Management Act 1994

Susan Hall – Director, Corporate Management (E421) Section 72 of the Public Sector Management Act 1994

Michael Chisnall – Executive Director, Government Information Office, Policy (E663) Section 72 of the Public Sector Management Act 1994

Community Services

Variation – Transfer

Bronwen Overton-Clarke – Executive Director, Housing and Community Services (E270) Section 80A(1)(a) of the Public Sector Management Act 1944

Variation – Assignment

Paul Wyles – Director, Therapy ACT (E280) Section 80A(1)(b) of the Public Sector Management Act 1944

Economic Development

Variation – Transfer

Ian Wood-Bradley – Director, Land Delivery (E633) Section 80A(1)(b) of the Public Sector Management Act 1944

Justice and Community Safety

Variation – Assignment

Lana Junakovic – Director, People and Workplace Strategy, Justice and Community Safety (E689). Section 80A(1)(b) of the Public Sector Management Act 1994.

Treasury

Variation – Assignment

Graeme Dowell – Director, Revenue Management, Revenue Management Division (E678) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

ACT Teacher Quality Institute

**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**

Database and Records Management

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30719)

Gazetted: 01 August 2012

Closing Date: 8 August 2012

Details: Oversee the administration, maintenance and enhancement of the ACT Teacher Quality Institute's business system and associated interfaces. The successful applicant will require a sound understanding of the *Territories Records Act 2002* as well as experience in managing records in an electronic environment.

Note: This is a part-time position available at 22:03 hours per week.

Contact Officer: Robin Hutchison (02) 6205 6366 robin.hutchison@act.gov.au

Registration Services

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30718)

Gazetted: 01 August 2012

Closing Date: 8 August 2012

Details: Oversee the delivery of the ACT Teacher Quality Institute's regulatory functions including teacher registration and permit to teach approval, certification, and accreditation of teacher education courses and teacher professional learning programs.

Contact Officer: Robin Hutchison (02) 6205 6366 robin.hutchison@act.gov.au

Registration Services

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30826)

Gazetted: 01 August 2012

Closing Date: 8 August 2012

Details: Assist in the delivery of the ACT Teacher Quality Institute's regulatory functions including teacher registration, renewal and permit to teach approval.

Contact Officer: Robin Hutchison (02) 6205 6366 robin.hutchison@act.gov.au

Executive/Administrative Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 22844)

Gazetted: 01 August 2012

Closing Date: 8 August 2012

Details: Provide high level administrative support to the Chief Executive Officer and to staff of the ACT Teacher Quality Institute.

Contact Officer: Robin Hutchison (02) 6205 6366 robin.hutchison@act.gov.au

Calvary Health Care ACT (Public)

Corporate

Human Resources

Recruitment Unit

Administrative Services Officer Level 6 \$70,913 - \$81,460, Canberra (PN: 7347)

Gazetted: 30 July 2012

Closing Date: 13 August 2012

We are seeking an individual who is available to fill the position of Recruitment Manager. The successful candidate will: Manage all aspects of the Recruitment Function, including media, website and other recruitment strategies. Provide high level guidance to the recruitment team in relation to all recruitment, employment and processing systems. Conduct regular meetings with all Departmental Managers in relation to recruitment processes. Conduct orientation program for all new starters in timely manner. Review feedback and make program improvements as required. Manage the finalisation of documentation processes of contracts for Visiting Medical Officers (VMO) and Staff Specialists (SS). Manage the point to point recruitment process for all nursing, clinical and administrative appointments. For further information regarding this role please contact Michele Lewis (02) 6201 7244. To apply for this role please visit our website www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: David Prior 02 6201 6120 David Prior Applications can be forwarded to: michele.lewis@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

Therapy ACT

Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 07327)

Gazetted: 26 July 2012

Closing Date: 14 August 2012

Details: The successful applicant will provide Occupational Therapy services involving Environmental Home Modifications for clients who are tenants of Housing ACT. This may include advising Housing ACT on matters such as home modification needs of individual tenants, the purchase or building of modified housing, and the selection and allocation of housing properties for people with disabilities. The Therapist will be based in the Therapy ACT Equipment Service team (TES) and report to its Clinical Leader. The Therapist will also spend time in the Housing ACT office.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with AHPRA and eligibility for Membership with Australian Occupational Therapy Association. Current driver's licence essential.

Note: This is an expected temporary vacancy available until September 2013. This Occupational Therapy position is funded by Housing ACT. Clinical supervision is provided by the Therapy ACT Senior OT and the TES Clinical Leader.

Contact Officer: Nedra Playford (02) 6205 3135 nedra.playford@act.gov.au

**Therapy ACT
Physiotherapy
Physiotherapist**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25821)

Gazetted: 27 July 2012

Closing Date: 14 August 2012

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. The successful applicant will provide supervision to staff, and assess, plan, implement and evaluate individual and group programs for this client group.

Eligibility/Other Requirements: Tertiary Qualifications or equivalent in Physiotherapy. Registered or eligible for Physiotherapy registration with the Australian Health Practitioner Regulation Agency and membership of APA. Current driver's licence.

Note: This is a permanent full-time position, but part-time hours will be considered.

Contact Officer: Glenda Smith (02) 6205 9009 glenda.smith@gmail.com

Policy and Organisational Services

Organisational Services

Learning and Community Education (LaCE)

Training Co-ordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 02639)

Gazetted: 26 July 2012

Closing Date: 14 August 2012

Details: This position is responsible for co-ordination and delivery of training to professional staff within Community Services Directorate. We are looking for someone who has a sound knowledge of human services and the child protection sector.

Eligibility/Other Requirements: A current certificate IV in Training and Assessment is desirable.

Contact Officer: Gerard Nolan (02) 6207 1528 gerard.nolan@act.gov.au

Housing and Community Services

artsACT

Arts Support

Arts Support Program Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 13517)

Gazetted: 30 July 2012

Closing Date: 13 August 2012

Details: Administer a range of arts projects and programs, primarily the delivery of the ACT Arts Fund. Prepare policy advice, briefings and correspondence for the Minister for the Arts and the Directorate.

Contact Officer: Robert Piani (02) 6207 2381 robert.piani@act.gov.au

Housing ACT

Asset Management Branch

Quality Improvement Unit

Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00089)

Gazetted: 27 July 2012

Closing Date: 1 August 2012

Details: Quality Assurance and Continuous Improvement Team is seeking an energetic and motivated team member to assist the Manager in planning, developing and conducting review and audit activities as well as reporting on the effectiveness of Quality Management System processes.

Eligibility/Other Requirements: Experience in IT (including data base interrogation) is essential. Knowledge of contemporary Project Management principles and practices is desirable.

Notes: This position is being readvertised due to a previous incorrect contact email address. Previous applicants will be considered and if they wish may resubmit their applications before the due date.

