



ACT Government Gazette

Gazetted Notices for the week beginning 23 February 2012

Justice and Community Safety

Contract Cessation

Hugh Jorgensen: Registrar, Magistrate Court (E061) 29 February 2012

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.

Economic Development

Contract Cessation

Catherine Hudson: Deputy Director-General, Policy and Governance (E503) 31 December 2011

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.

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

Central Support Centre

Company Accountant

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 07178)

Gazetted: 24 February 2012

Closing Date: 9 March 2012

CIT is seeking suitable applicants for the position of Company Accountant for CIT Solutions. The position requires advising the General Manager of CIT Solutions, Senior Managers and Business Managers about budgeting, financial management, reporting and compliance with relevant legislation and regulations. The position is responsible for the day to day operations of Corporate Services and Finance including managing the company finances, insurances and assets. The successful applicant will establish the company budget and provide reports for ACT Treasury, CIT Chief Executive, the CIT Solutions General Manager, the CIT Board of Management and Senior Managers as requested. You will be required to ensure company compliance with all relevant legislation including the Taxation Act, Fringe Benefit, GST and Corporations Act. The Company Accountant will contribute to senior management team planning, working groups and forums (e.g. Tax Forum) in order to continuously improve financial management policies, procedures, processes and tools. The position will also require you to coordinate performance management of staff, professional development and mentoring of individuals.

Eligibility/Other Requirements: Qualifications in accounting or finance are considered desirable.

Contact Officer: Shane Kay (02) 6207 3397 shane.kay2@cit.edu.au

Centre

Centre for Creative Industries

Environmental Design

Education Manager

Teacher Band 2 \$97,504, Canberra (PN: 51854)

Gazetted: 27 February 2012

Closing Date: 13 March 2012

The Centre for Creative Industries is seeking a suitably qualified and experienced Education Manager to provide educational and administrative leadership in the areas of Design and Visual Art. This role will involve developing strategic plans and managing associated operational plans, budgets and commercial activity. It will also involve supervising educational delivery to adults, implementing innovative models of delivery, including cross-disciplinary programs, E-Learn and flexible delivery strategies.

Eligibility/Other Requirements: A Degree in Design, or a related creative discipline. Diploma in Adult Education or teaching qualification in Education and Training. 3 years experience in CIT or a similar environment. Experience relevant to the position.

Note: Please note this is an expected vacancy from 2nd April 2012.

Contact Officer: Kerry Williams (02) 6207 3769 kerrya.williams@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

Fyshwick Trade Skills Centre

Electrical Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 52004)

Gazetted: 28 February 2012

Closing Date: 20 March 2012

The Fishwick Trade Skills Centre at Canberra Institute of Technology (CIT) is seeking an individual who has professional knowledge and practical skills appropriate to teaching Electrical Trade.

Eligibility/Other Requirements: Appropriate trade qualifications or equivalent in Electrical Trade. Possess, or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least 5 years of relevant vocational/industrial professional experience or possess such other qualifications and/or experience acceptable for the position.

Other: There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Note: This position is for temporary filling for a period of five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2009-2011.

Contact Officer: Keith Marchioni (02) 6207 4945 keith.marchioni@cit.edu.au

Centres

Fyshwick Trade Skills Centre

Refrigeration and Airconditioning Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 51416)

Gazetted: 28 February 2012

Closing Date: 20 March 2012

The Fyshwick Trade Skills Centre at CIT is seeking an individual who has professional knowledge and practical skills appropriate to teaching Refrigeration and Airconditioning Trade.

Eligibility/Other Requirements: Appropriate trade qualifications or equivalent in Refrigeration and Airconditioning Trade. Possess, or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/industrial professional experience, or possess such other qualifications and/or experience acceptable for the position. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Note: This position is for temporary filling for a period of five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT Enterprise Agreement 2009-2011.

Contact Officer: Keith Marchioni (02) 6207 4945 keith.marchioni@cit.edu.au

Centres

Centre for Creative Industries

Music

Music Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 51973)

Gazetted: 24 February 2012

Closing Date: 13 March 2012

CIT Music is seeking a fully qualified music teacher to work in their Contemporary Music program. You will be required to teach on the program and also work with a variety of community and industry stakeholders to develop programs and pathways for our students.

Eligibility/Other Requirements: Mandatory requirements - appropriate Tertiary qualifications relevant to the teaching of Media and Music subjects. Possess or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five years of relevant vocational/industrial professional experience or possess such other qualifications and/or experience acceptable for the position. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Note: This position is temporary part-time at 22:05 hours per week, available for a period of 12 months with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2009 - 2011.

Contact Officer: John Frohlich (02) 6207 4061 john.frohlich@cit.edu.au

Centres

Central Support Centre

Facilities

Caretaker

General Service Officer Level 3 \$38,248 - \$39,745, Canberra (PN: 54164)

Gazetted: 24 February 2012

Closing Date: 9 March 2012

Under general direction, and on a shift basis, be responsible for security of Institute buildings, plants and equipment. Lock and unlock rooms and buildings as directed, maintain buildings and grounds in a neat and tidy condition. Report safety hazards and maintenance issues to the Campus Manager.

Eligibility/Other Requirements: Knowledge of facility management and maintenance would be advantageous.

Note: Evenings and shift work involved.

