



ACT Government Gazette

Gazetted Notices for the week beginning 27 September 2012

Executive Notices

Economic Development

Contract Cessation

Ian Wood-Bradley – General Manager, Planning and Development, Land Development Agency (E333) – 19 September 2012

Variation – Transfer

Paul Lewis – General Manager, Urban Development, Land Development Agency (E333) Section 80A(1)(a) of the Public Sector Management Act 1994

Environment and Sustainable Development

Engagement

Benjamin Ponton – Deputy Director-General, Planning Policy, Office of the Director General (E699) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Variation – Transfer

Alison Playford – Deputy-Director General, Community Safety, Office of the Director-General (E478) Section 80A(1)(a) of the Public Sector Management Act 1994

Treasury

Contract Cessation

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Megan Smithies – Director-General (E901) – 30 September 2012

Engagements

Karen Doran – Executive Director, Investment and Economics (E391) Section 72 of the Public Sector Management Act 1994

Kim Salisbury – Director, Revenue Management (E010) Section 72 of the Public Sector Management Act 1994

Marsha Guthrie – Director, Budget Coordination and Reporting (E411) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Nursing

Ward 4 East

Registered Nurse Level 3.2

Registered Nurse Level 3.2 \$101, 566, Canberra (PN: 8008)

Gazetted: 27 September 2012

Closing Date: 17 October 2012

Registered Nurse Level 3 Grade 2 Full-time position \$101,566 (full time rate) PN 8008 An opportunity exists for a dynamic Clinical Nurse Consultant with proven leadership skills to manage a busy medical ward. The successful applicant will possess the following: Registration with AHPRA, proven success in developing and motivating a clinical workforce, an inclusive leadership style, previous operational management experience and leadership of nursing staff within a complex hospital environment, strategic and financial acumen, a strong desire to develop and grow in the role, effective communication and advanced interpersonal skills, ability to strategically plan and positively implement new models of care. Previous Applicants will be considered.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Pauline Green (02) 6201 6882 pauline.green@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Nursing

Theatres

Clinical Development Nurse - Level 2

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 8586)

Gazetted: 28 September 2012

Closing Date: 12 October 2012

An opportunity exists for a Registered Nurse Level 2 Clinical Development Nurse in Anaesthetics within the Perioperative suite. In collaboration with the Perioperative educator you will be expected to: Provide professional leadership and excellence in the delivery of patient centred care to patients, utilising the nursing process whilst working within the prescribed legislation. Provide advanced guidance and direction in teaching, preceptorship, mentoring and coaching of staff to achieve a high standard of safe clinical practice. Act as a professional role model and resource person. Assist in the quality review and management activities within the department. 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 (02) 6201 6892 debbie.dickinson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Nursing

Theatres

Clinical Development Nurse - Level 2

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 7512)

Gazetted: 28 September 2012

Closing Date: 12 October 2012

An opportunity exists for a Registered Nurse Level 2 Clinical Development Nurse in PACU within the Perioperative suite. In collaboration with the Perioperative educator you will be expected to: Provide professional leadership and excellence in the delivery of patient centred care to patients, utilising the nursing process whilst working within the prescribed legislation. Provide advanced guidance and direction in teaching, preceptorship, mentoring and coaching of staff to achieve a high standard of safe clinical practice. Act as a professional role model and resource person. Assist in the quality review and management activities within the department. 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 (02) 6201 6892 debbie.dickinson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Nursing

Perioperative Suite

Registered Nurse Level 1

Registered Nurse Level 1 \$55,568 - \$75,084, Canberra (PN: Various)

Gazetted: 28 September 2012

Closing Date: 12 October 2012

This is your chance to be part of a vibrant organisation that strives to provide Simply Better Care. Calvary Health Care ACT (CHCACT) is seeking Registered Nurses to fill the positions of Registered Nurse Level 1 - Theatres. The successful applicant will; Be registered as a Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA). Have experience in the Perioperative Suite. Ability in utilising the nursing process in the provision of an excellent standard of nursing care, by abiding by Hospital policies, procedures and guidelines. Applicants who hold or are working towards relevant qualifications in perioperative nursing would be advantageous. To apply for this role, visit our website www.calvary-act.com.au/career-vacancies. All applications must address the selection criteria. For further information contact Debbie Dickinson (02) 6201 6892

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Debbie Dickinson (02) 6201 6892 debbie.dickinson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Pharmacy

Health Professional Level 2 Pharmacist

Health Professional Level 2 \$54,414-\$75,447, Canberra (PN: 8952)

Gazetted: 28 September 2012

Closing Date: 12 October 2012

Health Professional Level 2 \$62,109-\$75,477 Canberra (PN 8952) temporary contract until end August 2013, fulltime hours. Closing date: COB 12th October 2012 Duties: Provide pharmaceutical assessment and intervention to hospital inpatients using established clinical pharmacy principles. Participate in training and professional development activities

and quality projects. Applicants should possess an enthusiasm for teaching and training students and less experienced staff.

Eligibility/other requirements: Selection Criteria Bachelor of Pharmacy (or equivalent) registerable with the National Pharmacy Board, Australian citizenship or permanent resident status.

Contact Officer: Liisa Nurmi (02) 6201 6269 or email liisa.nurmi@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**

Early Intervention and Prevention Services

Child and Family Centres

Early Intervention Policy and Projects

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 22611)

Gazetted: 27 September 2012

Closing Date: 5 October 2012

Details: The occupant of this position will develop and progress policy and sector development initiatives for ACT children, specifically in implementing the ACT Children's Plan 2012 - 2014. This includes whole of government coordination of policy initiatives as they relate to the ACT Children's Plan and government and community sector development to build Canberra as a child friendly city.

Eligibility/Other Requirements: A tertiary qualification in human services/education is essential. Extensive experience in policy development or delivery of services for children essential.