Contact Officer: David Lascelles (02) 6205 0272 david.lascelles@act.gov.au

Therapy ACT

Physiotherapy

Physiotherapist

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 25824)

Gazetted: 27 July 2012

Closing Date: 14 August 2012

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. The successful applicant will provide supervision to staff, and assess, plan, implement and evaluate individual and group programs for this client group.

Eligibility/Other Requirements: Tertiary Qualifications or equivalent in Physiotherapy. Registered or eligible for Physiotherapy registration with the Australian Health Practitioner Regulation Agency and membership of APA. Current driver's licence.

Note: This is a permanent full-time position, but part-time hours will be considered.
Contact Officer: Glenda Smith (02) 6205 9009 glenda.smith@gmail.com

**Disability ACT
Service Delivery
Services for Adults Team, Children and Young People's Team and Intensive Treatment and Support Team.
Support Worker**

Disability Support Officer Level 1 \$43,767 - \$45,521, Canberra (PN: 12799, several)

Gazetted: 30 July 2012

Closing Date: 24 August 2012

Details: Are you looking for a rewarding and enjoyable position? Do you enjoy interacting with a variety of people? Disability ACT is seeking individuals who are committed to assisting people with a disability to be active members of the ACT Community. Do you feel that people with a disability are entitled to the same respect, and quality of life as everyone else? If so Disability ACT would like to hear from you. We have several permanent full-time and part-time and casual positions available! To find out more about the role of a Disability Support Officer.

Please attend one of our information sessions on: Wednesday 15 August 2012 at 12:30pm – 1:30pm or 5:00pm – 6:00pm. Location: Disability ACT, Nature Conservation House, Cnr Emu Bank and Benjamin Way, Belconnen.

Eligibility/Other Requirements: If you do not have the relevant experience, your diverse life and work experiences can be transferred to support people with a disability. You will need a current driver's licence. Disability ACT will provide all additional training.

Note: Penalty payments increase the salary range significantly. The salary is pro rata based on the hours worked.

Contact Officer: Mary Ormsby (02) 6207 8028

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

**Office for Schools
North/Gungahlin Network
Lyneham Primary School
Principal (Category 4)
School Leader A \$124,490, Canberra (PN: 01781)**

Gazetted: 26 July 2012

Closing Date: 9 August 2012

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Contact Officer: Anne Huard (02) 6205 5479 anne.huard@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 Schools
North/Gungahlin Network
Ngunnawal Primary School
Principal
School Leader A \$114,495-\$149,480, Canberra (PN: 31766)**

Gazetted: 27 July 2012

Closing Date: 10 August 2012

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration or eligibility for registration with the ACT Teacher Quality Institute.

Contact Officer: Anne Huard (02) 6205 5479 anne.huard@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 Schools
Tuggeranong Network
Caroline Chisholm School
Deputy Principal
School Leader B \$113,350, Canberra (PN: 04111)**

Gazetted: 27 July 2012

Closing Date: 10 August 2012

Details: 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Contact Officer: Wendy Wurfel (02) 6205 7277 wendy.wurfel@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.

Office for Schools

South/Weston Network

Forrest Primary School

Executive Teacher

School Leader C \$97,350, Canberra (PN: 03618)

Gazetted: 26 July 2012

Closing Date: 9 August 2012

Details: 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 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Contact Officer: Christine Pilgrim (02) 6205 5644 christine.pilgrim@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.

Office for Schools

Belconnen Network

Macgregor Primary School

Executive Teacher

School Leader C \$97,350, Canberra (PN: 30660)

Gazetted: 26 July 2012

Closing Date: 6 August 2012

Details: 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Contact Officer: Lana Read (02) 6205 7511 lana.read@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.

Training and Tertiary Education

Tertiary Education and Performance

International Education Unit

Assistant Manager

School Leader C \$97,350, Canberra (PN: 11761)

Gazetted: 27 July 2012

Closing Date: 10 August 2012

Details: The Education and Training Directorate is seeking a highly skilled School Leader C to assist the manager to lead its International Education Unit. The assistant manager provides pastoral care, advice and support to international students studying in ACT public schools and liaises with schools, international students and their parents and international education agents to ensure compliance with legislative and statutory obligations. The assistant manager is also required to develop and implement education programs of international value to the Directorate.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: This is an office based teaching position and school standdown periods do not apply.

Contact Officer: Nicole King (02) 6205 6998 nicole.king@act.gov.au

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

School Improvement

Student Engagement

Student Wellbeing and Behaviour Support

Senior Counsellor

School Leader C \$97,350, Canberra (PN: 01952)

Gazetted: 26 July 2012

Closing Date: 14 August 2012

Details: Provide professional leadership in the delivery of psychological services to school communities; professional supervision and support of school counsellors in the areas of assessment, counselling and training relating to learning, behaviour, social and emotional issues; provide advice on issues related to the practice of psychology within the section; and perform school psychological duties as directed.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Minimum of three years general registration as a psychologist with the Australian Psychology Board. Please note that under the ACT Public Service Education and Training Directorate (Teaching Staff) Enterprise Agreement 2011-2014 psychologists with three years registration and no teaching qualifications may apply for this position. This position has school based conditions.

Note: This position is part of a Special Employment Agreement which attracts an additional \$8,000 per year on top of the salary range along with teacher holiday conditions.

Contact Officer: Billieann Bambrick (02) 6205 7619 billieann.bambrick@act.gov.au

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

**School Improvement
Aboriginal and Torres Strait Islander and Student Engagement
Student Wellbeing and Behaviour Support
Senior Counsellor**

School Leader C \$97,350, Canberra (PN: 17336)

Gazetted: 26 July 2012

Closing Date: 14 August 2012

Details: Provide professional leadership in the delivery of psychological services to school communities, professional supervision and support of school counsellors in the areas of assessment, counselling and training relating to learning, behaviour, social and emotional issues, provide advice on issues related to the practice of psychology within the section and perform school psychological duties as directed.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Minimum of three years general registration as a psychologist with the Australian Psychology Board. Please note that under the ACT Public Service Education and Training Directorate (Teaching Staff) Enterprise Agreement 2011-2014, psychologists with three years registration and no teaching qualifications may apply for this position. This position has school based conditions.

Note: This position is part of a Special Employment Agreement which attracts an additional \$8,000 per year on top of the salary range along with teacher holiday conditions.

