



ACT Government Gazette

Gazetted Notices for the week beginning 16 June 2011

VACANCIES

Canberra Institute of Technology

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

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

Centres

Health Community and Wellbeing

Sport and Fitness Education Manager

Teacher Band 2 \$97,504, Canberra (PN: 51865)

Gazetted: 20 June 2011

Closing Date: 5 July 2011

The Centre for Health Community and Wellbeing seeks an individual who has demonstrated educational and administrative leadership qualities within the Sport and Fitness profession with a proven record to establish and maintain a highly motivated results oriented team environment, particularly involving Band 1 and part-time teachers and support staff. Understanding of and commitment to quality management processes. Ability to formulate and effectively and efficiently manage distribution and utilisation of resources.

Eligibility/Other Requirements: A Degree or Diploma in Education or equivalent studies. Three years experience in TAFE or similar environment. Sport and Fitness industry experience and relevant discipline qualifications.

Note: This is a temporary vacancy available 23 September 2011 until 23 September 2013.

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

Centres

Organisational Capability

Project Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 55548)

Gazetted: 21 June 2011

Closing Date: 5 July 2011

The Centre for Organisational Capability plays an integral role in supporting CIT in achieving its organisational goals through the strategic HR framework. The Centre provides workforce planning services, develops and implements the employment framework, provides workplace safety and rehabilitation services, and facilitates professional development opportunities. Whilst primarily involved in supporting professional development activities, the successful applicant may be expected to work in and across other teams within the Centre to achieve priority business goals.

Eligibility/Other Requirements: Relevant qualifications in the Human Resources field are desirable.

Contact Officer: Michele de Laine (02) 6207 3385 michele.delaine@cit.edu.au

Centres

Organisational Capability

Recruitment Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 55050)

Gazetted: 22 June 2011

Closing Date: 6 July 2011

The Recruitment Team in the Centre for Organisational Capability is looking for a person to join the team. You will need to be well organised, have good communication skills, have good attention to detail and be willing to learn new skills.

Eligibility/Other Requirements: An understanding of CIT Banner system and ACT Government payroll system CHRIS21, is highly regarded.

Note: This position is an expected vacancy from 15 August 2011.

Contact Officer: Barbara Makin (02) 6207 3589 barbara.makin@cit.edu.au

Chief Minister and Cabinet

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

Communications and Culture

Communication, Special Events and Executive Support

Centenary of Canberra

Program Manager (Community Engagement)

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 21358)

Gazetted: 22 June 2011

Closing Date: 29 June 2011

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. This position will work within the Program team to develop, manage and oversee Centenary Community Engagement projects and initiatives in line with the Creative Director's and ACT Government's vision.

Note: This is a temporary position available from 1 July 2011 to 20 December 2013.

Contact Officer: Bev Growden (02) 6207 7805 beverly.growden@act.gov.au

Communications and Culture

Culture and Communication

Centenary of Canberra

Program Manager (Arts and Culture)

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24362)

Gazetted: 21 June 2011

Closing Date: 5 July 2011

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. This position will work within the Program team to develop, manage and oversee Centenary Community Engagement projects and initiatives in line with the Creative Director's and ACT Government's vision.

Note: This is a temporary position available from 1 July 2011 till 20 December 2013.

Contact Officer: Bev Growden (02) 6207 7805 beverly.growden@act.gov.au

Community Services

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

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

Office for Children, Youth and Family Support

Care and Protection

Assessment Unit

Senior Social Worker/Psychologist

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 11990)

Gazetted: 20 June 2011

Closing Date: 4 July 2011

Undertake complex assessment work and supervise professional staff to ensure the provision of quality professional services, which are consistent with the policies and programs of the Office for Children, Youth and Family Support and are culturally appropriate to children and families.

Eligibility/Other Requirements: Tertiary qualifications in Social Work or Psychology which provide eligibility for membership of the Australia Association of Social Work, or registration with the Psychologists Board (ACT) or state equivalent.

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

Contact Officer: Ann Ponsonby (02) 6207 1469 ann.ponsonby@act.gov.au

Housing and Community Services

Office of Multicultural, Aboriginal and Torres Strait Islander Affairs

Office of Aboriginal and Torres Strait Islander Affairs

Policy Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 56094)

Gazetted: 22 June 2011

Closing Date: 12 July 2011

The ACT Office of Aboriginal and Torres Strait Islander Affairs provides strategic advice to the Minister for Aboriginal and Torres Strait Islander Affairs on issues affecting the Aboriginal and Torres Strait Islander people in the ACT. The Office coordinates a whole-of-government approach on policy issues and provides secretariat support to the Aboriginal and Torres Strait Islander Elected Body and United Ngunnawal Elders Council. Policy officers in the Office provide advice and support to a range of stakeholders, including Executive and the Government, and work collaboratively with a range of community services to ensure that government's strategic goals on Aboriginal and Torres Strait Islander affairs are met.

Contact Officer: Darryl Brooks (02) 6207 1667 darryl.brooks@act.gov.au

Housing and Community Services

Office of Multicultural and Aboriginal and Torres Strait Islander Affairs

Office of Aboriginal and Torres Strait Islander Affairs

Secretariat Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 12388)

Gazetted: 22 June 2011

Closing Date: 12 July 2011

The ACT Office of Aboriginal and Torres Strait Islander Affairs provides strategic advice to the Minister for Aboriginal and Torres Strait Islander Affairs on issues affecting the Aboriginal and Torres Strait Islander people in the ACT. The Office coordinates a whole-of-government approach on policy issues and provides secretariat support to the Aboriginal and Torres Strait Islander Elected Body and United Ngunnawal Elders Council. The Secretariat Support Officer provides support to a range of stakeholders, including Aboriginal and Torres Strait Islander Elected Body, Executive and the Government, and work collaboratively to ensure that government's strategic goals on Aboriginal and Torres Strait Islander affairs can be met.

Contact Officer: Darryl Brooks (02) 6207 1667 darryl.brooks@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

Tourism, Events and Sport

Tourism and Events

Events Unit

Events Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 13613)

Gazetted: 22 June 2011

Closing Date: 6 July 2011

The Events Unit is responsible for the delivery of a suite of events including the Canberra Nara Candle Festival, New Year's Eve, Australia Day and Canberra Day celebrations. The Unit also administers the ACT Festivals Fund. Applicants are expected to liaise with a range of clients including the Minister's Office, senior government officers, senior officials, contractors, suppliers and members of the community and provide assistance to other departmental officers in the performance of their duties.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Note: This is a temporary vacancy for a period asap for 12 months with possibility of extension. Ability to work flexible hours and travel as required.

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@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

School Improvement

Aboriginal and Torres Strait Islander Education and Student Support

Administration

Business Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 34458)

Gazetted: 20 June 2011

Closing Date: 4 July 2011

The Directorate is seeking a well organised officer to join the Business Support Unit in the Aboriginal and Torres Strait Islander Education and Student Support Branch. The successful applicant will be responsible for the administration of the special needs transport program, assisting the Finance Officer and providing administrative support across the School Improvement Division. The successful officer will have excellent organisational skills and the ability to manage competing priorities in a professional manner. Customer service focus will be integral to this position.