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

Contact Officer: Jodie Robinson (02) 6207 1983 jodie.robinson@act.gov.au

Housing and Community Services

Executive Support Unit

Liaison Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 12942)

Gazetted: 28 September 2012

Closing Date: 12 October 2012

Details: We are seeking a person with excellent communication and organisational skills to assist in the co-ordination and monitoring of Ministerial and Government Business for Housing and Community Services. The position occupant will also provide administrative assistance to the Executive Support Unit.

Eligibility/Other Requirements: An understanding of Ministerial and Government Business processes and experience in the use of an electronic correspondence tracking and systems would be an advantage.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnis@act.gov.au

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

Cultural Facilities Corporation

ACT Museums and Galleries

Historic Places

Team Leader, Horticultural Services

General Service Officer Level 7 \$52,078- \$55,113, Canberra (PN: 9006)

Gazetted: 28 September 2012

Closing Date: 16 October 2012

ACT historic Places is part of the ACT Museums & Galleries which incorporates the Canberra Museum & Gallery and the three historical properties of Lanyon, Calthorpes' House and Mugga-Mugga. We deliver diverse cultural experiences to our community through exhibitions, public and education programs and the collection, conservation and presentation of the visual arts and cultural heritage of our region. ACT Historic Places is seeking applications from experienced and professional gardeners who possess excellent management and communication skills along with suitable horticultural qualifications for the position of Team Leader, Horticultural Services based at Lanyon Homestead. The initial phase of the position will include playing a part in the recruitment of a permanent gardening team and the production of strategic plans for the care of the gardens. In addition you will organise and delegate daily tasks, ensuring each team member understands their duties and has access to the necessary PPE. Candidates should be enthusiastic and passionate gardeners with good communication skills and be able to motivate and develop their team. The position offers a great opportunity to work within a unique heritage environment. This is a 12 month contract with the possibility of ongoing employment.

Eligibility/Other Requirements: Horticultural Diploma/Certificate or equivalent. Plant Operator Certificate (tractor and handheld equipment eg. chainsaw). First Aid Certificate (The successful candidate must be willing to gain this qualification upon appointment if he/she isn't already in possession of the certificate.) Current manual drivers licence.

Note: Applications must address the selection criteria.

Contact Officer: Sue Ebejer 6235 5677 sue.ebejer@act.gov.au Applications can be forwarded to:
trudy.collins@act.gov.au

ACT Museums and Galleries

Historic Places

Assistant Gardener

General Service Officer Level 4 \$43,097 - \$44,934, Canberra (PN: 017, 43551)

Gazetted: 28 September 2012

Closing Date: 16 October 2012

ACT Historic Places is part of the ACT Museums & Galleries which incorporates the Canberra Museum & Gallery and the three historical properties of Lanyon, Calthorpes' House and Mugga-Mugga. We deliver diverse cultural experiences to our community through exhibitions, public and education programs and the collection, conservation and presentation of the visual arts and cultural heritage of our region. ACT Historic Places is seeking applications from enthusiastic Assistant Gardeners to help maintain the highest standards in our three historical gardens. Your varied role will include the full range of horticultural skills and use of gardening/landscaping equipment. The position reports to the Senior Gardener. As well as practical gardening experience the successful applicant will need to be able to demonstrate passion, knowledge and experience in the field of horticulture. Key areas of responsibility will be to assist with the upkeep and maintenance of all aspects of the garden including pruning, lawn care and planting and to contribute effectively to the gardening team. Assistance to visitors includes answering queries and ensuring that the garden remains as accessible as possible to all. These are 12 month contracts with the possibility of ongoing employment.

Eligibility/Other Requirements: Plant Operator Certificate (tractor and hand held equipment eg Chainsaw). Current Drivers Licence. Horticultural or Arborist Diploma/ Certificate preferred.

Note: Applications must address the selection criteria.

Contact Officer: Sue Ebejer 6235 5677 sue.ebejer@act.gov.au Applications can be forwarded to:
trudy.collins@act.gov.au

Economic Development

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

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

Economic Development, Policy and Governance

Ministerial, Cabinet and Policy

Economic Development Policy

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13792)

Gazetted: 27 September 2012

Closing Date: 11 October 2012

Details: The Ministerial, Cabinet and Policy Branch are seeking an enthusiastic person to assist with the development of policy on a range of Land, Planning and Property issues. Duties include undertaking research, preparing policy briefing papers and other high level Ministerial and Cabinet documents.

Contact Officer: Christopher Beer (02) 6205 9889 christopher.beer@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 Board of Senior Secondary Studies

Assistant Technical Adviser

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 12004)

Gazetted: 27 September 2012

Closing Date: 11 October 2012

Details: We are seeking a highly professional and motivated Assistant Technical Adviser. The successful applicant will support the Technical Adviser in the operation and management of the ACT Certification System (ACS) in the Office of the Board of Senior Secondary Studies (BSSS). This position also includes assisting in the development and maintenance of static and longitudinal data studies of student performance.

Eligibility/Other Requirements: Desirable: Tertiary qualification in Information Technology and/or experience in this field. Experience in the assessment, reporting and certification procedures for Years 11 and 12 in the ACT.

Contact Officer: Helen Strauch (02) 6205 7162 helen.strauch@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Business Processes and Systems

Program Administration and Monitoring Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 02392)

Gazetted: 27 September 2012

Closing Date: 11 October 2012

Details: The Business Processes and Systems section is seeking a Program Administration and Monitoring Officer. The successful applicant will manage payment processing for multiple training programs with oversight of program funding arrangements. The successful applicant will require high level interpersonal skills including oral and written communications, and the ability to deal with matters of a sensitive and confidential nature. The ability to lead a team in a high pressure environment, meet deadlines and consistently provide excellent customer services is essential.

Demonstrated high level analytical skills, including the ability to resolve complex issues and provide innovative solutions will also be required. The successful applicant will have the ability to prepare reports, briefs and correspondence on policy, technical, program or administrative issues as required.

Note: This is a temporary vacancy available until 30 June 2013 with the possibility of extension.