Contact Officer: Jim Cottee (02) 6207 3065 jim.cottee@cit.edu.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

Policy and Organisational Services

Director, Community Sector Development Program

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E612)

Gazetted: 24 February 2012

Closing Date: 9 March 2012

ACT Community Services Directorate (CSD) has responsibility for delivering a wide range of community services and for contracting over \$70m in funding to the non-government sector in the ACT to deliver services to assist disadvantaged Canberra residents. CSD is seeking a talented and highly motivated senior executive to work with the ACT community sector, ACT Government directorates and with Australian Government agencies to achieve a broad program of sectoral reform during a period of significant change for the community sector in Australia. Substantial senior executive experience in driving a wide range of social policy; financial and people management; and community service outcomes is essential to fulfil the requirements of this challenging role. Leadership, integrity, strategic vision, management acumen, a strong community service ethos and political savvy will characterise the successful candidate.

The successful applicant will be engaged under a performance based contract for up to three years with an attractive remuneration package ranging from \$195,141 to \$206,068 depending on current superannuation arrangements, including a cash component of \$156,093.

Contact Officer: Bronwen Overton-Clarke (02) 6207 9031 bronwen.overton-clarke@act.gov.au

Office for Children, Youth and Family Support

Strategic Partnerships

Senior Policy/Project Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 07746)

Gazetted: 29 February 2012

Closing Date: 7 March 2012

Applications are invited for the above position to be filled on a temporary basis, in Strategic Partnerships of the Office for Children, Youth and Family Support (OCYFS). This position operates within a dynamic and customer oriented area, focused on delivering high level support and coordination services across the range of functions of OCYFS. This position is responsible for coordinating and preparing OCYFS and Whole-of-Government agendas for Commonwealth meetings. The position will undertake secretariat functions; project and policy work and provide high level and timely strategic advice to the Executive Director, OCYFS.

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

Note: This is a temporary position available from 15 March 2012 until 21 December 2012 with a possibility of an extension. To apply, submit an expression of interest addressing how you fulfil the desired skill set and what experience you can bring to the role.

Contact Officer: Janet Plater (02) 6205 9225 janet.plater@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Practice Support Unit

Executive Officer/ Policy Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 12927)

Gazetted: 23 February 2012

Closing Date: 1 March 2012

The occupant will be required to contribute to the provision of high level strategic advice on policy and planning issues in human service delivery.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least three years experience working with children, youth and/or families in a senior social work/case management role. Current driver's licence.

Note: This is a temporary position available for a period of six months with the possibility of extension. Please Send CV and two page expression of interest including contact for two referees. Position may be filled from application and referee reports only.

Contact Officer: Natalie Casey (02) 6207 0925 natalie.casey@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Child and Family Worker

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 13427)

Gazetted: 29 February 2012

Closing Date: 14 March 2012

The Child and Family Centres are seeking a motivated professional to fill the position of Child and Family Worker. The position is responsible for providing support and services for children and families, including group programs. As part of an integrated team, the Child and Family Worker will identify, develop, implement and evaluate community development initiatives that work to strengthen the community to improve outcomes for children and families.

Eligibility/Other Requirements: Social Work degree with full eligibility for membership of the Australian Association of Social Workers; Psychology degree with unconditional registration as a clinical psychologist, Early Childhood Education degree or a related field.

Contact Officer: Di Butcher (02) 6205 0229 dianne.butcher@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Kinship Care Support Workers

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 26769, several)

Gazetted: 27 February 2012

Closing Date: 13 March 2012

The Kinship Care Support Officer will be part of a team which will serve as a central point of contact and support for Kinship carers in the ACT. The position will augment current service provision from within Care and Protection Services of the Community Services Directorate to increase support and relationships between Kinship carers, agencies and Government. Kinship Care is the care provided by relatives or a person known to the child or young person and/or family when a child cannot live with their parents.

Eligibility/Other Requirements: Relevant tertiary qualifications, for example Social Work, Psychology, Social Welfare, Social Science or a related discipline. Applicants for these positions will have at least two years experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

Contact Officer: Brian Mupangure (02) 6205 2898 brian.mupangure@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Team Leader

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 06920, several)

Gazetted: 29 February 2012

Closing Date: 20 March 2012

The Team Leader is required to provide leadership within a team, manage work performance of team members and develop workgroup goals. This position is responsible for coordinating intensive tenancy management and community development activities. The Team Leader also plays an important role in establishing networks and community linkages and using these to ensure quality of service and outcomes for clients.

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

Contact Officer: Kel Robinson (02) 6207 0900 kel.robinson@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.

Policy and Organisational Services

Office for Women

Policy Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 43079)

Gazetted: 28 February 2012

Closing Date: 20 March 2012

Applications are sought for the position of Policy Officer, ACT Office for Women. The successful applicant will be responsible for contributing to the development of policy and program advice, preparation of Ministerial briefings and correspondence and provide secretariat support to the Ministerial Advisory Council on Women, the Governance Group overseeing the ACT Prevention of Violence Against Women and Children Strategy and other relevant meetings and forums.

Note: This is a full-time position however a job share option is available for suitable applicants. Applicants will need to provide applications (of no more than two pages) addressing the selection criteria, together with a curriculum vitae and referee reports.

Contact Officer: Veronica Wensing (02) 6207 8165 veronica.wensing@act.gov.au

Disability ACT

Services for Adults with Disability

Accommodation Support

Network Coordinator

Disability Support Officer Level 3 \$66,423 - \$70,530, Canberra (PN: 07290, several)

Gazetted: 24 February 2012

Closing Date: 13 March 2012

The Network Coordinator works under supervision from Disability ACT's Senior Manager and Network Managers' within Accommodation Support, and under broad direction from the Director. The Network Coordinator manages the provision of client support and services by Disability Support Officers within their network of group homes. The position incumbent will be required to demonstrate a commitment to the Vision and Values of Disability ACT (DACT).