Contact Officer: Miriana Hart (02) 6205 9175 miriana.hart@act.gov.au

School Improvement

North/Gungahlin Network

Dickson College

Classroom Teacher - Media and Photography

Classroom Teacher \$51,178 - \$78,837, Canberra (PN: 07074)

Gazetted: 22 June 2011

Closing Date: 29 June 2011

We are looking for a Media and Photography Teacher able to teach senior classes (Years 11 and 12). The ability to teach CADD/Visual Arts would be an advantage. This position is a substantive, permanent full time teaching position. Dickson College is an ACT Senior Secondary College and teachers should demonstrate the capacity to meet the requirements of the Board of Senior Secondary Studies. Dickson College is a vibrant college with a committed and passionate staff, students and community. We aim to provide a supportive, innovative and educationally enriched learning environment. Together we work to develop informed, caring, creative and confident global citizens. For more information please visit our website www.dicksonc.act.edu.au.

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

Contact Officer: Beth Mitchell (02) 6205 6455 beth.mitchell@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.

School Improvement

Tuggeranong Network

Namadgi School

Classroom Teacher-Early Childhood

Classroom Teacher \$51,178 - \$78,837, Canberra (PN: 20748)

Gazetted: 16 June 2011

Closing Date: 30 June 2011

Teach in the Early Childhood Sector (P-2) working with a range of classes and teachers.

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

Contact Officer: Lauren Richardson (02) 6142 0900 lauren.richardson@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

Construction Services

Utilities, Land and Lease Regulation Section

Senior Enforcement Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24439)

Gazetted: 22 June 2011

Closing Date: 5 July 2011

The Utilities, Land and Leasing Section is seeking an experienced investigator who has demonstrated high level administrative decision making skills to join the Breach Management Team. Outstanding drive, team interaction, communication and liaison skills will be necessary to take a senior role with the Team.

Eligibility/Other Requirements: Relevant experience or qualifications in regulatory compliance will be highly regarded.

Contact Officer: Jeff McAdam (02) 6205 2270 jeff.mcadam@act.gov.au

Construction Services

Utilities and Land Regulation

Inspector

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 20061, several)

Gazetted: 17 June 2011

Closing Date: 5 July 2011

The occupant of this position will research, investigate and handle complaints relating to breaches of building and planning legislation. This will include but will not be limited to investigative research, drafting technical reports, conducting on-site inspections and may require undertaking audits to facilitate ongoing compliance monitoring and enforcement functions involving the building industry. In collaboration with the team leader, the occupant of this position will support the operations of the team, providing strong direction, active training and mentoring in quality control of the team's work; set priorities, monitor work flow, develop local strategies and procedures.

Eligibility/Other Requirements: This position requires knowledge of or the ability to quickly learn about the policies, legislation and technical requirements associated with the functions and programs of ACTPLA and the ability to communicate effectively with internal and external stakeholders. Experience or qualifications related to the building industry would be an advantage.

Note: You will be required to wear a uniform if supplied and a current driver's licence is essential.

Contact Officer: Reuben Gaze (02) 6207 6282 reuben.gaze@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.

Construction Services

Utilities, Land and Lease Regulation Section

Legal Officer – Compliance and Enforcement

Legal 1 \$50,797 - \$104,152, Canberra (PN: 24433)

Gazetted: 22 June 2011

Closing Date: 12 July 2011

The Utilities, Land and Leasing Section is seeking a qualified officer to work with the Breach Management Team in providing policy advice and research to support regulatory enforcement and administrative decision making.

Eligibility/Other Requirements: Tertiary qualifications in laws or eligibility for admission as a practitioner to the High Court or Supreme Court.

Contact Officer: Jeff McAdam (02) 6205 2270 jeff.mcadam@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>

Office of the Chief Executive

Quality and Safety

Patient Safety and Quality

Manager - Clinical Audit and Review

Registered Nurse Level 4.3 \$108,239, Canberra (PN: 04549)

Gazetted: 16 June 2011

Closing Date: 30 June 2011

If you are an excellent communicator with analytical and critical thinking skills, who understands operational service delivery in the health sector this is a job for you. As manager of the Clinical Audit and Review team in the Health Directorate's Quality and Safety Unit you will provide leadership and strategic direction for a team responsible for supporting health professionals to evaluate and measure practice through clinical audit and review activities. You will require a breadth of knowledge and experience of clinical review and audit management in a health setting and have demonstrated ability to provide high level policy advice and briefings to executive staff.

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

Contact Officer: Sonia Hogan (02) 6205 0718 sonia.hogan@act.gov.au

**Deputy Chief Executive Strategy and Corporate
Policy and Government Relations
Government Relations and Health Reform
Manager Government Relations Unit
Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19536)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

A permanent vacancy exists as the Manager of the Government Relations Unit with the Policy and Government Relations Branch of the Health Directorate. As Manager of the unit you will provide high level advice on policy, programs, planning, purchasing and other activities. You will represent the ACT government Health Directorate in high level liaison and negotiations with customers, agencies and other governments. You will be required to develop, review and oversee strategic activities and projects related to corporate goals, operational procedures, legislative reforms, policies and planning.

Eligibility/Other Requirements: Qualifications and/or experience in health or social services desirable.

Contact Officer: Ross O'Donoghue (02) 6205 0568

**Deputy Chief Executive The Canberra Hospital and Health Service
Women, Youth and Children
Women's and Babies
Registered Nurse
Registered Nurse Level 3.2 \$94,804, Canberra (PN: 22188)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

A unique and exciting opportunity has arisen for an experienced nurse and or midwife to provide contemporary operational management and leadership to enhance the provision of excellent clinical care within the Centre for Newborn Care (CNC). This leader will have knowledge of trends and issues relating to the provision of safe and flexible rostering practices and innovations, that impact on the work environment and the health care team. This position will be actively involved in workforce development towards the opening of the New Women and Children's Hospital due to be completed in 2012.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse and/or Midwife with the Australian Health Practitioner's Regulation Agency. It is desirable that the applicant holds is working towards qualifications at postgraduate level.

Contact Officer: Jeanne McLauchlan (02) 6174 5165 jeanne.mclauchlan@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine
Ambulatory Services
Clinical Nurse Consultant - Cardiac Catheter Lab
Registered Nurse Level 3.2 \$94,804, Canberra (PN: 27026)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

An exciting opportunity has arisen to join the Cardiac Catheter Lab team at the Canberra Hospital. We are looking for a dynamic and motivated registered nurse who has excellent leadership and communication skills. The successful applicant must be able to demonstrate expertise and the ability to perform autonomously at an advanced level of nursing with knowledge of trends and issues relating to nursing practice, health care innovations and their impact on the designated area.