Contact Officer: David Miller (02) 6207 4791 david.j.miller@act.gov.au

Office for Schools

North and Gungahlin Network

Gungahlin College

Psychology and Community Services - Classroom Teacher

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 19690)

Gazetted: 28 September 2012

Closing Date: 18 October 2012

Details: Full-time teacher required to teach Psychology and Community Services to Year 11 and Year 12 students. VET qualifications desirable for Community Services. Gungahlin College is a Year 10, 11 and 12 Senior Secondary College. The College offers a selective Year 10 SMART program in addition to the usual Year 11 and 12 curriculum. We provide an innovative approach to education that encompasses best practice collaborative teaching and learning, with extensive use of ICT. All teachers take a pastoral care role for their Connect class.

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 a temporary position available from 27 January 2013 to 26 January 2014.

Contact Officer: Gai Beecher (02) 6142 1000 gai.beecher@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

Canberra High School

Visual Art

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 31081)

Gazetted: 28 September 2012

Closing Date: 18 October 2012

Details: Full-time teacher required to teach Visual Art to Year 7-10 students. Ability to teach ceramics is desirable. Canberra High School has a focus on traditional areas of knowledge with whole staff involvement in the weekly pastoral care program which is a reflection of the school and community values. Special programs include gifted and talented, extra curricula enrichment, band and elite sports.

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 a temporary position available from 27 January 2013 to 26 January 2014.

Contact Officer: Phil Beecher (02) 6205 7000 phil.beecher@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.

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

Planning

Planning Delivery

Lease Administration

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 15382)

Gazetted: 28 September 2012

Closing Date: 16 October 2012

Details: We are looking for an enthusiastic person with sound experience in town planning, land management, administrative law or other professional areas relevant to leasehold administration, with the capacity to quickly acquire knowledge of the relevant policies, legislation and technical requirements together with a strong focus on customer service and timely delivery of required outcomes. This position assists with the management of the General Leasing team with responsibility for its outcomes. Responsibilities of the team include applications under the *Planning and Development Act 2007*, the *Unit Titles Act 2001* and the *Community Title Act 2001* and a broad range of lease and land management

services including rural leasing, appeals and policy and legislation development. Effective performance in the job will require good research skills, ability to interpret legislation and legal documents, sound judgment, strong interpersonal, team management and project management skills, high level oral and written communications and a flexible approach to changing priorities.

Eligibility/Other Requirements: Experience and/or tertiary qualifications in management, land management, town planning or development assessment is/are highly desirable. Evidence of high level literacy skills or qualifications in a related field would also be highly regarded.

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

Contact Officer: Maggie Chapman (02) 6207 1885 maggie.chapman@act.gov.au

**Regulation and Services
Office of Surveyor-General
Surveyor**

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 20190)

Gazetted: 03 October 2012

Closing Date: 16 October 2012

Details: Registered or Graduate Surveyor is required to assist in a wide range, of surveying and geographic information roles including cadastral and control field survey, survey plan examination, field audit and cadastral database maintenance.

Eligibility/Other Requirements: Registration as a Surveyor within Australia or relevant four year university degree.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@act.gov.au

**Regulation and Services
Construction Services
Executive and Policy
Executive Business Coordinator**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31274)

Gazetted: 28 September 2012

Closing Date: 5 October 2012

Details: Applications are sought to fill a permanent position within the Construction Services Branch as Executive Business Coordinator. The successful applicant will contribute to an Executive team and have responsibility for the coordination and management of the section including the office of the Director, Construction Services.

Eligibility/Other Requirements: Strong written and verbal communication skills, the ability to work independently and to manage a number of concurrent projects are necessary for the position.

Contact Officer: Craig Simmons (02) 6207 6322 craig.simmons@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>

**Strategy and Corporate
E-Health and Clinical Records
Change Manager**

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31197)

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: ACT Health Directorate is currently implementing a Health-E Futures program. This Program is a \$90 million E-Health investment aimed to facilitate a safe, high quality, secure and sustainable health care service in a patient-centric environment, where eHealth systems ensure the 'right information' is available to the 'right person' at the 'right time', regardless of their location. This supports the National E-Health Strategy that was announced by the Commonwealth Government in 2008. An exciting opportunity exists for an organised and motivated person to take up this temporary position of Change Manager for the implementation of the Breast Screening Information System (BIS) for Breast Screen ACT. The successful applicant will work closely with the Project Manager to implement the new system.

Eligibility/Other Requirements: Previous experience in a Health Care environment.

Note: This is a temporary vacancy available for a period of eight months with the possibility of extension. To apply, please address the selection criteria. 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: Cathy Ogilvie (02) 6174 5605

**Director General Reports
Office of the Chief Executive
Executive Coordination
Manager**

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 09954)

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: The Health Directorate is seeking a highly motivated individual to work within the Executive Coordination Unit. The Unit provides high level strategic advice to the Director-General, Executive and the Minister on matters of governance

and legislation. If you enjoy working as part of a dynamic fast moving team, are self motivated and have experience in managing Cabinet, Ministerial and Legislative Assembly processes you are the person we are looking for.
Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be filled based on the application and referee reports only.
Contact Officer: Janelle Wheatley (02) 6205 0829

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Walk-in Centre
Walk-in Centre Advanced Practice Nurse
Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 18501)**

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: An opportunity exists for a full-time Advanced Practice Nurse (RN 3.1) 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 full-time 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: Naree Stanton 0403 050 967

**Strategy and Corporate
E-Health and Clinical Records
ISB Projects
BIS System Administrator/Data Manager
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31034)**

Gazetted: 04 October 2012

Closing Date: 18 October 2012

Details: ACT Health Directorate is currently implementing a Health-e Futures program. This Program is a \$90 million e-health investment aimed to facilitate a safe, high quality, secure and sustainable health care service in a patient-centric environment, where eHealth systems ensure the 'right information' is available to the 'right person' at the 'right time', regardless of their location. This supports the National E-Health Strategy that was announced by the Commonwealth Government in 2008. This position will provide BreastScreening application problem support and system administration for the integrated BreastScreen Information System (BIS) for BreastScreen ACT. This will also encompass a strong focus on data management activities, such as reporting, analysis and quality.