Contact Officer: Billieann Bambrick (02) 6205 7619 billieann.bambrick@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
Aboriginal and Torres Strait Islander Education and Student Engagement
Transitions, Careers and Vocational Learning
Careers and Transitions Program Manager**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 09480)

Gazetted: 31 July 2012

Closing Date: 14 August 2012

Details: An opportunity exists in the Transitions and Careers section within the Learning, Teaching and Student Engagement Division. The position will involve researching, analysing and providing advice to senior management on the development of policy and guidelines regarding transitions and career education in schools, including career development across the lifespan. The position will also involve coordinating the development of the ACT Career and Transition Framework (website) and aligning career education provision in schools and tertiary institutions. The successful candidate will have the ability to work under pressure to set priorities and meet deadlines (both independently and as a member of a team) and proven capacity to liaise effectively with stakeholders. Eligibility/Other Requirements: Experience and qualifications in career development desirable. Note: This is a temporary position available until 31 December 2012 with the possibility of extension.

**Learning, Teaching and Student Engagement
Aboriginal and Torres Strait Islander Education and Student Engagement
Transitions, Careers and Vocational Learning
Administration Officer**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 18701)

Gazetted: 26 July 2012

Closing Date: 9 August 2012

Details: An opportunity exists in the Transitions, Careers and Vocational Learning within the Learning, Teaching and Student Engagement Division. The position will involve providing high level administrative and clerical support to the section manager and the ACT Youth Commitment program manager. In particular, the position will involve administration of Approval Statement applications, including the preparation of correspondence and reports. As directed by the program manager, liaise with schools, parents, community agencies, government agencies, employers and Directorate staff.

Note: This is a temporary position available until 31/12/2012 with the possibility of an extension.

Contact Officer: Melanie Selems (02) 6205 3601 melanie.selems@act.gov.au

**Office for Schools
Tuggeranong Network
Lake Tuggeranong College
3D Animation Teacher
Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 05855)**

Gazetted: 30 July 2012

Closing Date: 14 August 2012

Details: This position involves leadership in and implementation of project-based delivery strategies which engage students in skills and competencies in the design and technology learning area.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Relevant trade qualifications and/or industry experience is desirable.

Note: This is a temporary position available until 21 December 2012 with the possibility of extension.

Contact Officer: Cathy Jackson (02) 6205 6222 cathleen.jackson@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.

**Office for Schools
Tuggeranong Network
Lake Tuggeranong College
Automotive Teacher
Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 05644)**

Gazetted: 30 July 2012

Closing Date: 14 August 2012

Details: This position involves leadership in and implementation of project-based delivery strategies which engage students in skills and competencies in the design and technology learning area.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Certificate IV in Training and Assessment is required for the Automotive Technology position. Relevant trade qualifications and/or industry experience is desirable.

Notes: This is a temporary position available until 21 December 2012 with the possibility of extension.

Contact Officer: Cathy Jackson (02) 6205 6222 cathleen.jackson@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.

**Office for Schools
North/Gungahlin Network
Gold Creek School
Executive Assistant
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 30545)**

Gazetted: 31 July 2012

Closing Date: 14 August 2012

Details: Gold Creek School is seeking a highly motivated Executive Assistant. The successful candidate will provide administrative support to the Principal across a multi campus school. This position also includes, organising meetings, presentations, travel, compiling meeting agendas and minutes.

Eligibility/Other Requirements: First aid qualifications or willingness to undertake appropriate training are desirable.

Contact Officer: Kerry Lyttle (02) 6205 1743 kerry.lyttle@ed.act.edu.au

Environment and Sustainable Development

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

**Policy
Nature Conservation Policy
Senior Manager
Senior Professional Officer Grade A \$123,208, Canberra (PN: 00489)**

Gazetted: 01 August 2012

Closing Date: 21 August 2012

Details: This position requires managing staff and resources of the Research Section that provides scientific advice on matters relating to biodiversity conservation, natural resource management and land use planning. The Research Section undertakes or supports a range of monitoring and research programs including wildlife research, ecological surveys, biodiversity monitoring and preparing and guiding the implementation of threatened species recovery plans. The Research Section also undertakes or supports key on-ground actions to assist the recovery of threatened species, such

as captive breeding programs for the corroboree frog and translocation of bettongs to the ACT. Research and monitoring programs provide a sound scientific basis for policy, planning and management decisions.
Eligibility/Other Requirements: Relevant tertiary qualifications in a relevant field are desirable.
Contact Officer: Heather Tomlinson (02) 6205 8560 heather.tomlinson@act.gov.au

City Planning

Land and Infrastructure Group

Senior Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30849)

Gazetted: 27 July 2012

Closing Date: 14 August 2012

Details: The Environment and Sustainable Development Directorate (ESDD) has responsibility within the ACT for policy development relating to climate change, waste, heritage, planning, transport planning, energy and water, together with regulatory responsibilities for development and building applications, nature conservation and environment protection. ESDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. The Land and Infrastructure Group of ESDD has an opportunity for an experienced engineer with skills in hydraulic engineering and a sound knowledge of Waterways Water Sensitive Urban Design (WSUD) General Code. The Land and Infrastructure Group coordinates various feasibility, concept and technical investigation projects for the delivery of core infrastructure in support of land development in the ACT. This position will provide technical advice on WSUD and hydraulic matters on behalf of the Directorate and manage feasibility, concept and technical projects to support land development. An understanding of the land development process and knowledge of CAD and GIS applications would be desirable. To carry out these functions you will have good written and oral communication skills. The successful applicant will be working within the Land and Infrastructure Group of the City Planning Division of ESDD. The position would suit a civil/environmental engineer with skills in hydraulic engineering.

Eligibility/Other Requirements: Tertiary qualifications in Civil and /or Environmental Engineering, particularly hydraulic engineering, are required.

Notes: This is a temporary position available for one year with the possibility of extension to two years.

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

Construction Services

Construction Occupations

Senior Electrical Inspector

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23902)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: The Construction Occupations Section in the Construction Services Branch of Environmental and Sustainable Development Directorate (ESDD) is seeking applicants for a Senior Electrical Inspector position. Responsibilities will include supervising a team of electrical inspectors, coordinating investigations that may result in disciplinary or other actions and representing the ACT on various committees.

Eligibility/Other Requirements: Eligible for an ACT unrestricted electricians licence. Current driver's licence.

Contact Officer: Dennis Harvey (02) 6207 7161 dennis.harvey@act.gov.au

Planning Policy

Design Policy

Strategic City Planning and Design

Urban Planner

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30881)

Gazetted: 30 July 2012

Closing Date: 14 August 2012

Details: Strategic City Planning and Design within the Environment and Sustainable Development Directorate undertakes and reviews strategic policy and research that informs and guides the urban form of Canberra. A key part of the section's work is preparing planning and design studies under the Government's master plan program and identifying strategic initiatives for urban renewal. We are seeking a suitably qualified person to assist in the development, production and project management of master plans for commercial centres and public transport corridors. Applicants should demonstrate analytical, conceptual and research skill as well as 2D and 3D graphics production, project management and communication skills and a demonstrated ability to work within a small team. A good understanding of design concepts is also necessary.