Eligibility/Other Requirements: Current registration or eligibility to register as a registered nurse with the Australian Health Practitioner Regulation Agency.

Note: This position is full time. The successful applicant may be selected on application and referee reports only.

Contact Officer: Marina Buchanan-Grey (02) 6244 2619 marina.buchanan-grey@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Business and Infrastructure
Business and Infrastructure Executive
Executive Officer
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 17666)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

Business and Infrastructure is seeking to recruit a highly skilled and energetic Executive Officer. This position will support and provide strategic advice to the Executive Director. The main duties will include coordination of high level correspondence including Cabinet Assembly and Ministerial briefings.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in either clinical, operational management or policy development within a health care system are highly desirable.

Note: Please note that this position is part of the deputy Chief Executive Strategy and Corporate division and is currently located in our city offices.

Contact Officer: Adrian Scott (02) 6205 0602 adrian.scott@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
ACRS Administration**

ACRS Executive Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 13556)

Gazetted: 23 June 2011

Closing Date: 07 July 2011

The Divisions of Capital Region Cancer Services (CRCS) and Rehabilitation, Aged and Community Care (RACC), ACT Government - Health Directorate are seeking to recruit a highly skilled and energetic Executive Officer temporarily. This position will support and provide strategic advice to the Executive Directors of CRCS and RACC. Main duties include coordination of high level correspondence including Cabinet, Assembly and Ministerial briefings.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in either clinical, operational management or policy development areas within a health care system are highly desirable.

Note: This position is temporary for six (6) months commencing ASAP.

Contact Officer: Linda Kohlhagen (02) 6244 2357

**Deputy Chief Executive The Canberra Hospital and Health Service
Financial Management**

Financial Operations Support

Client Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 01868)

Gazetted: 16 June 2011

Closing Date: 30 June 2011

The Client Managers provide a range of services such as business management, budget preparation, reporting, analysis and financial support to different areas across ACT Health. Client Managers function within a wider team that includes technical specialist and higher-level business analyst to ensure that business management aspects of the clients are catered for. 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.

Eligibility/Other Requirements: Possession of or progress towards tertiary qualifications in management, accounting - particularly cost accounting or a related discipline would be an advantage.

Contact Officer: Rachael Petersons (02) 6244 2238

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Medical Services

Clinical Nurse Specialist

Registered Nurse Level 3.1 \$83,681 - \$87,312, Canberra (PN: 19170)

Gazetted: 16 June 2011

Closing Date: 30 June 2011

Applications are sought from enthusiastic, motivated Infection Control Professionals to join the Infection Prevention and Control Unit (IPCU) at the Canberra Hospital and Health Services. The position is to commence immediately. IPCU is committed to improving patient outcomes by minimising the risk of infection related to healthcare by: providing evidence based prevention in monitoring and management and education.

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

Note: Please submit applications in writing addressing the selection criteria, with a current Curriculum Vita and the names of two referees. This is a full-time position however, part-time applicants will be considered.

Contact Officer: Wendy Beckingham (02) 6244 3695 wendy.beckingham@act.gov.au

Office of the Chief Executive

Population Health

Health Protection Business Services

Surveillance Coordinator

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 15102)

Gazetted: 16 June 2011

Closing Date: 30 June 2011

This position is responsible for the provision of high level epidemiological advice and assistance to staff on the surveillance and management of notifiable conditions. The applicant will be required to monitor communicable disease trends, analyse disease investigation results and provide reports as required. The ideal applicant will have practical experience in epidemiology, knowledge of current public health guidelines on communicable disease control, strong

communication skills and a sound track record in program management. Excellent interpersonal and negotiation skills are essential.

Eligibility/Other Requirements: Tertiary qualifications in Epidemiology, with experience in surveillance and management of communicable diseases, statistical analysis and reporting of data.

Contact Officer: Rebecca Hundy (02) 6205 2052

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Medical Services

Clinical Development Nurse

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 10063)

Gazetted: 16 June 2011

Closing Date: 30 June 2011

Ward 7A is seeking applications from dynamic, motivated registered nurses for the role of the Clinical Development Nurse (CDN). 7A is a general medical ward covering the specialities of Neurology, Infectious Diseases and Acute Stroke. There are 28 ward beds and 4 acute stroke beds. The 7A CDN will be responsible for the education and support of graduate nurses, overseas nurses and new and existing staff. The CDN will provide and promote education, feedback, reflective practice and innovative change to provide excellent and safe patient care.

Eligibility/Other Requirements: Registered or eligible for registration as a nurse with AHPRA.

Contact Officer: Brett Jones (02) 6244 2535

**Deputy Chief Executive The Canberra Hospital and Health Service
Women, Youth and Children**

Women and Babies

Continuity of Care Pilot Midwife

Registered Nurse Level 2 \$72,960-\$77,472, (PN: 23509, several)

Gazetted: 23 June 2011

Closing Date: 05 July 2011

As part of the commitment to move to exciting new models of care at the Canberra Hospital, exciting opportunities exist for enthusiastic and experienced Level 2 Registered Midwives who are interested in working in a Pilot Continuity of Care model providing women with continuity of care. The midwives will work in a small midwifery group practice providing caseload midwifery care through the Antenatal and Community Clinics, Delivery Suite and postnatal care in the community.

Eligibility/Other requirements: Registered or eligible for registration as a midwife with the Australian Health Professionals Registration Authority, and a current unconditional driver's licence.

Note: These positions are full-time although part-time employment (minimum of 0.74FTE) may be negotiated. Salary complimented with 35% loading plus car allowance.

Contact Officer: Jeanne McLauchlan (02) 6174 5165

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Medical Services

Registered Nurse

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 16750)

Gazetted: 16 June 2011

Closing Date: 30 June 2011

Applications are sought from an enthusiastic Registered Nurse to work in the Infection Prevention and Control Unit of the Canberra Hospital and Health Services. The successful applicant will work within a team, involved in the prevention of healthcare acquired infections with an emphasis on Capital Asset Development Plan.

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

Note: This is a temporary position available from 1 July 2011 to 30 June 2012. The position is full-time however part-time applicants will be considered. Please submit applications in writing addressing the selection criteria, with a current Curriculum Vita and the names of two referees.

Contact Officer: Wendy Beckingham (02) 6244 3695 wendy.beckingham@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation**

Clinical Psychologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 20297)

Gazetted: 23 June 2011

Closing Date: 07 July 2011

Applications are sought from suitably qualified Psychologists to join the Psychology and Counselling team with the division of Rehabilitation, Aged and Community Care (RACC). The Psychology and Counselling team is responsible for service provision to the Rehabilitation and Aged Care inpatient and outpatient caseloads across the ACT region. The service is seeking a Registered Psychologist, who has appropriate skills and experience in Clinical Psychology. Within an aged care and rehabilitation framework, the suitable applicant will provide a high level of Clinical Psychological services in an individual or group context, including skilled psychological assessment and psychotherapeutic programs. The team

plays an integral part of facilitating client care within a multidisciplinary context comprised of other Allied Health (including Speech Pathology, Physiotherapy, Social Work, Occupational Therapy, Nutrition and Dietetics and Prosthetics and Orthotics), Medical and Nursing health professionals. The team regularly provides in-services to other health professionals. The Psychology and Counselling team consists of 1 Disability Counsellor, 2 Clinical Psychologists and 3 Neuropsychologists. The position is line managed by the Senior Neuropsychologist and you will have access to funded external clinical supervision on a fortnightly basis. RACC has a generous commitment to funding external professional development, and there are many internal professional development opportunities available, including Peer Review and Journal Club.