Eligibility/Other Requirements: Previous Systems Administration and or Data Management experience will be highly regarded, as well as appropriate Microsoft SQL 2005/2008 Certifications. Experience in BreastScreen Australia National Accreditation Standards (NAS) would be advantageous.

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: Nick Crossley (02) 6207 8919 nick.crossley@act.gov.au

**Director General Reports
Financial Management
Financial Operations Support
Client Manager
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 01868, several)**

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: The Client Managers provide a range of services such as budget preparation, reporting, analysis and financial support to different areas across the Health Directorate. Staff working within these teams will be responsive to the needs of clients, flexible in meeting changing priorities and adaptable in working with a variety of assigned areas. This position provides direct support to client areas in addition to supporting project teams as required.

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: Craig Kellar (02) 6244 3612

**Strategy and Corporate
People Strategy and Services
Health Workforce Australia
Project Officer
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24853)**

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: The Workforce Policy and Planning Unit of the ACT Government – Health Directorate is seeking a person to assist in the coordination of activities and initiatives associated with the ACT Region Integrated Clinical Training Network. The Network is a coalition of organisations set up under the auspices of Health Workforce Australia to improve clinical training and increase student training capacity within the ACT, Southern and Murrumbidgee regions of NSW. This exciting

position requires someone with excellent written communication skills and project management skills who can work with health and education stakeholders locally and nationally to increase clinical training capacity.

Note: This is a temporary position available until 30 June 2013. 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: Jennie Gordon (02) 6205 1425

**Strategy and Corporate
Professional Leadership, Research and Education
Medical and Dental Professional Standards Unit
Administrative Services Officer
Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16225)**

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: Applications are invited for this challenging position in a dedicated and highly motivated team environment within the Medical and Dental Professional Standards Unit (MDPSU). The occupant is responsible for assisting the Manager of the Credentialing and Scope of Clinical Practice Team in the credentialing and scope of clinical practice process under limited supervision.

Eligibility/Other Requirements: A good knowledge of the *Health Act 1993*, as it applies to scope of clinical practice committees, is required.

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: Anne Folger-Pleuger (02) 6205 2643

**Strategy and Corporate
Professional Leadership, Research and Education
Principal Medical Advisor's Office
Executive Assistant to the Principal Medical Advisor
Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 24241)**

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: The ACT Government Health Directorate is seeking a dynamic and professional individual to join the Office of the Principal Medical Advisor as the Executive Assistant to the Principal Medical Advisor. The successful applicant will have excellent written and verbal communication skills, attention to detail, ability to handle confidential matters with professionalism and the capacity to work under pressure. This position will also be required to complete research and liaison on behalf of the Principal Medical Advisor.

Note: This position may be made filled on the basis of written application and referee reports only. 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: Kate Garvey (02) 6207 6744

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Mental Health Clinical Services
Post Graduate Diploma in Mental Health
Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 18180, several)**

Gazetted: 04 October 2012

Closing Date: 18 October 2012

Details: Health Directorate through Mental Health ACT have developed a program for Registered Nurses (RNs) interested in gaining post-graduate nursing qualifications. The Post Graduate Diploma in Mental Health Nursing program offered by Mental Health, Justice Health, Alcohol and Drug Services is an excellent means by which RNs can build their knowledge and skills base in caring for people experiencing a range of mental health conditions. The program is clinically based and provides RNs with the option of part-time employment for 12 to 18 months in Canberra, while they study through University of Canberra. Living in Canberra offers a culturally diverse lifestyle and stimulating environment. It has the benefits of a city while retaining its rural personality and is an ideal place to educate and bring up a family. During the program, RNs rotate through the diverse services provided by Mental Health, Justice Health, Alcohol and Drug Services, including crisis assessment, acute inpatient, rehabilitation, community adult, child and adolescent and older persons as well as placement options with specialist teams. Registered Nurses who undertake the programme are: paid while they study; guaranteed a scholarship to cover course fees; well supported during the program; able to fast track their career. Eligibility/Other Requirements: Registered or eligible for registered with the Australian Health Practitioner Regulation Agency.

Note: This is a temporary position available for 18 months at part-time hours. 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: Nursing Clinical Support Officer, Mental Health ACT (02) 6205 3661.

**Canberra Hospital and Health Services
Operational Support
Acute Care
Dietitian
Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 28281)**

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: The Acute Support Nutrition Department invites applications from enthusiastic and suitably qualified Dietitians. The successful applicants will work in a dynamic Nutrition Department, that provides a range of tertiary hospital nutrition services to inpatients and outpatients of Canberra Hospital. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition they will be required to participate in the planning and delivery of education programs to staff and client groups. The ACT Health Directorate has a commitment to professional development and is actively involved in teaching and training activities.

Eligibility/Other Requirements: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia and eligible for APD Status.

Note: Permanent and temporary positions are available. Some weekend duty will be required this position(s) 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: Narelle Luff (02) 6244 2211

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

Occupational Therapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 25909)

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: The Community Care Occupational Therapy Service is a home visiting service which aims to enable adults with physical disabilities to remain living independently and safely in the community. The Service is a multidisciplinary team and operates from health centres. The successful applicant will conduct home visits and prescribe modifications and equipment that will promote safety and independence in the performance of daily living skills. The successful applicant, would have direct supervision from a Senior Therapist, and would be encouraged to take advantage of the Professional Development Program offered by the Community Care Program.

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and Registration with the Occupational Therapy Board of Australia. They also must have a minimum of 12 months post-graduation clinical experience. Current driver's licence.

Note: This position is a full-time, non-rotating position. Part-time hours will be considered. This position may be required to participate in an overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. You are encouraged to discuss the position with the contact officer prior to applying.