Eligibility/Other Requirements: Diploma level studies in Disability Services or equivalent qualification and/or demonstrated knowledge, skills, attributes and experience related to disability support at this level. Current driver's licence, equivalent to ACT driver's licence class CA. Current Senior First Aid Certificate is desirable.

Contact Officer: Toni Cooper (02) 6207 7778 toni.cooper2@act.gov.au

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

Office for Children, Youth and Family Support

Early Intervention and Prevention Service

Early Childhood Scholarships Coordinator

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 28704)

Gazetted: 29 February 2012

Closing Date: 8 March 2012

Early Intervention and Prevention Services are seeking a motivated person to provide management and administrative support for the delivery of the Early Childhood Scholarships Program. The successful person for this position should have a strong administrative background, a flexible and helpful approach, be able to provide a high level of customer services and communicate effectively with key stakeholders to the scholarships program.

Eligibility/Other Requirements: Previous experience administering contractual arrangements including finance management is highly desirable.

Note: This is a part-time temporary position at three days per week available until March 2013.

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

**Governance, Advocacy and Community Policy
Policy and Organisational Services**

**Women's Information and Referral Centre
Information and Referral Officer**

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 07963)

Gazetted: 28 February 2012

Closing Date: 20 March 2012

Applications are sought for the position of Information and Referral Officer. The successful applicant will have experience in the provision of information and referral services and programs for women and a sound understanding of issues affecting women in the ACT, including the community services system.

Eligibility/Other Requirements: Experience in the coordination of courses and support groups is desirable.

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

Contact Officer: Biljana Petrova (02) 6205 0713 biljana.petrova@act.gov.au

Office for Children, Youth and Family Support

Aboriginal and Torres Strait Islander Services

Business Support

Executive Assistant

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 00360)

Gazetted: 23 February 2012

Closing Date: 20 March 2012

An opportunity exists for those seeking a positive and rewarding experience supporting the Director and contributing to services aimed at improving the operational efficiency of Office for Children, Youth and Family Support. This is an excellent opportunity to enter or advance into a position that supports an executive environment. Responsibilities will include electronic diary and correspondence management, file management and preparing timely, accurate written material. The successful person for this position should have a flexible and helpful approach, be able to work under pressure and meet deadlines, exercise a high level of discretion and have well developed computer skills.

Eligibility/Other Requirements: Knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society.

Note: Aboriginal and Torres Strait Islander people are encouraged to apply

Contact Officer: Denise Morris (02) 6205 0529 denise.morris@act.gov.au

Office for Children, Youth and Family Support

Youth Services

Youth Connection

Case Manager

Health Professional Level 2 \$52,574 - \$72,925, Canberra (PN: 14203)

Gazetted: 28 February 2012

Closing Date: 20 March 2012

The Youth Connection team is looking for an enthusiastic professional who is able to undertake youth work, case management and outreach support with young people who have disengaged with education. The successful applicant for this position will be responsible for engaging marginalised young people and providing case management with a view to re-establishing their connections with appropriate educational programs. As a part of the Office of Children Youth and Family Support this program specifically supports at risk young people who are also involved with Care and Protection or Youth Justice.

Eligibility/Other Requirements: Relevant qualifications in Youth Work, Social Sciences, or related discipline, as well as experience in working with young people in a community/youth work setting.

Note: This is a temporary position available for the period 15 March 2012 to 15 March 2013.

Contact Officer: Rish Lefterys (02) 6205 5211 rish.lefterys@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

Sport and Recreation Services

ACT Academy of Sport

Strength and Conditioning Coach

Professional Officer Class 1 \$46,164 - \$64,764, Canberra (PN: 56062)

Gazetted: 29 February 2012

Closing Date: 7 March 2012

Duties include the provision of strength and conditioning services to ACT Academy of Sport squads and athletes as a member of the Strength and Conditioning team, working in consultation with the Sports Medical Coordinator, program coaches and other service providers, for the management and rehabilitation of injured athletes. Relevant Undergraduate qualifications/currently studying towards a qualification in a sports related field (coaching/physical education).

Note: Position may be filled on application and referee reports only.

Contact Officer: Dave Clarke 0413 106 243 DaveJ.Clarke@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.

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/>
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Office for Schools

Tuggeranong Network

Charles Conder Primary School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 04038)

Gazetted: 29 February 2012

Closing Date: 14 March 2012

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Jennifer Dawes (02) 6205 6699 jennifer.dawes@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Charnwood-Dunlop School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 14291)

Gazetted: 23 February 2012

Closing Date: 8 March 2012

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Frances Dowling (02) 6205 7322 frances.dowling@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

North Ainslie Primary School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 04101)

Gazetted: 24 February 2012

Closing Date: 9 March 2012

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Louise Owens (02) 6205 6530 louise.owens@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Charles Conder Primary School

Executive Teacher

School Leader C \$91,769, Canberra (PN: 01956)

Gazetted: 24 February 2012

Closing Date: 9 March 2012

As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Jennifer Dawes (02) 6205 6699 jennifer.dawes@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
University of Canberra Senior Secondary College Lake Ginninderra
Business and Facilities Manager
Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 19801)**

Gazetted: 29 February 2012
Closing Date: 14 March 2012

The University of Canberra Senior Secondary College Lake Ginninderra is seeking a highly motivated and capable Business and Facilities Manager to provide high level support to the principal in developing policies and procedures relating to the management of the college. The successful applicant will be responsible for the preparation of budgets, monitoring of expenditure and management of buildings, grounds and facilities to a high level.