Eligibility/Other Requirements: Post-graduate qualifications (i.e. Masters or Doctorate) in Clinical Psychology from a recognised tertiary institution. Unconditional professional registration with the Psychology Board of Australia. Current driver's licence.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Rebecca Lennie (02) 6244 2772

**Deputy Chief Executive The Canberra Hospital and Health Service
Surgery and Oral Health
Medical Imaging**

Nuclear Medicine Technologist/Scientist

Health Professional Level 3 \$72, 543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 28992)

Gazetted: 16 June 2011

Closing Date: 30 June 2011

The Canberra Hospital is seeking a qualified Nuclear Medicine Technologist/Scientist to work in a modern, accredited teaching hospital. This position is available for an accredited, supervisory technologist with an interest in developing high standards in a professional team. The section has four gamma cameras, two with dual head capabilities and one with SPECT/CT and offers a comprehensive range of diagnostic and therapeutic procedures. The work is rewarding and varied and includes paediatric, cardiac, oncology, and SPECT-CT. Experience in PET/CT is highly desirable.

Eligibility/Other Requirements: Bachelor of Medical Radiation Science (Nuclear Medicine) or equivalent. Eligibility for registration with the Medical Radiation Science board in the ACT and radiation licence (ACT). Eligible for accreditation by the Australian and New Zealand Society of Nuclear Medicine.

Note: An attractive remuneration package is available to the successful applicant/s. Full details available from the contact officer. Applicants must address the selection criteria and supply two written referee assessments of the same.

Contact Officer: Chris McLaren (02) 6244 4332

**Office of Chief Executive
Population Health
Health Protection Business Services
Health Professional**

Health Professional Level 3 \$72, 543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 24106)

Gazetted: 23 June 2011

Closing Date: 07 July 2011

The Toxicology and Forensic Chemistry Unit of the laboratory carries out toxicological and chemical investigations to support ACT legislation. The unit has NATA forensic accreditation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons. They will need a strong chemistry education, honours or postgraduate degree will be an advantage.

Eligibility/Other Requirements: Bachelor Degree in Science with a Major in Chemistry, or other approved qualification. Please include degree transcript with application.

Contact Officer: Lachlan Kite (02) 6205 8723

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Rehabilitation**

Neuropsychologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 02811)

Gazetted: 23 June 2011

Closing Date: 07 July 2011

Applications are sought from suitably qualified Psychologists to join the Psychology and Counselling team with the division of Rehabilitation, Aged and Community Care (RACC). The Psychology and Counselling team is responsible for service provision to the Rehabilitation and Aged Care inpatient and outpatient caseloads across the ACT region. The service is seeking a Registered Psychologist, who has appropriate skills and experience in Clinical Neuropsychology. Within an aged care and rehabilitation framework, the suitable applicant will provide a high level of Clinical Neuropsychological services. The team plays an integral part of facilitating client care within a multidisciplinary context comprised of other Allied Health (including Speech Pathology, Physiotherapy, Social Work, Occupational Therapy, Nutrition and Dietetics and Prosthetics and Orthotics), Medical and Nursing health professionals. The team regularly provides in-services to other health professionals. The Psychology and Counselling team consists of 1 Disability Counsellor, 2 Clinical Psychologists and 3 Neuropsychologists. The position is line managed and clinically supervised by the Senior Neuropsychologist. RACC has a generous commitment to funding external professional development, and there are many internal professional development opportunities available, including Peer Review and Journal Club.

Eligibility/Other Requirements: Post-graduate qualifications (i.e., Masters or Doctorate) in Neuropsychology and/or Clinical Psychology from a recognised tertiary institution. Unconditional Professional registration with the Psychology Board of Australia. Current driver's license.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Rebecca Lennie (02) 6244 2772

**Deputy Chief Executive The Canberra Hospital and Health Service
Surgery and Oral Health
Surgical Administration
Business Support Officer
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 20264)**

Gazetted: 16 June 2011

Closing Date: 23 June 2011

A permanent vacancy exists for a Business Support Officer in Surgical Administration. The role's major component will be the co-ordination, management, training and workforce planning for the administration officers across the divisions of Surgery and Oral Health and Critical Care and Diagnostics. In addition, the successful applicant will be required to support the Client Manager and the clients of these divisions with asset management, be responsible for processing invoices and reimbursements and providing assistance with major procurement. The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care. Applicants are asked to address the selection criteria, provide one referee report and attach a recent CV.

Contact Officer: Jennifer Cerato (02) 6244 4175

**Deputy Chief Executive, Strategy and Corporate
Professional Leadership, Research and Education
Medical and Dental Professional Standards Unit
Administrative Officer, Credentialing and Scope of Clinical Practice Team
Administrative Services Officer Class 5 \$61,295 - \$64,994 Canberra (PN: 16225)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

The Medical and Dental Professional Standards Unit is seeking applications for the permanent appointment of an officer to the position of Administrative Officer, Credentialing and Scope of Clinical Practice Team. The successful applicant will be 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.

Contact Officer: Dr Robert Griffin (02) 6205 2641

**Deputy Chief Executive The Canberra Hospital and Health Service
Operational Support
Nursing Administration
Graduate Nurse
Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 18411, several)**

Gazetted: 16 June 2011

Closing Date: 31 July 2011

ACT Government Health Directorate invites applications from Registered Nurses for the 2012 Graduate Nurse Program. Health Directorate offers a twelve-month, structured program that provides a supportive framework for Registered Nurses during their first year of clinical practice.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency.

Note: The ACT Government Health Directorate is also accepting applications for this program from non Australian residents. Non residents will require business sponsorship. In accordance with Department of Immigration and Citizenship business sponsored applicants must work full-time hours to meet the conditions of the 457 Visa. Relocation assistance is available for interstate applicants.

Contact Officer: Kerri Cargill/Dimity Walsh (02) 6244 3066/(02) 6244 4113

**Deputy Chief Executive The Canberra Hospital and Health Service
Operational Support
Acute Care
Social Worker
Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 21036)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

We are seeking applications for a Social Worker position with the newly created Capital Region Cancer Service (CRCS) Psycho-Social Support Service. In this role you will be responsible for providing social work clinical services to CRCS inpatient and outpatient service areas.

Eligibility/Other Requirements: The successful candidate will hold a degree or diploma in Social Work and be eligible for membership of the Australian Association of Social Work; be enthusiastic; have strong communication skills; and enjoy working as part of a multidisciplinary team.