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

Note: This is a temporary position available until 28 June 2013. Selection may be based on written application and referee reports only.

Contact Officer: Chris Gell (02) 6207 2642 chris.gell@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
Mental, Justice Alcohol and Drug Services
Justice Health**

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

Gazetted: 02 August 2012

Closing Date: 9 August 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 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. Selection may be based on application and one referee report only.

Contact Officer: Michael Levy (02) 6207 2843

**Strategy and Corporate
Professional Lead Research and Education
Allied Health Adviser**

**Project Officer, Physiotherapy Extended Scope of Practice Roles in Emergency Department (ED)
Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 30771)**

Gazetted: 02 August 2012

Closing Date: 9 August 2012

Details: This position is for an allied health professional interested in the opportunity to work as a Project Officer for the Physiotherapy Extended Scope of Practice Roles in Emergency Department Project. This is a Health Workforce Australia(HWA) funded project with the aim of establishing the introduction of physiotherapist extended scope of practice roles into the Emergency Departments across HWA assigned implementation sites. The successful applicant for this position will be an experienced allied health professional, with a keen interest in workforce re-design and innovation. The discipline of physiotherapy is highly relevant to this project, and in addition, the applicant will have capabilities of utilising change management and risk management principles, a high level of interpersonal and communication skills, project management experience with a demonstrated ability to deliver project deliverables within project scope and resources.

Eligibility/Other Requirements: Appropriate qualification in an allied health discipline, the discipline of physiotherapy is highly relevant to this project. Registered or eligible for registration with relevant National Professional Registration Board, and/or eligibility for professional membership. Post graduate experience in health related project or research methods and/or quality improvement activities highly desirable.

Note: This is a temporary part-time position available until February 2014 at 18:22 hours per week. 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: Karen Murphy (02) 6205 0893

**Director General Reports
Population Health
Health Protection Service
Assistant Manager Environmental Chemistry
Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 30721)**

Gazetted: 02 August 2012

Closing Date: 16 August 2012

Details: The occupant of this position will be expected to manage the ambient air monitoring program and defined projects, perform chemical and/or other analysis and carry out investigations of samples requiring professional training. Assist in the management of the quality system. Prepare reports and correspondence; carry out more complex analytical and investigation work; lead the development of methodology and techniques. As required, liaise with or provide advice to Department staff and other government departments/authorities.

Eligibility/Other Requirements: Degree in Science preferably with a major in chemistry, or other approved qualification. Broad experience in analytical chemistry utilising modern instrumentation. Current driver's licence.

Note: The Environmental Chemistry Unit is a National Association of Testing Authority (NATA) accredited laboratory for the chemical testing of air and operates the Australian Capital Territory's Air Quality monitoring program. Also the unit performs environmental chemical analysis as required. 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: Ian Firkins-Fox (02) 6205 8718

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Walk-in Centre
Advanced Practice Nurse
Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 18503)**

Gazetted: 02 August 2012

Closing Date: 9 August 2012

Details: An opportunity exists for a part-time Advanced Practice Nurse with relevant experience to work in the Walk-in Centre. This is a permanent position and involves rotating shifts. The Walk-in Centre is a service for treatment of minor illness and injury and is open seven days a week from 7am to 11pm.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post Graduate tertiary nursing qualification in acute and/or primary care relevant to nursing in a Walk-in Centre. Demonstrated extensive clinical experience in a Walk-in Centre or relevant acute and/or primary care area.

Note: This is a permanent part-time vacancy available at 24-32 hours per week. 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: Naree Stanton 0403 050 967

Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Child Protection Training Officer
Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 20212)

Gazetted: 02 August 2012

Closing Date: 9 August 2012

Details: As a member of a small team, the Child Protection Training Officer is responsible for the development, presentation and evaluation of education and training programs and strategies in the broad area of child protection for Health Directorate.

Eligibility/Other Requirements: Experience in the delivery of training programs. Registration or eligible to register with AHPRA. A current driver's licence.

Note: This is a part-time position at 18:00 hours per week. 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: Isabel Munoz (02) 6205 1312

Director General Reports
Population Health
Health Protection Service
Analytical Chemist (Environmental)
Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 27725)

Gazetted: 02 August 2012

Closing Date: 16 August 2012

Details: The occupant of this position will be expected to: supervise the ambient air monitoring program, perform chemical and/or other analysis and carry out investigations of samples requiring professional training. Assist in the operation of the quality system. Prepare reports and correspondence; carry out more complex analytical and investigation work; assist with the development of methodology and techniques. As required, liaise with or provide advice to Department staff and other government departments/authorities.

Eligibility/Other Requirements: Degree in Science preferably with a major in chemistry, or other approved qualification. Broad experience in analytical chemistry and modern instrumentation. Current driver's licence.

Note: The Environmental Chemistry Unit is a National Association of Testing Authority (NATA) accredited laboratory for the chemical testing of air and operates the Australian Capital Territory's Air Quality monitoring program. Also the unit performs environmental chemical analysis as required. 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: Ian Firkins-Fox (02) 6205 8718

Canberra Hospital and Health Services
Medicine
Resources
Senior Respiratory Scientist
Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23650)

Gazetted: 02 August 2012

Closing Date: 16 August 2012

Details: The Department of Respiratory and Sleep Medicine has an opportunity for a suitably qualified and experienced person to join a multidisciplinary team in the Respiratory Physiology Unit. The successful applicant will assist in the daily management of the laboratory and participate in the supervision of staff. Responsibilities include contribution to the clinical service by providing high quality routine and complex respiratory physiology measurements. Maintaining high level of quality assurance for all aspects of the clinical service is essential. The role also encompasses education and participation in laboratory based research activities.

Eligibility/Other Requirements: Bachelor of Science or equivalent such as Physiology, Allied Health, Health Sciences. Previous experience working in Respiratory Physiology measurement. Professional credential (Certified Respiratory Function Scientist) from the Australian and New Zealand Society of Respiratory Science and experience working with paediatric patients is desirable.

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: Derek Figurski (02) 6244 2066

Canberra Hospital and Health Services

Operational Support

Support Services

Operations Manager – Wardspersons

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 26042)

Gazetted: 02 August 2012

Closing Date: 9 August 2012

Details: Are you looking for an exciting and rewarding management opportunity to lead support staff in a Health care setting? Ward Services is a diverse and multi-skilled group of dedicated staff comprising of Hospital Assistants, Ward Clerks and Wardspersons who deliver invaluable Operational Support services to clinical areas of the Canberra Hospital. An opportunity exists for a self-motivated person looking for a challenging and rewarding role to become our Wardspersons Operations Manager. The Wardspersons Operations Manager is responsible for the management of Wardsperson services throughout the hospital campus which includes service design and delivery, rostering and performance management.