Contact Officer: Nicola Cooper (02) 6205 1224 nicola.cooper@act.gov.au

**Canberra Hospital and Health Services
Operational Support**

Acute Support

Physiotherapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 28684, several)

Gazetted: 04 October 2012

Closing Date: 18 October 2012

Details: Acute Support Physiotherapy has two permanent and a number of temporary Health Professional Level 2 positions available from February 2013. The successful applicants will provide direct patient care to inpatients and outpatients in a range of locations across Canberra Hospital and Health Services including the Canberra Hospital and Community Health Centres. These positions provide an excellent opportunity to gain experience in a wide variety of clinical conditions whilst working in an environment rich in high quality supervision, support and best practice.

Eligibility/Diploma Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Eligible for registration as a Physiotherapist with AHPRA. Current driver's licence is mandatory.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. These positions will be required to participate in an overtime roster.

Contact Officer: Lisa Gilmore (02) 6244 2154

**Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Allied Health**

Podiatrist

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 15494)

Gazetted: 04 October 2012

Closing Date: 18 October 2012

Details: ACT Government Health Directorate Community Care Podiatry is pleased to offer an excellent opportunity to a final year undergraduate Podiatry student. The 2013 Graduate Podiatry Program is a 12 month full-time program aimed at providing a supported introduction to the profession with multiple learning opportunities. Our podiatry service provides care for clients with high-risk issues. As a graduate you will be given the opportunity to: Work in a supportive, experienced and friendly team of Podiatrists; work in various clinical settings including community and hospital; experience and be challenged in all aspects of podiatry including general treatment, diabetes and general risk assessment, wound management, biomechanics, orthotic therapy, nail surgery, and health promotion; participate in inter-professional learning

and multidisciplinary clinics; undertake continuing professional development activities; participate in quality improvement or research projects; experience the benefits of public sector employment including competitive salary, paid leave and professional development opportunities.

Eligibility/Other Requirements: Appropriate Degree or Diploma in Podiatry. Eligible for registration with the Podiatry Board of Australia. Current driver's licence is desirable.

Note: This is a temporary position available for 12 months. This position(s) 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: Kerry Mahler (02) 6205 1496

**Canberra Hospital and Health Services
Medicine**

Gastroenterology and Hepatology

Enrolled Nurse - Endoscopy Unit

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 27319)

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: The Gastroenterology and Hepatology Unit (GEHU) is looking for an enrolled nurse to work full-time as part of their team from December 2012. The unit provides an endoscopic service for both the inpatient and outpatient population. Some of the benefits of working in the unit include no shift work, no weekends and a supportive learning environment.

Note: An order of merit will be created to fill future vacancies at level that may occur in the next 12 months. 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: Sharon Chambers (02) 6244 3488

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Occupational Therapy Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 27164)

Gazetted: 04 October 2012

Closing Date: 18 October 2012

Details: Brian Hennessy Rehabilitation Centre is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. Under defined supervision, it is expected that the Occupational Therapy Assistant will develop competencies and skills to provide sound interventions to consumers of the service and participate in quality initiatives to promote optimal service delivery.

Eligibility/Other Requirements: It is required that staff at this level would have a Certificate IV in Allied Health Assistance or recognised equivalent. Current 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: Melissa Lee/Kerin O'Brien (02) 6205 1222

Canberra Hospital and Health Services

Mental, Justice Alcohol and Drugs

Rehabilitation and Specialty Mental Health

Administration Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 20982)

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: Mental Health Service for People with Intellectual Disability (MHS-ID) is a cross-agency, specialist, and consult/liaison service committed to the principles of recovery that provides comprehensive clinical assessment and psychiatric treatment to consumers with an intellectual disability and a mental illness /mental dysfunction. The position involves managing all administrative aspects for the team, liaising with the consumers, carers and families when necessary and to provide support to the clinical staff with a focus on providing quality service to the consumers of MHS-ID. The MHS-ID team is co-located with Disability ACT.

Eligibility/Other Requirements: Medical Terminology would be an advantage. An understanding in dealing with persons affected with Mental Illness. Current driver's licence.

Note: This is a part-time position at 18.37 hours a 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: Shirley-Anne Brandon (02) 6207 8210

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Front Reception Clerk

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 20601, several)

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: Under general direction provide reception and clerical services to patients attending the section. As required, make appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action.

Eligibility/Other Requirements: Knowledge of medical terminology would be an advantage. Current driver's licence.

Note: An order of merit will be formed from this selection process and may be utilised to fill any full-time/part-time, permanent, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the Selection Criteria. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

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

ACT Corrective Services

Community Based Corrections

Probation and Parole

Team Leader

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43413)

Gazetted: 28 September 2012

Closing Date: 16 October 2012

Details: Manage teams of Probation and Parole staff, providing leadership and direction, while monitoring and evaluating staff performance. Ensure the provision of quality written and verbal advice to Courts and releasing authorities and responses to ministerial requests and questions.

Eligibility/Other Requirements: Demonstrated experience in working with offenders in the criminal justice system would be a distinct advantage. Relevant tertiary qualifications of management experience would be an advantage. Eligible candidates will be required to undergo a criminal history check and psychological aptitude testing as part of the assessment process.

Contact Officer: Helen Rowling (02) 6207 0205 helen.rowling@act.gov.au

Office of Regulatory Services

WorkSafe ACT

Operations

Manager - Reactive Services

Workcover Manager C \$89,786 - \$96,809, Canberra (PN: 05771)

Gazetted: 27 September 2012

Closing Date: 11 October 2012

Details: Under the broad direction of the Senior Manager, Operations lead, manage, and monitor performance of the Reactive Team including the development and monitoring of individual achievement and development plans and setting of team work priorities in line with corporate objectives Lead and direct staff in the Team in the provision of Inspection, investigation and compliance activities for WorkSafe ACT Foster an environment of working together across Teams within WorkSafe ACT Implement and monitor corporate policies and processes to provide best outcomes across the range of responsibilities of the Team Establish effective working relationships with both internal and external stakeholders, staff and colleagues at all levels Perform the functions of an authorised Inspector in accordance with relevant legislation Maintain records and ensure appropriate performance reporting in relating to team activities and outcomes Represent WorkSafe ACT at a range of forums both locally and interstate Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A Certificate IV in Government (Investigations); or a Certificate IV in Government (Inspections); or a Certificate IV in OHS and/or other relevant qualification or relevant industry experience is desirable but not essential. Some local and interstate travel may be required. Wearing of a uniform may be required. Availability to participate in after hours compliance activities may be required.