Contact Officer: Martin Watson (02) 6205 7099 or 0402305105 martin.watson@ed.act.edu.au

**Executive Director Corporate Services
Human Resources
HR Strategy**

**Workplace Health and Safety Compliance Officer
Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 27987)**

Gazetted: 23 February 2012
Closing Date: 13 March 2012

The Workplace Health and Safety Compliance Officer provides expert advice on risk management and safety, and works collaboratively with staff across the Directorate's sites including schools. The Compliance Officer will lead the Directorate's Workplace Health and Safety audit and performance reporting program and drive a culture of continuous improvement. Sound knowledge of Workplace Health and Safety legislation and relevant Australian Standards is essential, along with well-developed communication and interpersonal skills. This position requires significant initiative and independence, in conjunction with the ability to work in coordination with a small team.

Eligibility/Other Requirements: Diploma in Occupational Health and Safety, Safety Auditor's Certificate and a current ACT driver's licence are required. Occupational Health and Safety Construction induction (white card) is desirable.

Note: This position will be filled on a temporary basis until 28 February 2013.

Contact Officer: Yu-Lan Chan (02) 6205 9202 yu-lan.chan@act.gov.au

**Office for Schools
North/Gungahlin Network
Dickson College
Business and Facilities Manager
Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 28625)**

Gazetted: 23 February 2012
Closing Date: 8 March 2012

Dickson College is seeking an enthusiastic Business and Facilities Manager to provide high level support to the principal in developing policies and procedures relating to the management of the college. The successful applicant will be responsible for the preparation of budgets, monitoring of expenditure and management of buildings, grounds and facilities.

Contact Officer: Beth Mitchell (02) 6205 6455 beth.mitchell@ed.act.edu.au

**Strategy and Coordination
Information, Communications and Governance
Ministerial and Commonwealth Relations
Cabinet Liaison Officer
Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 10022)**

Gazetted: 23 February 2012
Closing Date: 8 March 2012

Ministerial and Commonwealth Relations are seeking a highly motivated applicant to work as part of a team in a fast paced environment. The successful applicant will coordinate the circulation of Cabinet documents within the Directorate and across agencies; provide advice to Directorate staff on the development of Cabinet documents. Monitoring Assembly business; assist with the processing of correspondence and brief requests; provide support in the preparation of briefs and speeches and other projects as required.

Eligibility/Other Requirements: Knowledge and understanding of Ministerial, Cabinet and Assembly procedures or the ability to quickly gain such knowledge desirable.

Contact Officer: Emma Taber (02) 6205 9444 emma.taber@act.gov.au

**Office for Schools
South/Weston Network
Lyons Early Childhood School
Preschool Assistant
School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 31330)**

Gazetted: 29 February 2012
Closing Date: 14 March 2012

Lyons Early Childhood is seeking an applicant that will provide support to teachers by assisting with the management and learning of children in a preschool program. As part of a team the successful applicant will assist with program material

preparation, behaviour management, supervision of children on the playground and on excursions, and any specialised medical requirements.

Eligibility/Other Requirements: From 1 January 2012 all ACT school preschool units were subject to requirements under the *Education and Care Services National Law Act (ACT) 2011*. Under this legislation, from the start of 2014 all ACT public school preschool unit assistants will be required to have, or be working towards a minimum qualification requirement as detailed in the *Education and Care Services National Law Act (ACT) 2011* and regulations. Minimum requirement is Certificate III Children's Services or Certificate III Education Support. First Aid and Epi pen qualification or willingness to undertake appropriate training is desirable.

Contact Officer: Mary Hutchinson (02) 6205 5700 mary.hutchinson@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

City Planning

Transport Planning

Transport Planning and Projects

Senior Transport Analyst

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 11531)

Gazetted: 24 February 2012

Closing Date: 13 March 2012

The Transport Planning and Projects team is part of Transport Planning, alongside Transport Policy Coordination of the Environment and Sustainable Development Directorate (ESDD). The main functions of this position include development and management of integrated transport projects; Provision of high level transport research and analysis and transport related advice in relation to integrated land use and transport planning; Preparation of high level submissions, briefs, reports and correspondence, liaison with other Government agencies and community groups and representation of ESDD at various forums involving other agencies and the public.

Eligibility/Other Requirements: Tertiary degree in transport engineering or transport planning is desirable.

Note: This position is temporary available from 19 March 2012 to 30 June 2013 and may be filled based on written applications only.

Contact Officer: Justinieta Balberona (02) 6207 5539 justinieta.balberona@act.gov.au

Regulation and Services

Construction Services

Utilities, Land and Lease Regulation

Inspector

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 15349)

Gazetted: 29 February 2012

Closing Date: 7 March 2012

This position will provide administrative support and low level compliance actions as an integral member of the Breach Management team.

Note: This position is temporary for the period asap until 15 December 2012.

Contact Officer: Radmila Andric (02) 6207 4988 radmila.andric@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

Chief Information Officer

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E00288)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

ACT Health is seeking a highly motivated person to undertake the role of Chief Information Officer, Office of the Chief Executive, who will be responsible for leading and managing the Information Technology Branch. The successful applicant will have a demonstrated track record in achieving service delivery of the highest standard. The Executive Director will be an active participant in the leadership group for ACT Health.

The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$195,141 to \$206,068 depending on current superannuation arrangements, including a cash component of \$156,093. Employer provided benefits include superannuation, a privately plated car and parking. Medical practitioners with suitable skills are eligible to apply for this position.

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: Ian Thompson (02) 6205 0868

Director General Reports

**Population Health
Population Health Spa
Manager**

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 24489)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

The Health Promotion Branch is seeking a suitably experienced Senior Project Officer to lead a team to progress the development and delivery of initiatives that improve the health of local people. The initiatives will create environments that maximises participation of the target group, particularly in dietary education, healthy lifestyle and physical activity programs. The successful applicant will have experience in health promotion programs with an emphasis on establishing effective partnerships with key stakeholders.