Note: This position may be required to participate in an overtime, on call and/or rotation roster.

Candidates are invited to submit a completed application with addressed selection criteria, a recent Curriculum Vitae and details of two referees. Selection may be based on application and referee reports only.
Contact Officer: Robyn McCormack (02) 6174 5284 robyn.mccormack@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Women, Youth and Children
Paediatric Nursing
Administrative Support Officer
Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 22109)**

Gazetted: 16 June 2011

Closing Date: 23 June 2011

We are looking for a motivated person to join our dynamic and fast paced team. Duties include, but are not limited to, general administration and reception duties; working closely with the team to provide administration support to the Department, specialists and Office Manager; and making travel arrangements.

Contact Officer: Catriona Bray (02) 6244 3909 catriona.bray@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Surgery and Oral Health
Medical Imaging
Nuclear Medicine Technologist/Scientist
Health Professional Level 2 – Medical Imaging \$50,796 - \$70,459, Canberra (PN: 28509)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

The Canberra Hospital is seeking a qualified Nuclear Medicine Technologist/Scientist to work in a modern, accredited teaching hospital. This position is available for an accredited professional with an interest in developing high standards in a professional team. Those interested in commencing a PDY are also encouraged to apply. The section has four gamma cameras, two with dual head capabilities and one with S.P.E.C.T./CT and offers a comprehensive range of diagnostic and therapeutic procedures. The work is rewarding and varied and includes paediatric, cardiac, oncology, and SPECT-CT. Opportunity for work/training in P.E.T will also be involved.

Eligibility/Other Requirements: Bachelor of Medical Radiation Science (Nuclear Medicine) or equivalent. Eligibility for accreditation by the Australian and New Zealand Society of Nuclear Medicine. Eligibility for registration with the Medical Radiation Science board in the ACT and Radiation Licence (ACT).

Note: Applicants must address the selection criteria and supply 2 written referee assessments of the same. Selection may be based on written application and referee reports.

Contact Officer: Chris McLaren (02) 6244 2439

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Aged Care and Rehabilitation Administration
Administration Support Officer – Weekend
Administrative Services Officer Class 4 \$49,306 - \$53,214, Canberra (PN: 16498)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

An opportunity exists for an enthusiastic Administration Officer who likes a challenge to join the team of the Rehabilitation, Aged and Community Care Team.

Note: This position is a permanent weekend position working 4four hours on a Saturday.

Contact Officer: Kelly Lancsar (02) 6204 0486

**Deputy Chief Executive The Canberra Hospital and Health Service
Pathology
Customer Service
Pathology Specimen Collection Officer
Technical Officer Level 1 \$44,764 - \$47,026, Canberra (PN: 18969)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

Technical Officer Level 1 Pathology Specimen Collection (Venepuncture) Staff required.

ACT Pathology is a department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding regions. The Collection Services area of Customer Services is responsible for all specimen collections both on site (via the wards) and off site (through Community Collection Centres) and domiciliary services of ACT Pathology.

Eligibility/Other Requirements: The successful applicants would be trained to cover in all areas of Pathology Collections. A current driver's licence is essential.

Note: This is a part-time position consisting of 25 hours a week.

Contact Officer: Melinda Bower (02) 6244 2934 melinda.bower@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Physiotherapy Rehabilitation
Allied Health Assistant
Technical Officer Level 1 \$44,764 - \$47,026, Canberra (PN: 14860)**

Gazetted: 16 June 2011

Closing Date: 30 June 2011

A part-time, permanent position is immediately available for an Allied Health Assistant.

The successful applicant will assist the physiotherapists, occupational therapists and social workers in the provision of quality patient care to the RACC inpatient units. These units include our aged care unit, and our two rehabilitation units. We offer supervision and support in an inter-professional team environment. Professional development is valued. Salary packaging is available to the successful applicant and parking is free.

Eligibility/Other Requirements: Relevant qualifications and/or ability to obtain Allied Health Assistant Certificate or equivalent qualification. Current driver's licence.

Note: This position is part-time for 18.38 hours per week. Other positions of the same level within RACC may be filled via this recruitment round. When applying, please include your Curriculum Vitae, a covering letter and no more than two sides of an A4 document, addressing the six (6) selection criteria.

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

ACT Emergency Services Agency

ESA Station Upgrade and Relocation Unit

Communication and Change Management Coordinator

Senior Officer Grade A \$115,016, Canberra (PN: 24407)

Gazetted: 17 June 2011

Closing Date: 1 July 2011

An exciting opportunity exists for a dynamic Communications and Change Management Coordinator to work as part of a small team to deliver Phase 1 of the ACT Emergency Services Agency (ESA) Station Upgrade and Relocation Strategy.

The successful applicant will have previous experience in managing complex multi-stakeholder communication and negotiation and development of communication and consultation plans. This will include consultation with the public, industrial unions and staff through the use of best practice people management policies and processes. You will have a working knowledge of ACT Government procurement processes and be required to prepare and coordinate regular reports to the Program Steering Group and complex Ministerial and Cabinet briefings. You will have previously managed, planned and evaluated risk assessment activities and represent the ESA to industry, community and Government.

Eligibility/Other Requirements: Demonstrated experience in managing complex multi stakeholder communication and negotiation and development of communication and consultation plans; and knowledge of ACT Government procurement process.

Note: This is a temporary position available from 1 July 2011 until 30 June 2012. Applications should be in writing addressing the selection criteria and accompanied by two written referee reports.

Contact Officer: Mark Crosweller (02) 6207 8383 mark.crosweller@act.gov.au

ACT Corrective Services

Community Based Corrections

Prisoner Employment Programs

Prisoner Employment Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 15604)

Gazetted: 21 June 2011

Closing Date: 05 July 2011

Under the broad direction of the Senior Manager Community Based Corrections and in liaison with the Superintendent Custodial Operations: Provide high level leadership, management and strategically direct the operations of the Prisoner Employment Service, the Transitional Release Centre, and the Community Service Work Unit, and other Units as directed. Interpret and apply legislation and develop policy as required in relation to administration of sentences and Court Orders. Manage the section resources to ensure cost effective performance.

Eligibility/Other Requirements: Relevant tertiary qualifications/trade and/or equivalent correctional experience are desirable. Experience in liaison and negotiation with the public and private sector is desirable. Eligible candidates will be required to undergo a criminal record check and ACT Corrective Services Induction training. A current ACT driver's licence is required.