Eligibility/Other Requirements: Workplace Training and Assessment (Certificate IV or equivalent experience). A sound appreciation of the provision of Operational Support services in the Health Sector. Sound human resource management experience, preferably in Healthcare setting.

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 application and referee reports only which should address the selection criteria. Interviews may not be held.

Contact Officer: Melanie Marshall 0407004352 (02) 6244 2980

Canberra Hospital and Health Services

Business and Infrastructure

Security and Emergency

Switchboard Supervisor

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 20122)

Gazetted: 02 August 2012

Closing Date: 16 August 2012

Details: The Switchboard Supervisor position is a hands-on role, which is responsible for the day-to-day operations of the Canberra Hospital Switchboard and Main Reception by efficiently coordinating daily activities of the Switchboard and Main Reception business units; effectively delivering excellent customer service to all external and internal callers; and coordinating staff induction and training and managing staff rosters.

Eligibility/Other Requirements: Duties of the position include the requirement to occasionally drive vehicles; therefore possession of an unencumbered driver's licence is important (ACT Government Class C or equivalent). Certificate IV in Workplace Assessment and Training or the ability and willingness to obtain is desirable.

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: Andrei Lena (02) 6174 5116 andrei.lena@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Social Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 14224)

Gazetted: 02 August 2012

Closing Date: 16 August 2012

Details: This is an exciting opportunity to work with the Woden Mental Health Team located at the Philip Health Centre. The Woden Mental Health Team is a dynamic, motivated and supportive team of health professionals who provide mental health services to the region. The Woden Mental Health Team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team. Eligibility/Other Requirements: Tertiary qualifications in Social Work with current AHPRA registration, or eligibility for membership with AASW. Knowledge and recent practice in the mental health field are highly valued. Current passenger vehicle 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: Monique Fielder (02) 6205 1488

Canberra Hospital and Health Services

Medicine

Neurology

Neurophysiology Scientist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 30781)

Gazetted: 02 August 2012

Closing Date: 16 August 2012

Details: An opportunity exists for a motivated Neurophysiology Scientist to join the Neurology Department at The Canberra Hospital (TCH). The Canberra Hospital is the major teaching hospital for the Australian Capital Territory and surrounding New South Wales region. The Neurology Department provides clinical neurophysiological testing to TCH inpatients, outpatients and external hospital inpatients. The successful applicant will be expected to perform routine clinical neurophysiological tests (EEG, VEP, VSEP, NCS and SSEP) on adult patients and EEGs on paediatric patients. Eligibility/Other Requirements: Bachelor Medical Science (Clinical Physiology) with Neurophysiology component plus clinical experience or equivalent. Additional benefits to Health employees include attractive salary packaging arrangements. There is also provision to access tax free benefits cards including meal entertainment and leisure and accommodation cards.

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: Angela Borbelj (02) 6244 4577

Canberra Hospital and Health Services

Medicine

Renal

Administration Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 14501)

Gazetted: 02 August 2012

Closing Date: 9 August 2012

Details: An exciting opportunity exists for the position of a Personal Assistant for the Renal Unit at Canberra Hospital and Health Services. The applicant will be required to provide administrative support to Staff Specialists and secretarial assistance to the Unit. The successful applicant will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and be able to prioritise workloads and meet deadlines.

Note: This is a part-time position at 18:22 hours per week. 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: Michele Edwards (02) 6244 2821 michele.edwards@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Allied Health Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 14860)

Gazetted: 02 August 2012

Closing Date: 9 August 2012

Details: An exciting opportunity is available for an energetic and enthusiastic person to join the Allied Health Rehabilitation team, taking care of the elderly admitted to Canberra Hospital, as an Allied Health Assistant. This is a permanent, part-time position located at Canberra Hospital, Garran, Canberra. The successful candidate will be working directly with elderly clients who have been admitted following a fall, injury, functional deterioration and/or cognitive deterioration. These clients have complex needs requiring the assistance of many health professionals. The main aim of the Rehabilitation team is to keep these clients as independent as possible for as long as possible. This role requires the successful applicant to assist with health care as a well integrated part of an interprofessional team. The successful candidate will be working alongside physiotherapists, occupational therapists, social workers, discharge coordinators, as well as nursing and medical staff. Applicants should be able to demonstrate interest in learning new skills and tasks, a responsible and mature attitude, initiative and an ability to work both independently and in a team environment.

Eligibility/Other Requirements: Successful completion of Certificate IV in Allied Health Assistance; a current driver's licence; and previous experience in aged care, either in a hospital or residential aged care setting.

Note: This is a permanent part-time position at 18:22 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Your application must include your CV and two written references. The successful candidate may be selected on written application alone.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

Canberra Hospital and Health Services

Operational Support

Support Services

Ward Clerk

Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 21074, several)

Gazetted: 02 August 2012

Closing Date: 9 August 2012

Details: The suitable applicants will need to support and accurately maintain the ACT Patient Administration System, and undertake a wide range of clerical duties in support of the clinical unit. Undertake the admission and discharge process. Eligibility/Other Requirements: High level of computer/keyboard skills is desirable. Provide a proven knowledge of high quality customer service and the ability to deliver to a diverse client population. Ability and willingness to participate in rotating rosters, including weekends, and a variety of shifts. Ability to work well under direction and independently and to work well as part of the Ward Clerk team. Ward Clerk Services provide a 24 hour, 7 day a week service to the Inpatient Wards at The Canberra Hospital.

Note: Two permanent part-time positions at 20 hours per week are available that include three weekends per month. Please note that selection may be made from application and referee reports only and an order of merit may be established from this selection process and may be utilised to fill any full-time, part-time, temporary and casual positions which occur within the 12 months. One referee report must be submitted at the time of application. If the response to the

selection criteria is not complete, applicants will not be considered. 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: Gail Slater/Donna Sims (02) 6244 3277/(02) 6174 5578

Canberra Hospital and Health Services

Operational Support

Nursing Administration

Assistant in Nursing

Assistant in Nursing \$39,357 - \$40,770, Canberra (PN: C08996, several)

Gazetted: 02 August 2012

Closing Date: 9 August 2012

Details: The Nursing and Midwifery Bank Office are looking for experienced Assistants in Nursing (AIN's) to join the Casual on Call Bank. We welcome applications from AIN's with a Certificate 111 or equivalent studies in a health related area. Successful applicants must be available for Monday – Friday morning and afternoon shifts. Canberra Hospital offers diverse work in challenging and rewarding clinical environments to broaden your AIN skills. The Nurse Bank offers ongoing training and education through Staff Development Unit (SDU). Clinical Development Nurse (CDN) Support. Eligibility/Other Requirements: Certificate 111 in Health Services Assistance or recognised equivalent (working towards Diploma in Nursing or Bachelor of Nursing).