Eligibility/Other Requirements: Experience is also required in project development and management, community engagement, development of strategic policy advice, and procurement of services. A tertiary qualification or equivalent experience in a field relevant to health promotion or community development is desirable.

Note: This is a temporary part-time position at 29 hours per week for a period of 12 months with the possibility of extension.

Applicants must complete an application by preparing responses to the Selection Criteria plus two referee reports and a current resume. The successful applicants may be chosen based on written applications and referee reports only. A merit list will be created from this process for future permanent and temporary vacancies within the branch.

Contact Officer: Cal Chikwendu (02) 6205 3627

**Canberra Hospital and Health Service
Operational Support**

**Acute Support
Senior Speech Pathologist**

Health Professional Level 4 \$86,750 - \$93,535, Canberra (PN: 26266)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

The Acute Support Speech Pathology team are looking for an enthusiastic and suitably qualified speech pathologist to join a dynamic team of speech pathologists at the Canberra Hospital. Speech Pathology provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of the Canberra Hospital and the surrounding community. As a Senior Speech Pathologist, you will assist the Manager in the day-to-day management of clinical services, including clinical supervision of staff, teaching and training and a strong involvement with quality improvement. Expertise in a range of specialised clinical areas is also required.

Eligibility/Other requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership with Speech Pathology Australia.

Note: This is a temporary part-time position for 10 months at 18.36 hours per week. This position may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria and include two (2) written referee reports as documents to be uploaded and included with your application.

Contact Officer: Felicity Martin (02) 6244 2230

**Strategy and Corporate
Professional Leadership, Research and Education
Allied Health Adviser**

Clinical Educator for Clinical Measurement Sciences

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 28558)

Gazetted: 01 March 2012

Closing Date: 29 March 2012

This is an exciting opportunity to make a significant contribution to the training and mentoring of staff and student's within the Clinical Measurement Disciplines (Cardiology, Neurophysiology, Respiratory and Sleep) at the ACT Health Directorate. You will be an experienced Clinical Measurement Scientist with demonstrated experience, clinical expertise and leadership in your clinical sciences measurement discipline. You will have clinical education skill and experience that supports and facilitates the learning of clinical measurement science staff and students using contemporary learning principles. This role requires leadership, excellent communication and negotiation skills, and the ability to develop and implement this role within the Allied Health, Dedicated Clinical Education Model in the ACT Health Directorate.

Eligibility/Other Requirements: A degree in a relevant Clinical Physiology Measurement Field (Respiratory, Sleep, Cardiology or Neurophysiology). Experience in chosen Clinical Physiology Measurement field. Tertiary qualification in relevant education field.

Willing to work towards relevant education and clinical qualifications. Certificate IV Workplace Trainer and Assessor.

Note: This position may be required to participate in outside of standard working hours to support students.

Contact Officer: Angela Borbelj (02) 6244 4577

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

Clinical Development Nurse

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 21865)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

The Division of Rehabilitation, Aged and Community Care is seeking a dynamic and experienced Registered Nurse for a permanent full-time Clinical Development Nurse position. The successful candidate will provide high level support and clinical leadership to the staff on ward 11A, The Acute Care of the Elderly Unit.

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.
Contact Officer: Hazel Hurrell (02) 6244 3035

**Strategy and Corporate
Professional Leadership, Research and Education
Nursing and Midwifery Office
Clinical Development Nurse - EN Scope of Practice
Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 27840, expected vacancy)**

Gazetted: 01 March 2012

Closing Date: 8 March 2012

An exciting opportunity exists for experienced registered nurses to work with a progressive team in the position of Clinical Development Nurse for the Enrolled Nursing Scope of Practice. This position supports the evolving changes in the Enrolled Nurse Scope of Practice and requires a registered nurse with the appropriate skills, knowledge and attributes to provide the support and mentoring to enrolled nurses to assimilate new skills into practice.

Eligibility/Other Requirements: Registration or eligible to register as nurse or midwife with the Nursing and Midwifery Board of Australia.

Note: This is a part-time position at 20:00 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rowena King (02) 6174 5127 rowena.king@act.gov.au

**Canberra Hospital and Health Service
Critical Care and Diagnostic
Demand Management
Surgical Nurse
Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 19485)**

Gazetted: 01 March 2012

Closing Date: 8 March 2012

Applications are invited from Registered Nurses to fill a permanent position for Surgical Assessment and Planning Unit (SAPU). SAPU is a new ward area where the primary focus is the multidisciplinary assessment, diagnosis and planning for patients who present with a provisional surgical condition.

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

Note: This position can be filled at either full-time or part-time hours. Selection may be based on written application and referee reports only. Applicants are required to submit a written response addressing the selection criteria, a current CV and two (2) written referee reports.

Contact Officer: Sarah Majeed (02) 6244 5734 sarah.majeed@act.gov.au

**Canberra Hospital and Health Services
Women, Youth and Children
Women's and Babies
Lactation Consultant
Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 23338)**

Gazetted: 01 March 2012

Closing Date: 8 March 2012

The Women's and Babies Department is looking for a full-time enthusiastic highly motivated Registered Midwife and Certified Lactation Consultant who is interested in working with our team. We are an accredited Baby Friendly Feeding Hospital following the WHO/UNICEF global criteria for implementing the Ten Steps to successful breastfeeding. A great opportunity exists for a Lactation Consultant/Midwife to coordinate and provide care for women who access services at the Canberra Hospital and are breastfeeding/planning to breastfeed. This role encompasses clinical service provision, participation in policy development, education and research. This position will be required to coordinate and provide evidence based care to women experiencing problems with their breastfeeding or assistance in preparation for their breastfeeding experience.