Contact Officer: Glenda McCarthy (02) 6207 1561 glenda.mccarthy@act.gov.au

ACT Emergency Services Agency

ESA Station Upgrade and Relocation Unit

Finance and Administration Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 24405)

Gazetted: 20 June 2011

Closing Date: 4 July 2011

An exciting opportunity exists for a Finance and Administration Officer to work as part of a small team to deliver Phase 1 of the ACT Emergency Services Agency (ESA) Station Upgrade and Relocation Strategy. The successful applicant will be responsible for managing the ESA Station Upgrade and Relocation Strategy Unit budget and assist in the development of capital and recurrent budget proposals for the consideration of the Program Steering Group and the Directors General Group. In addition, you will provide financial and non-financial management reporting and full secretariat support to all

Groups associated with the ESA Station Upgrade and Relocation Strategy. To be successful in this role you will have excellent research, communication and liaison skills with the ability to build and maintain relationships.
Eligibility/Other Requirements: Knowledge of financial management and processing is desirable.
Note: This is a temporary vacancy available from 1 July 2011 for a period of 12 months. Applications should be in writing addressing the selection and accompanied by two written referee reports.
Contact Officer: Mark Crosweller (02) 6207 8383 mark.crosweller@act.gov.au

**Office of Regulatory Services
Compliance
Fair Trading Inspectorate
Investigator**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 01872, several)

Gazetted: 17 June 2011

Closing Date: 4 July 2011

Under limited direction of the Senior Investigator perform the functions of an authorised person or Investigator under relevant legislation as appointed or delegated. Participate in compliance activities and provide advice to clients and stakeholders in accordance with relevant legislation. Contribute to efficient work practices and sound corporate governance. Provide assistance to senior officers in the assessment of Liquor Licence applications. Ability to undertake shiftwork as required or as directed. Conduct investigations and oversee the preparation of briefs of evidence for court. Appear in court as necessary. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved. 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. A knowledge of Fair Trading and liquor legislation and/or consumer complaints processes would be an advantage.

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

ACT Corrective Services

Custodial Operations

Correctional Officer

Correctional Officer Grade 1 \$49,866 - \$59,840, Canberra (PN: 11338, several)

Gazetted: 22 June 2011

Closing Date: 06 July 2011

Under the general direction of the Correctional Officer Class 2, perform the functions of a Correctional Officer in accordance with relevant legislation, policies and procedures. Maintain security and order within correctional facilities and provide care and safe custody of all prisoners within correctional facilities.

Eligibility/Other Requirements: A mandatory 11 week ACT Corrective Services recruit training course is to be completed successfully on entry to service. Certificate III in Correctional Practice (Custodial) must be attained within 12 months of date of entry to service. Relevant tertiary qualifications are desirable. Current unrestricted driver's licence and Senior First Aid Certificate are essential requirements. Eligible applicants will be required to undergo pre employment psychological testing and a Police record check.

Contact Officer: Anthony Johnston (02) 6207 1839 anthony.johnston@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

Canberra Connect

Executive

Deputy Director

Senior Officer Grade A \$115,016, Canberra (PN: 18870, expected vacancy)

Gazetted: 16 June 2011

Closing Date: 23 June 2011

The Deputy Director of Canberra Connect is responsible for developing and implementing all new internal Government business for Canberra Connect, including the management of stakeholders via service level agreements, as well coordinating Canberra Connect's emergency response capability. The position also delivers branch marketing and communications activities, performance reporting and analysis and broader governance activities. The role also acts as deputy to the Director, and relieves that role as required.

Eligibility/Other Requirements: Relevant tertiary qualifications desirable. Applicants for this position will have middle or senior management experience.

Contact Officer: David Colussi (02) 6207 5890 david.colussi@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.

Directorate Services

Governance

Security and Risk

Internal Compliance Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24181)

Gazetted: 16 June 2011

Closing Date: 23 June 2011

This position is responsible for managing and supporting a range of internal compliance activities such as fraud and corruption prevention, delivering fraud and ethics training, supporting risk management processes as well as coordinating the audit program for TAMS. The Internal Compliance Manager provides assurance to the Director General across all directorate compliance activities, and will work closely with the Chief Internal Auditor. In relation to the audit program, the Internal Compliance Manager is responsible for the day to day management of the internal audit function, including scoping and scheduling audits in consultation with the Chief Internal Auditor, engaging with and monitoring the activities of the externally contracted auditors, providing the secretariat to the Internal Audit Committee, monitoring and reporting on the implementation of audit recommendations from internal audits and the ACT Government Audit Office. Working within a small team, the Internal Compliance Managers expected to gain and maintain an understanding of the department's cultural, political and financial environment, and work across role boundaries to ensure appropriate levels of oversight are provided through the Chief Internal Auditor to the Deputy Director General, Director General and Audit Committee. In addition, the Internal Compliance Manager is required to assist in the maintenance and implementation of the TAMS Risk Management Framework, and other tasks and duties as required.

Eligibility/Other Requirements: Selection may be based on application and referee reports only.

Contact Officer: John Brockelsby (02) 6205 0218 john.brockelsby@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

Asset Management Engineer

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 27798)

Gazetted: 16 June 2011

Closing Date: 5 July 2011

Roads ACT is seeking a suitably experienced Roads Asset Engineer to join the Strategic Asset Management team. The team is responsible for maintaining and using leading edge applications and databases for infrastructure planning and maintenance works (e.g. Pavement Management System, road and bridge condition data, bridge and dam maintenance). The position provides technical input for various maintenance works and programs (designs for resurfacing, bridge assessments, reports on defective pavements and planning, development and drafting of works programs) and prepares tenders for contracting with service providers and consultants.

Eligibility/Other Requirements: Tertiary Qualifications in Civil Engineering recognised by the Institution of Engineers (Aust). Experience in Roads Industry would be favourably considered. Driver's licence.

Contact Officer: Daniel O'Connell (02) 6207 6599 daniel.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.

Directorate Services

Canberra Connect

Executive

Branch Coordinator

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 46684)

Gazetted: 16 June 2011

Closing Date: 30 June 2011

Canberra Connect provides enhanced whole of government information and payment services through the internet, contact centre and shopfronts for the community and small businesses of the ACT, as well as facilitating the redesign, streamlining, enhancement and expansion of these services. The Branch Coordinator is responsible for the strategic coordination of branch activity and communication, as well as providing management support to the Director and Senior Managers. The branch coordinator works across the branch and Government in regards to customer feedback and complaints, and is secretariat on all governance functions and formal committees within the branch. The Branch Coordinator also manages the branch Workplace Health and Safety Management process, and financial processes including managing debt recovery. The Branch Coordinator is the Records Contact Officer for the Branch. The role must work proactively with minimal supervision against tight timelines.

Contact Officer: David Colussi (02) 6207 5890 david.colussi@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

Drafting and Investigations Officer

Technical Officer Level 3 \$57,082 - \$64,764, Canberra (PN: 29474)

Gazetted: 22 June 2011

Closing Date: 5 July 2011

The Drafting and Investigations Officer will be responsible for drafting designs of projects, designs for new and modifications of existing traffic control devices using Autocad. The position will be responsible for carrying out

investigations in relation to performance of road and traffic assets, providing reports on the findings, consulting with affected parties, recommending corrective action and preparing responses to correspondence.
Eligibility/Other Requirements: Tertiary qualifications or progression towards qualifications, in an appropriate technical discipline.