Note: These are casual on call positions. 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: Jenny Hegarty (02) 6244 2915 or Terri Smith (02) 6174 5330 tchnmsbank@act.gov.au

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

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 10464)

Gazetted: 27 July 2012

Closing Date: 10 August 2012

Details: The Office of Regulatory Services (ORS) are calling for someone to temporarily fill the position of Senior Manager, Policy and Community Relations. This position manages the Policy and Community Relations teams within ORS, and provides strategic and operational advice to ORS Executives and workgroups. The occupant of this position is required to provide high level reports and recommendations to the Executive Director, Chief Executive and the Minister; liaise with policy areas within JACS and across Government Departments; Develop and foster effective and strategic working relationships with stakeholders, other agencies and represent ORS at the local, state and inter-jurisdictional levels.

Eligibility/Other Requirements: Legal qualifications would be an advantage. Experience in the law reform process and industry regulation would be an advantage.

Note: This is a temporary position for approximately 12 months from September 2012 to September 2013 readvertised from June 2012.

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

ACT Corrective Services

Alexander Maconochie Centre

Offender Services and Corrections Programs

Manager Throughcare Unit

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30868)

Gazetted: 01 August 2012

Closing Date: 21 August 2012

Details: Contribute to ACT Corrective Services achieving its goals through encouraging and promoting the rehabilitation, reintegration and throughcare of offenders. The position occupant will manage the strategic direction and implementation of the ACT Government Throughcare Initiative to support ex-detainees from the Alexander Maconochie Centre (ACT Prison) returning to the ACT Community for up to 12 months post release. The primary function of the Throughcare Initiative is to reduce the likelihood of reoffending through coordinating existing community based supports and services to assist ex-detainees to integrate into the community as positive contributors. Brokerage funding will be available to support individuals participating in this initiative. The position occupant will be expected to demonstrate strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build culturally appropriate rapport with a diverse range of individual clients and their families, and communities of relevance.

Eligibility/Other Requirements: Experience in liaison and negotiation with the public and private sector is essential. Demonstrated experience and/or willingness to work with offenders and detainees is essential. Relevant tertiary qualifications and/or equivalent correctional experience are desirable. Eligible candidates will be required to undergo a criminal record check and ACT Corrective Services Induction Training and may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is required.

Notes: Aboriginal and Torres Strait Islander people are encouraged to apply.

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

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

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 42743)

Gazetted: 27 July 2012

Closing Date: 10 August 2012

Details: Legislation and Policy Branch seeks a motivated Senior Policy Officer to join the Justice Planning and Programs team at the Senior Officer Grade C level. The team has a key role in participating in and coordinating the development of criminal justice reforms, including policy relevant to victims of crime and Aboriginal and Torres Strait Islander justice; coordinating crime strategies that invoke a whole-of-government and community approach to identifying and responding to priority crime and safety concerns; and managing the ACT Policing Purchase Agreement. Important functions of the position include developing and promoting positive relationships with key stakeholders, managing service agreements and new projects.

Contact Officer: Andrew McIntosh (02) 6207 0550 andrew.mcintosh@act.gov.au

Legislation and Policy

Criminal Law Group

Senior Policy Advisor

Legal 1/Administrative Service Officer Class 6/Senior Officer Grade C \$54,415 - \$111,570, Canberra (PN: 42662)

Gazetted: 27 July 2012

Closing Date: 10 August 2012

Details: Legislation and Policy Branch seeks a motivated Senior Policy Officer to join the Criminal Law Group. The position will cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT, including although not restricted to, preparation of briefs for the Attorney General and Minister for Corrections, prepare related reports and correspondence, manage justice related projects, engage in consultation with the community, government and participate in national forums.

Eligibility/Other Requirements: Applicants for Legal 1: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive, is appropriate to the duties of the office. Note: The position will be filled at either the Legal 1, ASO 6 or SOGC level depending on the successful applicants qualifications and/or experience.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@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: 31 July 2012

Closing Date: 8 August 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. Tertiary qualifications in Public Relations, Communications or Marketing highly desirable.

Notes: This is a temporary position available from 20 August 2012 to 15 February 2013 with the possibility of extension.

This is an ACTION administrative position which falls under the Territory and Municipal Services Enterprise Agreement.

This position is being readvertised; previous applicants will be considered and need not reapply.

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

Office of the Director-General

Executive

Executive Assistant

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 18316)

Gazetted: 30 July 2012

Closing Date: 6 August 2012

Details: An opportunity exists for a suitably experienced and motivated individual to fill the role of Executive Assistant. The successful applicant will provide high level administrative and secretarial support to the Deputy Director-General of the Directorate.

Note: The successful candidate may be selected by application and referee reports only.
Contact Officer: Helen Willson / Colleen Neal 6207 6254 / 6207 6233 helen.willson@act.gov.au colleen.neal@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.

Roads and Public Transport

ACTION Bus Services

Marketing Communication

Communication and Social Media Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 21329)

Gazetted: 30 July 2012

Closing Date: 7 August 2012

Details: The position of Communication and Social Media Officer sits within ACTION and reports to the Marketing Communication Manager for ACTION. The major activities required to be undertaken under limited direction include development of a comprehensive social media strategy and promoting the adoption of relevant social media techniques across the business unit, assist to develop marketing and communication strategies, management of social media channels, applications and online communities and be an advocate of the business unit, engaging in dialogue and following a line of investigation to answer questions where appropriate and undertake other duties as directed.

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

Notes: This is a temporary position available until 21 December 2012 with the possibility of extension. This is a part-time position at 25 hours per week, 7am to midday, Monday - Friday. 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

ACT Parks and Conservation Service

Park Conservation Ranger

Park Ranger 2 \$58,870 - \$63,917 plus weekend penalties, rostered overtime and superannuation, Canberra (PN: 15260, several)

Gazetted: 26 July 2012

Closing Date: 16 August 2012

Details: Parks and Conservation Park Ranger Grade 2 are responsible for the implementation and delivery of a broad range of conservation and natural resource land management programs in various ACT Parks, Reserves and leasehold lands. Candidates should ideally possess a knowledge of, and/or experience in natural and cultural resource and/or rural lands management. An information session will be held at the Namadji National Park Visitor Centre 6pm Thursday 2 August 2012, phone (02) 6207 2900 to RSVP.

Eligibility/Other Requirements: All applicants are required to address the selection criteria as well as provide an updated resume. All applicants must submit two written referee reports addressing the selection criteria and graded using the stipulated rating scale, with their written application - referee report forms and rating scale are available on www.jobs.act.gov.au/__data/assets/file/0003/23745/Referee_Report.rtf Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Tertiary qualifications in natural and/or cultural resource and/or land management is desirable, although not a requirement.