Eligibility/ Other requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and is an International Board Certified Lactation Consultant.

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: Christine Fowler (02) 6244 3130

**Strategy and Corporate
Business and Infrastructure
Security and Emergency Preparation
Operations Coordinator
Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 12817, several)**

Gazetted: 01 March 2012

Closing Date: 15 March 2012

Security and Emergency Preparation is a Section within the Business and Infrastructure Branch, which provides a range of services to support the Health Directorate, including Fire and Emergency Training and Response, Parking Operations, Fleet Management, Security Management, Communications Management, Residential Accommodation Management. The successful applicants will provide high level operational support in a fast paced environment and will possess high level customer service, negotiating skills and management experience. Reporting to a sub-section manager, this position is responsible for coordination and management of one or more of those services. Incumbents of these positions may be required to assume responsibility for different services of the section, from time to time.

Eligibility/Other Requirements: Formal qualifications in any or all of the following areas would be a distinct advantage: Workplace Training and Assessment, Contract Management, Security Management, Fire Safety, Emergency Management. Duties of the position include the requirement to occasionally drive vehicles; therefore possession of a current driver's licence is essential.

Note: There are two (2) positions available. One position is permanent and the second is temporary until 30 June 2012, with the possibility of extension. Selection may be based on application and referee reports only. A current curriculum vitae and must accompany the application. 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: Michael Warylo (02) 6244 2114

Strategy and Corporate

Human Resource Management

Staff Development

Simulated Learning Environment Technician

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 28125)

Gazetted: 01 March 2012

Closing Date: 15 March 2012

Under limited direction, work with the Integrated Regional Clinical Training Network (IRCTN) and the Simulated Learning Project Officer to support simulated learning for Interprofessional Health Education in the ACT and Region.

Eligibility/Other Requirements: Relevant qualifications are desirable. Current ACT driver's licence is required. Position will require physical ability to move wheeled equipment. Successful applicant may be required to obtain a bus licence.

Note: This is a temporary part-time position available until June 2013 working 27.5 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kerri Cargill (02) 6244 3429

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Technical Officer

Technical Officer Level 4 \$68,515 - \$78,705, Canberra (PN: 22876)

Gazetted: 01 March 2012

Closing Date: 15 March 2012

An exciting opportunity exists for a suitably qualified and experienced technical officer to join the Clinical Technology Services team. We are looking for an enthusiastic, team-oriented person to provide technical repair, maintenance and fabrication services to our diverse client group. Clinical Technology Service is located in a new, purpose-designed building at the Village Creek Centre, which provides excellent staff facilities including free parking at the door. Health Directorate values – Care, Excellence, Collaboration and Integrity - underpin the service philosophy of the Clinical Technology Service.

Eligibility/ Other Requirements: Current driver's licence. Trade certificate or equivalent recognised qualification with skills applicable to Clinical Technology Service requirements, experience and qualifications in prosthetic/orthotic and/or medical grade footwear services will be highly regarded.

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

Contact Officer: Rod Lansdown (02) 6207 0658 rodney.lansdown@act.gov.au

Canberra Hospital and Health Services

Critical Care and Imaging

Emergency

Enrolled Nurse Level 2

Enrolled Nurse Level 2 \$52,818, Canberra (PN: 24134, several)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

We have a fantastic opportunity for Enrolled Nurses Level 2 to join our Emergency Department. As an Enrolled Nurse Level 2 working in our department you will need to have outstanding advanced clinical skills, strong interpersonal skills with a demonstrated commitment to caring for patients and staff, and advanced leadership attributes. The Canberra Hospital Emergency Department is a Tertiary referral hospital with approximately 66,000 presentations per year.

Eligibility/Other Requirements: Australian Health Practitioner Regulation Agency (AHPRA). Holds an appropriate qualification in the specialist clinical area or has demonstrated extensive experience.

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: Megan Wall (02) 6174 5815

Canberra Hospital and Health Services

Capital Region Cancer Services

Haematology

Clerical Administrator

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 22930)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

This is a full-time permanent position that is part of a team that provides secretarial and administrative support to specialist and registrars of the Haematology Department.

Eligibility/Other Requirements: A high level of keyboard skill and competence in and the use of computers and their various applications is essential. A sound knowledge of medical terminology and experience with dictaphone equipment is essential. Current knowledge of ACTPAS system would be an advantage.

Note: Applicants will be shortlisted on basis of written application and two referee reports, which should address the selection criteria. Applicants are asked to supply current curriculum vitae. Shortlisted applicants will be required to attend a further assessment. This position attracts a medical typing allowance. 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: Rosalba Sipponen (02) 6244 2929

**Canberra Hospital and Health Services
Women, Youth and Children's Health
Children, Youth and Women's Health Program
Administrative Services Officer
Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 28378)**

Gazetted: 01 March 2012

Closing Date: 8 March 2012

Applications are sought from suitably qualified candidates to provide administrative support and undertake clerical duties for a community based health service. The Program provides a range of services to meet the health needs of children, families, youth and women in the community. The successful applicant will have a high level of organisational and communication skills and will work with the Program Manager to provide a range of administrative and secretarial support services.

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

Note: This position is full-time and based in the Tuggeranong Health Centre. 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: Louise Murphy (02) 6205 2751

**Canberra Hospital and Health Service
Surgery and Oral Health
Dental Region South
Dental Assistant - Qualified and Unqualified
Dental Assistant - Qualified \$44,809 - \$52,733, Canberra (PN: 25867)**

Gazetted: 01 March 2012

Closing Date: 8 March 2012

The Dental Health Program is seeking applications from interested Dental Assistants at the qualified and unqualified levels.