Contact Officer: Robyn Hawkins (02) 6205 2178 robyn.hawkins@act.gov.au

Roads and Public Transport

Roads ACT

Road Maintenance Services

Project Officer

Technical Officer Level 3 \$57,082 - \$64,764, Canberra (PN: 16428)

Gazetted: 17 June 2011

Closing Date: 24 June 2011

Roads ACT is seeking a suitable candidate to manage and coordinate the planning and delivery of a range of road and stormwater maintenance services, with accountability for administration, productivity and efficiency, quality standards and OHS and environmental requirements.

Eligibility/Other Requirements: It is desirable to have qualification in the Civil Engineering field or be willing to complete a Certificate III Local Government (Operations) or equivalent. Current driver's licence.

Contact Officer: Ross Schofield (02) 6207 5364 ross.schofield@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.

Directorate Services Division

Canberra Connect

Shopfront Services

Customer Service Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 01915, several)

Gazetted: 16 June 2011

Closing Date: 23 June 2011

We are seeking several full-time and part-time Customer Service Officers who are enthusiastic and knowledgeable, dedicated to understanding our customers and to providing a comprehensive information and payment service for a range of ACT Government Agencies at our Canberra Connect Shopfronts. To be successful in these roles applicants will have a proven ability to provide high quality customer service. Candidates must be able to manage difficult situations with tact and discretion and demonstrate consistency in judgement.

Eligibility/Other Requirements: Cash handling skills and an ability to accurately handle large sums of money is essential. An operating knowledge of online computer systems, experience and knowledge of the rego.act system, receipting and payment system, or the demonstrated ability to learn these systems is highly desirable.

Note: The established order of merit will be used to fill permanent and temporary vacancies on both a full-time and part-time basis as they arise over the next 12 months.

Contact Officer: Niki Naoumidis (02) 6205 0329

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

Libraries ACT

Public Libraries

Community Liaison Officer

Professional Officer Class 1 \$46,164 - \$64,764, Canberra (PN: 18591, several)

Gazetted: 21 June 2011

Closing Date: 5 July 2011

Do you have a passion beyond books! Are you enthusiastic, demonstrate innovation, have a strong customer focus and relish a busy and changing environment? Are you willing to try new things? We are looking for people from a wide range of backgrounds such as librarians, early literacy and education specialists, youth workers, public relations and community development professionals who want to help create lifelong learners, deliver and support literacy programs, facilitate information-sharing with the community, and provide access to computers, the internet and inclusive spaces.

Eligibility/Other Requirements: Recognised university qualifications that meet our professional business needs.

Note: ACT Libraries and Information Service provides a service seven days a week and requires staff to provide services based on this principle eg ability and willingness to work weekday and weekend shifts.

Contact Officer: Judy Franklin (02) 6207 5721 judy.franklin@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

Shared Services ICT, Customer Relations

Health ICT - Health Projects

Project Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 13233)

Gazetted: 20 June 2011

Closing Date: 5 July 2011

Individually or as member of a project team ensure the successful delivery of ACT Health clinical or support system IT projects. This role undertakes the development and maintenance of all project documentation required, to deliver, support and report on the deliverables for allocated ACT Health IT projects.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised management or project management discipline or equivalent experience would be highly desirable. Professional membership of the Australian Project Management Institute and the Australian Computer Society or similar organisations would be highly regarded.

Contact Officer: Robyn Major (02) 6207 0202 robyn.major@act.gov.au

Shared Services

Information Communication and Technology

ICT Education Services

ICT Projects Officer

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 24467)

Gazetted: 22 June 2011

Closing Date: 29 June 2011

We are seeking an ICT Projects Officer to work closely with Shared Services ICT teams, schools and suppliers on deployment of new computer network services (SchoolsNET) for schools, including hardware refresh, re-imaging and identification and deployment of software.

Eligibility/Other Requirements: A current driver's licence or the ability to quickly acquire a driver's licence is highly desirable.

Note: This is a temporary position until 30 June 2012

Contact Officer: Gordon White (02) 6205 5407 gordon.white@act.gov.au

APPOINTMENTS

Calvary Health Care ACT (Public)

Health Professional Level 2 \$50,796 - \$70,459

Anthony Lamproglou, 68, 23 June 2011

Community Services

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

Kenneth King 827-42381, Section 68(1), 20 June 2011

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

Alana Kylie McInerney 827-42410, Section 68(1), 20 June 2011

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

Iwona Staniewski 827-42402, Section 68(1), 20 June 2011

Economic Development

Administrative Services Officer Class 4 \$54,956 - \$59,668

Janine Fairburn 827-38382, Section 68(1), 14 June 2011

Education and Training

Administrative Services Officer Class 4 \$54,956 - \$59,668

Ryan Harris 827-42293, Section 68(1), 21 June 2011

Health

Registered Nurse Level 1 \$51,872-\$70,092

Allen Bates 831-23072, Section 68(1), 15 June 2011

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)

Kate Bignell 830-81044, Section 68(1), 16 June 2011

Administrative Services Officer Class 6 \$66,198 - \$76,043

Olena Meshcheriakova 827-43026, Section 68(1), 27 June 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214

Kate Hogan 827-42066, Section 68(1), 30 May 2011

Administrative Services Officer Class 2/3 \$43,289 - \$53,214
Callum McRae 828-67416, Section 68(1), 16 June 2011

Administrative Services Officer Class 2/3 \$43,289 - \$53,214
Nicola Poate 795-54072, Section 68(1), 7 July 2011

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Melissa Watson 827-42744, Section 68(1), 20 June 2011

Justice and Community Safety

Administrative Services Officer Class 5 \$61,295 - \$64,994
Lara Marie Barrett 827-42429, Section 68(1), 6 June 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003
Samantha Jayne Cunningham 827-42154, Section 68(1), 20 June 2011

Legal 1 \$50,797 - \$104,152
Elissa Suzanne Steel 827-20414, Section 68(1), 17 June 2011

Territory and Municipal Services

Bus Operator \$53,245-\$59,272
Jamie Baumgarten 140-633, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Catherain Cefai 140-645, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Matthew Clynch 140-639, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Norman Cooper 140-637, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Christopher Cummins 140-641, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Brendan Davis-Gibbons 140-648, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Gunter Martin Feldner 140-634, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Kissann McAuley 140-650, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Clive McIntyre 140-642, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Jason Micallef 140-640, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Bradley Penfold 140-632, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Jaspal Singh 140-638, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Lovepreet Singh 140-631, Section 68(1), 17 June 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Adam Smith 827-41215, Section 68(1), 23 June 2011

Bus Operator \$53,245-\$59,272
Ricardo Ferdinand Tabije 140-636, Section 68(1), 17 June 2011

Bus Operator \$53,245-\$59,272
Matthew Van Steenbeek 140-648, Section 68(1), 17 June 2011