Selection may be based on consideration of written application and referee reports only. All applicants are required to hold a current driver's licence. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training.

Notes: We are seeking applications from suitably qualified people who are interested in permanent, fixed term temporary (between 1 and 5 years) and temporary (up to 12 months) employment as a Park Ranger Grade 2. An order of merit list will be created from this process to fill short-term temporary, long-term temporary and permanent vacancies - current and future for the next 12 months.

Contact Officer: Brett McNamara (02) 6207 2904 brett.mcnamara@act.gov.au

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

Parks and City Services

ACT Parks and Conservation Service

Park Conservation Ranger

Park Ranger 1 \$52,818 - \$57,004 plus weekend penalties, rostered overtime and superannuation, Canberra (PN: 11974, several)

Gazetted: 26 July 2012

Closing Date: 16 August 2012

Details: Under supervision, Park and Conservation Park Ranger's Grade 1 are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves.

Candidates should ideally possess a knowledge of, and/or experience in natural and cultural resource and/or rural lands management. An information session will be held at the Namadji National Park Visitor Centre 6pm Thursday 2 August 2012, phone (02) 6207 2900 to RSVP.

Eligibility/Other Requirements: All applicants are required to address the selection criteria as well as provide an updated resume. All applicants must submit two written referee reports addressing the selection criteria and graded using the stipulated rating scale, with their written application - referee report forms and rating scale are available on www.jobs.act.gov.au/__data/assets/file/0003/23745/Referee_Report.rtf. Applicants must be willing and physically capable

to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Tertiary qualifications in natural and/or cultural resource and/or land management is desirable, although not a requirement.

Selection may be based on consideration of written application and referee reports only. All applicants are required to hold a current driver's licence. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training.

Notes: We are seeking applications from suitably qualified people who are interested in permanent, fixed term temporary (between 1 and 5 years) and temporary (up to 12 months) employment as a Base Grade Park Ranger Grade 1. An order of merit list will be created from this process to fill short-term temporary, long-term temporary and permanent vacancies - current and future for the next 12 months.

Contact Officer: Brett McNamara (02) 6207 2904 brett.mcnamara@act.gov.au

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

Parks and City Services

City Services

Urban Treescapes

Team Leader, Tree Operations

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 18119)

Gazetted: 26 July 2012

Closing Date: 14 August 2012

Details: City Services is responsible for the planning and management of parks and reserves and the public domain, including lakes, street trees, public open spaces and city places. The Urban Treescapes section within City Services has a permanent vacancy for a Tree Operations, Team Leader. The position is based at the Nicholls Depot, although the successful applicant will be expected to rotate through other Team Leader positions within Urban Treescapes. The primary responsibilities include: Lead and work as part a small team of employees engaged in urban tree maintenance activities and coordinate the use of resources to implement work programs and projects. Implement day-to-day work programs, oversee quality control and maintain records. Supervise and monitor the performance of hourly rate plant hire contractors. Undertake tree assessments as required. Liaise effectively with management, staff and members of the public regarding work being carried out.

Eligibility/Other Requirements: Essential: Current driver's licence, preferable light rigid class and the ability to undertake the physical requirements of the tasks listed in the position description. Highly desirable: Certificate III in Horticulture or Arboriculture, chainsaw certificate, elevated work platform ticket.

Contact Officer: Matt Badham (02) 6207 7852 matt.badham@act.gov.au

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

Treasury

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

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

Finance and Budget Division

Budget Coordination and Reporting

Senior Manager - Financial Reporting

Senior Officer Grade A \$123,208, Canberra (PN: 43386)

Gazetted: 26 July 2012

Closing Date: 14 August 2012

Details: The Finance and Budget Division is responsible for advising the Government and directorates on the development of the Territory's Budget, advising on financial issues relating to directorates and the Territory, and also reports and monitors the Territory's Infrastructure Program. The Division comprises four branches: Accounting; Budget Management and Analysis; Budget Coordination and Reporting; and Budget and Project Management. As a dynamic Financial Management and Accounting professional you will be responsible for reporting on the financial performance of the ACT Government, coordinating delivery of the Territory's statutory financial reporting responsibilities, providing high level advice to key stakeholders, and preparing various high-level reports and submissions. To be a strong contender for these challenging roles you will need to be forward thinking, self motivated and adept at building relationships in a complex and fast paced environment. Your strong leadership credentials and intellectual rigour will be complemented by sound judgement and a strong focus on results. Importantly, you will also have a keen interest in being at the centre of decisions which impact on your local community, and have the ability to step up to challenging issues.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Accounting, Finance or similar field and membership to a professional Accounting body will be highly regarded.

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

Shared Services

Shared Services ICT

Customer Relations

Linux Server Administration Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 05459)

Gazetted: 31 July 2012

Closing Date: 7 August 2012

Details: A suitable person is required to provide third level-technical support to Linux, Windows and Novell servers and associated ICT operating systems and applications.

Note: This is a temporary position available asap to 12 September 2012, with a possibility of an extension.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@act.gov.au

Shared Services

Shared Services ICT

Customer Relations, Education and Training ICT

Access Rights Management Liaison Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 05233)

Gazetted: 30 July 2012

Closing Date: 6 August 2012

Details: Under limited direction process and authorise user accounts for whole of Education and Training Directorate (ETD) including liaising with ETD management and schools to maintain secure access to IT services and resources.

Note: This is a temporary position available from 16 July 2012 to 21 September 2012.

Contact Officer: Mamun Khandakar (02) 6207 4757 mamun.khandakar@act.gov.au

Revenue Management

Compliance

Inspection Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00097)

Gazetted: 26 July 2012

Closing Date: 9 August 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 investigations as an individual or as a team member into various revenue, taxation and legislative matters administered by the ACT Revenue Office. The role includes the preparation of appropriate assessments, reassessments, reports and adjustments to computer records arising from investigations.