These positions involve general Dental Assisting, sterilisation of instruments, reception duties and administrative support.

Eligibility/Other Requirements: Qualified Dental Assistant – Dental Assistant Certificate recognised by the Dental Education Council of Australia or equivalent and previous experience as a chairside Dental Assistant. Unqualified Dental Assistant – previous experience in a dental environment, sound knowledge of infection control and computer skills are required.

Note: This is for permanent recruitment to P25867, however several temporary and on call casual positions at the Unqualified and Qualified levels may also be on offer. Selection process may be used to fill identical positions at permanent, temporary or casual on call basis. 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: Kathy Zagar (02) 6205 1510

**Canberra Hospital and Health Services
Surgery and Oral Health
Dental Health Program
Dental Receptionist
Dental Receptionist \$44,809 - \$49,686, Canberra (PN: 18176)**

Gazetted: 01 March 2012

Closing Date: 15 March 2012

The Dental Health Program is seeking applications from experienced individuals to fill the position of Dental Receptionist. This position is a front line customer service role that is required to work across all four Dental Clinics located within the Health Centres. Duties include electronic appointment scheduling, receipting of public monies and answering enquiries both face to face and over the phone. Previous experience in a customer service role and sound computer skills are preferred.

Eligibility/Other Requirements: Dental Assistant's Certificate and/or experience in a dental service provision environment is desirable but not essential.

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: Natasha Dimitrijevic (02) 6205 0975

**Canberra Hospital and Health Services
Surgery and Oral Health
Dental Health Program
Dental Receptionist
Dental Receptionist \$44,809 - \$49,686, Canberra (PN: 15856)**

Gazetted: 01 March 2012

Closing Date: 8 March 2012

The Dental Health Program is seeking applications from experienced individuals to fill the position of Dental Receptionist. This position is a front line customer service role that is required to work across all four Dental Clinics located within the Health Centres. Duties include electronic appointment scheduling, receipting of public monies and answering enquiries both face to face and over the phone. Previous experience in a customer service role and sound computer skills are preferred.

Eligibility/Other Requirements: Dental Assistant's Certificate and/or experience in a dental service provision environment is desirable but not essential.

Note: This is a temporary position available for a period twelve (12) months, full-time Monday to Friday, with the possibility of extension. 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: Natasha Dimitrijevic (02) 6205 0975

**Canberra Hospital and Health Service
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community and Older Persons
Administrative Assistant**

Administrative Services Officer Class 2 \$44,804 - \$49,683, Canberra (PN: 20033)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

Mental Health ACT (MHACT) 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. It is expected that in this position you will provide administrative support to the clinical staff of the team with a focus on providing quality customer service to the consumers of MHACT. A position exists for an Administrative Assistant to work at Tuggeranong Mental Health. It is expected that in this position you will provide administrative support to the clinical staff of the team with a focus on providing quality customer service to the consumers of MHACT.

Eligibility/ Other Requirements: Medical Terminology and an understanding in dealing with persons affected with Mental Illness would be an advantage. Current drivers 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: Danny Farrow (02) 6205 2777 danny.farrow@act.gov.au

**Canberra Hospital and Health Services
Operational Support
Support Services
Ward Services Support Pool Coordinator**

Health Service Officer Level 4 \$42,125 - \$43,813, Canberra (PN: 20564)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Wardsperson to work within Ward Services Operational Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services offers: Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters; Permanent full-time or part-time positions. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills.

Eligibility/Other Requirements: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes. Excellent interpersonal skills, ability to lead, supervise and train staff.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Ability to work Monday to Friday or shift work as required (eight and eleven hour shifts). Recruitment of these positions will be based on applications that address the selection criteria and selection may be based on application and referee reports only without the need for interview.

Contact Officer: David Hosie (02) 6244 2610

**Canberra Hospital and Health Service
Operational Support
Support Services
Theatre Wardsperson**

Health Service Officer Level 4 \$42,125 - \$43,813, Canberra (PN: 20571, several)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Wardsperson to work within Ward Services Operational Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services offers: Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters; Permanent full-time or part-time positions. Ward Services is looking for energetic, motivated, committed people with strong interpersonal and communication skills.

Eligibility/Other Requirements: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Ability to work Monday to Friday or shift work as required (eight and eleven hour shifts). Applicants will be assessed in accordance with the current Collective Agreement provisions as set out in section 16. Recruitment of these positions will be based on applications that address the selection criteria and selection may be based on application and referee reports only without the need for interview.

Contact Officer: David Hosie (02) 6244 2610

**Canberra Hospital and Health Services
Operational Support**

Support Services

Wardsperson

Health Service Officer Level 2/3 \$38,010 - \$42,197, Canberra (PN: 18952, several)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Wardsperson to work within Ward Services – Operational Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services offers: Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters; Permanent full-time or part-time positions. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills. Eligibility/Other Requirements: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Ability to work Monday to Friday or shift work as required (eight and eleven hour shifts). Recruitment of these positions will be based on applications that address the selection criteria and selection may be based on application and referee reports only without the need for interview. Contact Officer: David Hosie (02) 6244 2610

Canberra Hospital and Health Services

Operational Support

Support Services

Hospital Assistant

Health Service Officer Level 2/3 \$38,010 - \$42,197, Canberra (PN: 22011, several)

Gazetted: 01 March 2012

Closing Date: 8 March 2012

Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Hospital Assistant to work within Ward Services – Operational Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services offers; Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters; Permanent full-time or part-time positions. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills.