Treasury

Administrative Services Officer Class 1 \$38,249 - \$42,272

Tayla Suzanne Jenkins 827-33645, Section 68(1), 16 June 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003

Kylie O'Keeffe 820-90838, Section 68(1), 16 June 2011

Information Technology Officer Class 2 \$66,198 - \$76,043

Luke John Stephens 821-09578, Section 68(1), 1 July 2011

TRANSFERS

Economic Development

Justin David Lalor: 738-46189

From: Senior Officer Grade C \$83,816 - \$90,372

Economic Development

To: Senior Officer Grade C \$83,816 - \$90,372

Economic Development, Canberra (PN. 42449) (Gazetted 15 April 2011)

Health

Natalie Smith: 762-85380

From: Registered Nurse Level 2 \$72,960-\$77,472

Health

To: Registered Nurse Level 2 \$72,960-\$77,472

Health, Canberra (PN. 22293) (Gazetted 18 November 2010)

Justice and Community Safety

Natalie Marie Veenstra: 817-32130

From: Correctional Officer Grade 1 \$49,866

ACTCS

To: Correctional Officer Grade 1 \$49,866

Justice and Community Safety, Canberra (PN. 11359) (Gazetted 23 June 2011)

PROMOTIONS

Calvary Health Care ACT (Public)

Allied Health

Physiotherapy

Brett McRitchie

Health Professional Level 3 \$72,543 - \$76,543

ACT Health

Health Professional Level 4 \$83,816 - \$90,372

Calvary Health Care ACT, PN 8294, 5 May 2011

Community Services

Policy and Organisational Services

Governance Advocacy and Community Policy

Community Development Services

Catherine Mayers: 748 -54711

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Community Services

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

Community Services, Canberra (PN. 07500) (Gazetted 23 June 2011)

Department of Territory and Municipal Services

Transport and Infrastructure

ACTION

Fleet Services

Ross Forsyth: 35212

From: Workshop Staff (TGSO7) \$60,291-\$63,614
Territory and Municipal Services
To: †Workshop Staff (TGSO8) \$65,253-\$68,896
Department of Territory and Municipal Services, Canberra (PN. NMW004) (Gazetted 9 July 2011)
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.

Education and Training

School Improvement Aboriginal and Torres Strait Islander Education and Student Support Office of the Director

Catherine Axelby: 787-52333

From: School Assistant 2 \$36,810 - \$40,820

Education and Training

To: Administrative Services Officer Class 4 \$54,956 - \$59,668

Education and Training, Canberra (PN. 07278) (Gazetted 10 May 2011)

School Improvement North/Gungahlin Network

Ainslie School

Fiona Maree Tudman: 798-41207

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

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 03567) (Gazetted 5 May 2011)

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

Client Services

Customer Services

Christopher Watkins: 827-23930

From: Administrative Services Officer Class 2 \$43,289 - \$48,003

Environment and Sustainable Development

To: †Administrative Services Officer Class 3 \$49,306 - \$53,214

Environment and Sustainable Development, Canberra (PN. 12566) (Gazetted 18 October 2010)

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

Health

Deputy Chief Executive Strategy and Corporate Professional Lead Research and EDU

Anne Folger-Pleuger: 799-94676

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

Health

To: Administrative Services Officer Class 6 \$66,198 - \$76,043

Health, Canberra (PN. 23851) (Gazetted 19 May 2011)

Deputy Chief Executive The Canberra Hospital and Health Services

Medicine

Pharmacy

Jocelyn Salvador: 820-89255

From: Technical Officer Level 1 \$44,764 - \$47,026

Health

To: Technical Officer Level 2 \$48,615 - \$55,954

Health, Canberra (PN. 22429) (Gazetted 10 March 2011)

Justice and Community Safety

Emergency Services

Fire Brigade

Operations

Paul Greck: 333-69154

From: FB5 (Senior Fire Fighter) \$74,749

Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Justice and Community Safety, Canberra (PN. 46149)

This Promotion is to a non-advertised vacancy, as per clause 22 of the ACTFB Collective Agreement 2010-11.

Emergency Services

Fire Brigade

Operations

Benjamin Thomas Hannan: 786-28033

From: FB5 (Senior Fire Fighter) \$74,749

Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Justice and Community Safety, Canberra (PN. 00839)

This Promotion is to a non-advertised vacancy, as per clause 22 of the ACTFB Collective Agreement 2010-11.

Office of Regulatory Services

Registration and Client Services

Tanya Louise Heydon: 817-41088

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Justice and Community Safety

To: Administrative Services Officer Class 4 \$54,956 - \$59,668

Justice and Community Safety, Canberra (PN. 45888) (Gazetted 23 June 2011)

Emergency Services

Fire Brigade

Operations

Noel Walter McLaren: 333-69170

From: FB5 (Senior Fire Fighter) \$74,749

Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Justice and Community Safety, Canberra (PN. 47012)

This Promotion is to a non-advertised vacancy, as per clause 22 of the ACTFB Collective Agreement 2010-11.

Emergency Services

Fire Brigade

Operations

John Hugh Pappas: 754-05774

From: FB5 (Senior Fire Fighter) \$74,749

Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Justice and Community Safety, Canberra (PN. 47019)

This Promotion is to a non-advertised vacancy, as per clause 22 of the ACTFB Collective Agreement 2010-11.

ACT Corrective Services

Correctional Operations

Alexander Maconochie Centre

Alyce Maree Phillips: 817-50523

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Territory and Municipal Services

To: Correctional Officer Grade 1 \$49,866

Justice and Community Safety, Canberra (PN. 11339) (Gazetted 23 June 2011)

Emergency Services Agency

ACT Ambulance Services

Operations

Rebecca Ruth Lundy: 607-90462

From: Intensive Care Paramedic 1 \$66,447-\$73,830 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$101,302-\$106,694 plus penalties

Justice and Community Safety, Canberra (PN. 43692) (Gazetted 3 May 2011)

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 of Regulatory Services

Registration and Client Services

Amy Shakeshaft: 827-31201

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Justice and Community Safety

To: Administrative Services Officer Class 4 \$54,956

Justice and Community Safety, Canberra (PN. 45222) (Gazetted 23 June 2011)

Territory and Municipal Services

Transport and Infrastructure

Transport Planning

Public Transport Development

Michael James Lawrence: 705-35190

From: Senior Information Technology Officer Grade C \$83,816 - \$90,372

Territory and Municipal Services

To: †Senior Officer Grade A \$115,016

Territory and Municipal Services, Canberra (PN. A20226) (Gazetted 23 June 2011)

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.

Treasury

Shared Services ICT

Operations

ICT Government Services

David Andrew Thompson: 716-21744

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

Treasury

To: Information Technology Officer Class 2 \$66,198 - \$76,043

Treasury, Canberra (PN. 24244) (Gazetted 15 February 2011)

RETIREMENTS AND DISMISSALS

Territory and Municipal Services

Section 221 of the Public Sector Management Act: Mr Chrisy Morales, Parks and City Services, 20 June 2011.