Notes: Please note, recruitment may be based on application and referee reports only, interviews may not be conducted.

Contact Officer: Stewart Ellis (02) 6207 0048 stewart.ellis@act.gov.au

Office of Regulatory Services

Registrations and Fair Trading

Fair Trading Inspectorate

Senior Investigator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 42691, several)

Gazetted: 03 October 2012

Closing Date: 17 October 2012

Details: Supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes. Provide assistance to less senior officers in relation to less complex matters. Assist the Manager of the Unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under Fair Trading legislation. Represent the Office at meetings, seminars, working parties and conferences relating to the Unit's functions. Ability to undertake shiftwork as required or as directed. Conduct the more complex investigations

and oversee the preparation of briefs of evidence for court. Appear in court as necessary. Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Ability to work shiftwork and possession of a current driver's licence. The completion of a Police check is a mandatory requirement prior to engagement in all ACT Public Service positions. Knowledge of Fair Trading and liquor legislation and/or consumer complaints processes would be an advantage.

Notes: One of the vacant positions is a fixed temporary position until June 2015.

Contact Officer: Derise Cubin (02) 6205 3732 derise.cubin@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

Directorate Services

Operational Support

Capital Works

Project Officer Capital Works Coordination

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 23566)

Gazetted: 03 October 2012

Closing Date: 16 October 2012

Details: Operational Support Branch is looking for a dynamic and highly motivated individual to fill the position of Project Officer Capital Works Coordination. The Project Officer will be responsible for coordinating key committees and meetings as well as assisting in the maintenance and implementation of the Project Management framework and provide guidance on project management best practice across Territory and Municipal Services. This position will also provide support to the project managers and the teams if required, to coordinate monthly project reviews and Project Management Forums as well as coordination and preparation of project reporting at committee level. The successful applicant will have a sound knowledge of project and capital works management and execution, be able to meet sometimes demanding schedules and provide professional business advice and assistance to all levels of management within the Directorate.

Contact Officer: David Roulston (02) 6207 6628 david.roulston@act.gov.au

Business Enterprises

ACT NOWaste

Contract Management

Contract Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 19414)

Gazetted: 27 September 2012

Closing Date: 11 October 2012

Details: The Contracts Officer will undertake monitoring of a range of waste and recycling services contracts. This position will be involved in providing advice and gather, analyse and report on contract delivery and compliance, undertake a range of auditing activities, asset management work and related projects.

Eligibility/Other Requirements: Current driver's licence.

Notes: This is a temporary position until 30 June 2013 with the possibility of an extension.

Contact Officer: Kevin Green (02) 6205 0355 kevin.green@act.gov.au

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

Business Enterprises

ACT Property Group

Property Projects and Services

Reactive and Planned Maintenance Supervisor

General Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 22587)

Gazetted: 28 September 2012

Closing Date: 16 October 2012

Details: To provide building and other maintenance services to customers on a fee for service basis. Includes developing maintenance programs in accordance with manufacturer's specification and Australian Standards; ensuring programs are delivered efficiently and effectively; and developing and implementing new systems for managing workloads.

Eligibility/Other Requirements: Technical/Trades Certificate and current driver's licence.

Notes: It is desirable that prospective applicants have obtained Certificate IV in Project Management, Certificate IV in OH&S.

Contact Officer: Andrew Steele (02) 6213 0609 andrew.steele@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

Roads ACT

Strategic Asset Management

Planning and Investigations Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 27804)

Gazetted: 28 September 2012
Closing Date: 16 October 2012

Details: Roads ACT is seeking a Technical Officer for its maintenance planning area. The position is mainly site-based in carrying out inspections of road and related assets, making assessments, recommending corrective actions and providing advice. The work is important in providing safe and effective assets for use by the public. The position provides interesting practical challenges in a supportive work environment.

Eligibility/Other Requirements: Qualification in a related technical field or technical experience/training deemed equivalent and a current C Class or equivalent driver's licence.

Contact Officer: Daniel O'Connell (02) 6207 6599 dan.oconnell@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

North/South Region

Bus Operator

General Service Officer Level 5/Bus Operator \$41,573 - \$65,081 pro rata, Canberra (PN: SDRT11)

Gazetted: 27 September 2012

Closing Date: 30 June 2013

Details: ACTION buses employs over 800 staff and is responsible for significant capital assets including a fleet of over 400 buses, two major depots and workshops. Applicants will be required to operate a public transit vehicle (bus), ensuring safe carriage of members of the public; collect correct fares; provide information and advice to clients; carry out pre-drive checks; ensure general maintenance is conducted, and maintain security of the bus while in service. Advancement from General Service Officer Level 5 to Bus Operator level is dependent on successful completion of training, qualifying period and licence qualification as per the ACTION Enterprise Agreement.

Eligibility/Other Requirements: To be eligible to become an ACTION Bus Driver, you must be able to obtain a Condition "O" endorsement on your ACT licence or hold a NSW Driver Authority; pass ACTION's functionality assessment, required medical, literacy/numeracy test, driving skills assessment, and Fit and Proper Person assessment. Only one application will be processed from each applicant during this recruitment round which will close on 30 June 2013, subsequent applications from individuals during this period are not required and will not be evaluated.

Note: Initially, engagement will be on a temporary basis, pending successful completion of a training program then permanent employment in part-time Bus Operator positions with a minimum guarantee of 20 hours per week plus overtime.