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

APPOINTMENTS

Community Services

Indigenous Trainee \$40,974 - \$45,283

Benjamin Appo 835-83511, Section 68(1), 26 July 2012

Disability Support Officer Level 1 \$43,767 - \$45,521

Lourdes Asoy 835-83183, Section 68(1), 30 July 2012

Disability Support Officer Level 1 \$40,857 - \$42,495

David Benedict Boller 827-49452, Section 68(1), 25 July 2012

Disability Support Officer Level 1 \$43,767 - \$45,521

David Carcamo 835-83108, Section 68(1), 30 July 2012

Indigenous Trainee \$40,974 - \$45,283

Casey Carne 835-83829, Section 68(1), 26 July 2012

Disability Support Officer Level 1 \$43,767 - \$45,521

Brett Pridmore 835-71019, Section 68(1), 30 July 2012

Disability Support Officer Level 1 \$43,767 - \$45,521

Donna Targett 816-76693, Section 68(1), 30 July 2012

Indigenous Trainee \$40,974 - \$45,283

Clinton Williams 835-83570, Section 68(1), 26 July 2012

Disability Support Officer Level 1 \$43,767 - \$45,521

Samantha Wood 835-83095, Section 68(1), 30 July 2012

Education and Training

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

Lee Barker 799-97746, Section 68(1), 31 July 2012

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

Wendy Zhang Hughes 816-78226, Section 68(1), 25 July 2012

Environment and Sustainable Development

Administrative Services Officer Class 3 \$52,818 - \$57,004
Milos Kolundzic 835-62702, Section 68(1), 6 August 2012

Health

Administrative Services Officer Class 2/3 \$46,372 - \$57,004
Sue Ambrosino 834-53311, Section 68(1), 2 August 2012

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)
Natalie Chan 796-72925, Section 68(1), 30 July 2012

Technical Officer Level 1 \$47,953 - \$50,376
Dorothy Gibson 831-23857, Section 68(1), 1 August 2012

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
James Horne 835-83626, Section 68(1), 23 July 2012

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Leanne Kelly 836-55992, Section 68(1), 18 July 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Amanda Pool 834-54314, Section 68(1), 31 July 2012

Administrative Services Officer Class 5 \$65,660 - \$69,623
Grant Pulley 833-47252, Section 68(1), 31 July 2012

Technical Officer Level 1 \$47,953 - \$50,376
Zeljka Sarak 829-69367, Section 68(1), 30 July 2012

Justice and Community Safety

Indigenous Trainee \$40,974 - \$45,283
Kayla Hancock 835-83271, Section 68(1), 19 July 2012

Legal 1 \$54,415 - \$111,570
Nouhad Khoury 835-83634, Section 68(1), 27 July 2012

Indigenous Trainee \$40,974 - \$45,283
Brendon Little 835-83335, Section 68(1), 20 July 2012

Territory and Municipal Services

General Service Officer Level 5/6 \$45,647 - \$50,446
Darcy Ginty 827-56388, Section 68(1), 27 July 2012

Administrative Services Officer Class 4 \$58,870 - \$63,917
Alexander Jarvie 835-79002, Section 68(1), 2 August 2012

General Service Officer Level 5/6 \$45,647 - \$50,446
Richard Levesque 827-49284, Section 68(1), 27 July 2012

Administrative Services Officer Class 6 \$70,913 - \$81,460
Suraiya Nargis 768-96587, Section 68(1), 26 July 2012

Senior Officer Grade B \$106,086 - \$119,426
Darran John Quade 832-84335, Section 68(1), 30 July 2012

General Service Officer Level 7 \$52,078 - \$55,114
Anthony Paul Whittington 827-49268, Section 68(1), 1 August 2012

Treasury

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

Guotao Dai 821-09084, Section 68(1), 26 July 2012

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

John Harris 748-78588, Section 68(1), 30 July 2012

TRANSFERS

Community Services

Erica Fae Hurrell: 827-35827

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

Chief Minister and Cabinet

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

Community Services, Canberra (PN. 22821) (Gazetted 19 April 2012)

Education and Training

Kelly Anne Dundon: 786-8914

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

Community Services

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

Education and Training, Canberra (PN. 19498) (Gazetted 1 June 2012)

Health

David Jackson-Hope: 607-88549

From: Registered Nurse Level 4.1 \$101,556

Health

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

Health, Canberra (PN. 25956) (Gazetted 14 June 2012)

PROMOTIONS

Chief Minister and Cabinet

Workforce Capability and Governance

Public Sector Management

Monique Kenney: 827-46171

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

Territory and Municipal Services

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

Chief Minister and Cabinet, Canberra (PN. 24609) (Gazetted 6 October 2011)

Community Services

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Sara George: 792-34511

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

Youth Justice Case Management

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

Community Services, Canberra (PN. 15203, several) (Gazetted 23 April 2012)

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Lesieli Jean O'Connor: 787-54398

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

Community Services

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

Community Services, Canberra (PN. 15203, several) (Gazetted 23 April 2012)

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Caroline Lee Stewart: 799-97199

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

Community Services

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

Community Services, Canberra (PN. 15203, several) (Gazetted 23 April 2012)

Child, Youth and Family Support

Youth

Community Youth Justice

Sumira Walker: 827-32992

From: Indigenous Trainee \$40,974 - \$45,283

Community Services

To: Administrative Services Officer Class 2 \$46,372

Community Services, Canberra (PN. 11465) (Gazetted 19 July 2012)

In line with the Public Sector Management Standards 2006, Division 3.11.1 - Aboriginal and Torres Strait Islander Trainees may be advanced within the service on successful completion of the Program.

Economic Development

Land Strategy and Finance

Sustainable Land Strategy

Direct Sales

Christine Luchetti: 821-15011

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

Economic Development

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

Economic Development, Canberra (PN. 23027) (Gazetted 30 May 2012)

Land Strategy and Finance

Sustainable Land Strategy

Land Release Strategy

Simon Tennent: 821-05614

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

Economic Development

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

Economic Development, Canberra (PN. 18462) (Gazetted 29 May 2012)

Education and Training

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Support

Aboriginal and Torres Strait Islander Education

Patrick Chapman: 820-94337

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

Education and Training

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

Education and Training, Canberra (PN. 16970) (Gazetted 4 June 2012)

Environment and Sustainable Development

Regulation and Services

Environment Protection and Water Regulation

Environment Protection

Robin Brown: 827-33581

From: Administrative Services Officer Class 3/4 \$52,818 - \$63,971

Community Services

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

Environment and Sustainable Development, Canberra (PN. 03606) (Gazetted 21 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.

Planning Delivery

Merit Assessment

Development Assessment

Jyoti Pradhan: 778-12314

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 03043) (Gazetted 18 April 2012)

Health

Director General Reports

Clare Crawford: 741-13294

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

Health

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

Health, Canberra (PN. 01193) (Gazetted 19 January 2012)

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Tina Hehir: 820-87129

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

Health

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

Health, Canberra (PN. 26688) (Gazetted 16 February 2012)

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Liane Ward Pankhurst: 821-0977

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. 29808) (Gazetted 24 April 2012)

Justice and Community Safety

Corporate

Capital Works and Infrastructure

Infrastructure

Jessica Clare Hunt: 821-06000

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43784) (Gazetted 26 March 2012)

Office of Regulatory Services

Compliance

Fair Trading Inspectorate

Gael Martin: 305-51838

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

Health

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

Justice and Community Safety, Canberra (PN. 42701) (Gazetted 17 June 2011)

Public Advocate of the ACT

Guardianship

Marion Pearce: 701-43656

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 11590) (Gazetted 18 January 2012)