Contact Officer: Phil Ulrick (02) 2607 7537 phil.ulrick@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

Roads ACT

Traffic Management and Safety

Manager, Investigations and Programs

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 46701)

Gazetted: 03 October 2012

Closing Date: 23 October 2012

Details: The Manager, Investigations and Programs is accountable for the effective operation and use of the traffic assets in the ACT providing routine and complex advice on a range of transport projects and will have the opportunity to play a leadership role in managing the delivery of key government initiatives including the Sustainable Transport Plan, Roads ACT's Capital Upgrades Program and Minor New Works Program.

Eligibility/Other Requirements: A Civil Engineering University Degree, Membership of the Institution of Engineers Australia and, preferably, experience in Traffic Engineering and Management.

Contact Officer: Rifaat Shoukrallah (02) 6207 6157 rifaat.shoukrallah@act.gov.au

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

Treasury

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

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

Shared Services ICT

Executive

ICT Planning

Manager, ICT Planning

Senior Officer Grade A \$123,208, Canberra (PN: 00046)

Gazetted: 27 September 2012

Closing Date: 11 October 2012

Details: The successful applicant will be required to develop and maintain an ICT Strategic Plan, Disaster Recovery Plan and other plans required to ensure ICT staff and Business have clarity of direction and strategy. Assist all branches in the

organisational change initiatives and prepare complex reports, briefs, submissions and other documents in relation to IM and ICT issues.

Eligibility/Other Requirements: Tertiary qualifications desirable. Formal management training, Project Management training and/or experience in managing IT related projects desirable.

Note: This is a temporary vacancy available until the 31 August 2013.

Contact Officer: Sarbjit Sidhu (02) 6207 6489 sarbjit.sidhu@act.gov.au

Shared Services ICT

Executive

ICT Policy

Manager, ICT Policy

Senior Officer Grade A \$123,208, Canberra (PN: 31273)

Gazetted: 27 September 2012

Closing Date: 4 October 2012

Details: The successful applicant will be required to effectively co-ordinate the development and maintenance of Information and Communication Technology (ICT) policies. Develop, implement and coordinate Information Management (IM) projects, including Whole of Government projects, and undertake high level research and analysis on a range of IM and ICT issues.

Eligibility/Other Requirements: Tertiary qualifications desirable. Demonstrated extensive experience and proven ability in the development and implementation of policy initiatives, and demonstrated experience and highly developed ability in the initiation and carriage of projects in the IM and/or ICT fields.

Note: This is a temporary position available until 1 October 2013.

Contact Officer: Sarbjit Sidhu (02) 6207 6489 sarbjit.sidhu@act.gov.au

Shared Services

Finance

Accounts Processing Unit

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 22931)

Gazetted: 27 September 2012

Closing Date: 16 October 2012

Details: As Manager you will manage and lead the Accounts Processing Unit and be responsible for the ongoing management of resources and continuous improvement of accounts processing services through the implementation of innovative processes.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Qualifications in a related discipline are highly desirable.

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

Contact Officer: Calvin Robinson (02) 6205 3819 calvin.robinson@act.gov.au

Shared Services

Human Resources

Information and Data

Manager Record Services

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 17955)

Gazetted: 28 September 2012

Closing Date: 12 October 2012

Details: As the Team Leader you will manage and lead teams responsible for the provision of high quality, client-focussed and cost effective records management and mail services to ACT Government agencies. This is a leadership role requiring innovation and collaboration to achieve enhanced business outcomes and service delivery.

Eligibility/Other Requirements: A secret security clearance or the ability to obtain one within a reasonable period is mandatory.

Note: Applications should be forwarded directly to the contact officer.

Contact Officer: Liz Blakeley (02) 6205 2498 liz.blakeley@act.gov.au

Shared Services

Human Resources

Information and Data

Senior Advisor

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 08255)

Gazetted: 02 October 2012

Closing Date: 16 October 2012

Details: Shared Services is seeking a Senior HR Advisor to lead a small team responsible for the management of Shared Services HR customer interfaces; maintenance of ACT Government's organisation related data; preparation of a wide range of documentation and published material relating to the management of HR information; and coordination and provision of HR information in response to requests from third parties including solicitors and the law courts, auditors, government departments and agencies and requests made under Freedom of Information. This is a leadership role that requires the occupant to be innovative and collaborative to improve the effectiveness and efficiency of the provision and management of HR information.

Contact Officer: Karen Wells (02) 6205 4525 karen.wells@act.gov.au

**Shared Services
Shared Services ICT
Security**

**Deputy Manager ICT Security Governance
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31212)**

Gazetted: 02 October 2012

Closing Date: 16 October 2012

Details: Shared Services ICT Security is looking for a highly skilled person to undertake an extensive ICT Policy review and assist in the preparation of security documents.

Eligibility/Other Requirements: Good knowledge of ISO 27000 and Federal Government ICT Security Standards would be held in high regard.

Notes: This is a temporary vacancy available for a period of ten months.

Contact Officer: Peter Major (02) 6207 0073 peter.major@act.gov.au

**Shared Services
Human Resources
Information and Data
Business Support Officer**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 05755)

Gazetted: 28 September 2012

Closing Date: 5 October 2012

Details: The successful applicant will provide business support functions to Record Services, including day to day administration of the accounts payable and receivable functions; accommodation and staffing matters; and assistance in the development and delivery of ongoing census and sentencing programs across the records collection.

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@act.gov.au

APPOINTMENTS

Community Services

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

Shara Fowler 827-59693, Section 68(1), 28 September 2012

Economic Development

Administrative Services Officer Class 1 \$40,974 - \$45,283

Patrick Howard 827-22882, Section 68(1), 28 September 2012

Education and Training

Graduate Administrative Assistant \$58,870 - \$60,739

Leeanne Honeyball 835-87395, Section 68(1), 6 February 2013

Graduate Administrative Assistant \$58,870 - \$60,739

Amalie Shawcross 817-48204, Section 68(1), 6 February 2013

Health

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

Sini George 821-59284, Section 68(1), 25 September 2012

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

Nic Walker 835-86843, Section 68(1), 1 October 2012

Justice and Community Safety

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

Lauren Callow 816-67455, Section 68(1), 16 October 2012

Territory and Municipal Services

Bus Operator - Training \$58,463

David Fife 835-86982, Section 68(1), 28 September 2012

Bus Operator - Training \$58,463

Kate Francis 835-86851, Section 68(1), 28 September 2012

Bus Operator - Training \$58,463

Michael Hoare 835-86819, Section 68(1), 28 September 2012

Bus Operator - Training \$58,463

Benjamin Peter Mackenzie 835-88072, Section 68(1), 28 September 2012

Bus Operator - Training \$58,463

David Vogl 835-88080, Section 68(1), 28 September 2012

Treasury

Information Technology Officer Class 2 \$70,913 - \$81,460

Michael O'Doherty 835-86747, Section 68(1), 27 September 2012

Senior Officer Grade A \$123,208

Danielle Maree Wickman 711-58788, Section 68(1), 1 October 2012

PROMOTIONS

Community Services

Children, Youth and Family Support

Aboriginal and Torres Strait Islander Services

Integrated Service Delivery for Aboriginal and Torres Strait Islander Families

Lee-Anne Daley: 820-98119

From: Administrative Services Officer Class 6 \$68,515 - \$78,705
Health

To: †Health Professional Level 4 \$89,786 - \$96,809
Community Services, Canberra (PN. 15636) (Gazetted 10 November 2011)

Economic Development

Tourism, Events and Sport

Australian Capital Tourism

Marketing

Peter Dean: 820-97001

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Economic Development

To: †Senior Officer Grade C \$89,786 - \$96,809
Economic Development, Canberra (PN. 11035) (Gazetted 27 August 2012)

Education and Training

Office for Schools

North/Gungahlin Network

Bonner Primary School

Simon Barker: 778-97557

From: School Leader C \$100,271
Education and Training

To: †School Leader B \$116,751
Education and Training, Canberra (PN. 30939) (Gazetted 30 August 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.

School Improvement

Aboriginal and Torres Strait Islander and Student Engagement

Student Wellbeing and Behaviour Support

Erin Nicole Briedis: 817-43470

From: School Counsellor (Psychologist) \$54,951 - \$86,881
Education and Training

To: †School Leader C \$100,271
Education and Training, Canberra (PN. 17336) (Gazetted 26 July 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.

**School Improvement
Aboriginal and Torres Strait Islander and Student Engagement
Student Wellbeing and Behaviour Support
Louise Bromhead: 787-65169**

From: Classroom Teacher \$54,951 - \$86,881
Education and Training

To: †School Leader C \$100,271
Education and Training, Canberra (PN. 01952) (Gazetted 26 July 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.

**Office for Schools
Tuggeranong Network
Namadji School**

Heather Saywell: 751-78874

From: School Assistant 2 \$39,431 - \$43,728
Education and Training

To: †Administrative Services Officer Class 3 \$52,818 - \$57,004
Education and Training, Canberra (PN. 24885) (Gazetted 22 August 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.

**Office for Schools
North/Gungahlin Network
Ngunnawal Primary School
Kristine Heather Stewart: 755-77672**

From: School Leader B \$116,751
Education and Training

To: †School Leader A \$133,372
Education and Training, Canberra (PN. 31766) (Gazetted 27 July 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.

**Finance and Corporate Support
Human Resources
HR Strategy**

Andrew James Trevaskis: 827-26891

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Education and Training, Canberra (PN. 13340) (Gazetted 19 June 2012)

**Office for Schools
North/Gungahlin Network
Lyneham Primary School
Annamaria Zuffo: 733-21323**

From: School Leader B \$116,751
Education and Training

To: †School Leader A \$128,225
Education and Training, Canberra (PN. 01781) (Gazetted 26 July 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

**Policy
Nature Conservation Policy
Margaret Kitchin: 710-48730**

From: Senior Professional Officer Grade C \$89,786 - \$96,809
Environment and Sustainable Development

To: †Senior Professional Officer Grade A \$123,208
Environment and Sustainable Development, Canberra (PN. 00489) (Gazetted 1 August 2012)

**Regulation and Services
Construction Services
Construction Occupations
Rachelle Katrina Turk: 820-85473**

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. 30513) (Gazetted 21 August 2012)

Health

Canberra Hospital and Health Services Women, Youth and Children WCH Operational

Michelle Bower: 827-52651

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Health
To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 10765) (Gazetted 26 July 2012)

Director General Reports

Adrienne Carswell: 795-52288

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. 29635) (Gazetted 23 August 2012)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services Rehabilitation and Specialty Mental Health

Diana Jaeger: 821-07484

From: Registered Nurse Level 2 \$78,157 - \$82,990
Health
To: †Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 19611) (Gazetted 16 August 2012)

Director General Reports

Population Health

Health Protection Service

Min Li: 789-43770

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. 27725) (Gazetted 2 August 2012)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services Access and Acute Mental Health

Sindhu Puthiaparampil: 827-21396

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. 13143) (Gazetted 30 August 2012)

The Canberra Hospital and Health Services

Eva Seinsche: 829-68786

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. 29235) (Gazetted 16 August 2012)

Justice and Community Safety

Legislation and Policy

Criminal Law Group

Victor Hugo Martin: 740-91080

From: Senior Officer Grade C \$89,786 - \$96,809
Justice and Community Safety
To: †Legal 2 \$121,218 - \$126,200
Justice and Community Safety, Canberra (PN. 42758) (Gazetted 9 May 2012)

Treasury

Shared Services

Shared Services Procurement

Finance and Business Systems Team

Rebecca Roper: 795-66911

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

Treasury

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

Treasury, Canberra (PN. 30514) (Gazetted 30 April 2012)