Eligibility/Other Requirements: The ability to work shift work within all hospital areas; including, evenings, mornings and nights on a shift roster that may include weekend work and Public Holidays.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Recruitment of these positions will be based on applications that address the selection criteria and selection may be based on application and referee reports only without the need for interview. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Full-time and part-time positions available.

Contact Officer: John Villatobas (02) 6244 2301

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

Human Rights Commission

Health Services

Conciliator and Senior Review Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 09942)

Gazetted: 23 February 2012

Closing Date: 13 March 2012

The Health Services Commissioner/Disability and Community Services Commissioner is seeking an experienced conciliator and investigator to manage Health and Disability Service complaints. The successful applicant will be organised, a self-starter, an excellent communicator and possess good judgment. They will be able to work under limited supervision and have the capacity to autonomously conciliate matters that range from communication issues through to potentially complex and substantial health service negligence cases. The successful applicant will also have an aptitude for analysing, synthesising and reporting on complex investigations.

Eligibility/Other Requirements: Tertiary qualifications in the Human Services field or Law; and training and/or accreditation in alternative dispute resolution techniques are highly desirable.

Note: This position is part-time at 29:24 hours per week. This position is available for a person interested in working a four (4) day week and salary is paid pro rata.

Contact Officer: Mary Durkin (02) 6205 2222 mary.durkin@act.gov.au

ACT Corrective Services

Business Policy and Coordination

Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 11408)

Gazetted: 24 February 2012

Closing Date: 13 March 2012

Develop correctional policy and review, research, analyse, evaluate and report on matters relating to ACT Corrective Services; Assist in developing, implementing and evaluating policies and procedures relating to ACT Corrective Services; Prepare briefs, papers and submissions for Directorate representatives at various conferences and meetings; and participate in or represent the Directorate at meetings and conferences.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field such as Law, Criminology or Social Sciences would be an advantage. A Police Record Check will be required.

Contact Officer: Jane Curnow (02) 6207 1040 jane.curnow@act.gov.au

**Corporate
Governance
Ministerial Services
Ministerial Service Officer**

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 16411)

Gazetted: 29 February 2012

Closing Date: 20 March 2012

The Justice and Community Safety Directorate seeks a dedicated and energetic officer to provide administrative support to the Ministerial Services Unit. The Ministerial Services Officer fulfils a vital role in assisting the unit to achieve its objectives and deliver high-quality client services to ministerial offices and senior directorate executives. The successful applicant will demonstrate strong administrative skills, including competence in undertaking data-entry and working with databases. The officer must possess a willingness to work across a variety of duties in a fast-paced and dynamic environment.

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

Contact Officer: David Ferguson (02) 6205 4775 david.ferguson@act.gov.au

**Corporate
Governance
Strategic Priorities and Performance
Manager**

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 09035)

Gazetted: 28 February 2012

Closing Date: 20 March 2012

The Manager of Strategic Priorities and Performance provides high level support to the Executive. The successful candidate will lead and manage staff within a team, and should have an ability to quickly identify and respond to critical issues. The successful candidate will have to be a strategic thinker, with an experience in public sector governance, including the provision of strong leadership and demonstrated ability to monitor and report on government and corporate obligations.

Eligibility/Other Requirements: Project management and/or public sector management qualifications would be advantageous.

Contact Officer: Danielle Krajina (02) 6205 0294 danielle.krajina@act.gov.au

Territory and Municipal Services

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

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

Roads and Public Transport

ACTION

Finance

Finance Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: A20500)

Gazetted: 28 February 2012

Closing Date: 13 March 2012

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. ACTION manages an expenditure budget in excess of \$115 million each year and generates around \$20 million in fares revenue from over 17 million passenger boardings. ACTION is seeking an experienced Finance Manager to assist in the management of all aspects of the business' finance and performance reporting. This position will work within a small team to undertake budgeting, reporting, business analysis and development of financial statements for the business.

Eligibility/Other Requirements: CA or CPA qualifications will be highly regarded.

Note: This is a temporary position available from April 2012 until February 2013. Selection may be based on application and referee reports only.

Contact Officer: Erica Wark (02) 6207 8222 erica.wark@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

Training Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 14431)

Gazetted: 27 February 2012

Closing Date: 12 March 2012

Applicants are sought from suitably experienced and motivated individuals to fill the role of Training Officer in the Canberra Connect Shopfront Services Team. The Training Officer is responsible for: Preparing and delivering training programs; liaising

with training providers and participants; developing and maintaining a training calendar and database; evaluating and continuously improving on-the-job training programs in a geographically diverse environment; working together with Canberra Connect business units and others to identify and deliver training needs; interpreting and deciphering business rules into useable working procedures and training materials, and preparation of training schedules, materials, program assessments and related documents. Applicants should have: A thorough knowledge of Canberra Connect shopfront operations; a thorough knowledge of the Rego.ACT application associated procedures and policies; strong organisational skills; ability or experience in teaching others' processes and systems; confidence in speaking to groups and preparing PowerPoint presentations and handouts.

Eligibility/Other Requirements: A certificate IV in training or other similar qualifications is desirable.

Contact Officer: Jennie Gannon (02) 6207 5137 jennie.gannon@act.gov.au

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

Parks and City Services

Parks and Conservation Service

Parks, Reserves and Rural Lands

District Support Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 09874)

Gazetted: 28 February 2012

Closing Date: 6 March 2012

Parks and Conservation Service is looking for adaptable people with excellent customer service and communication skills interested in permanent, fixed term or temporary employment to fill the position of District Support Officer. The occupant will provide administrative support to Namadgi National Park, Googong Foreshores and the Murrumbidgee River Corridor and assist in the operation of the Namadgi National Park Information Centre. An interest in nature tourism and the ability to work in an isolated workplace would be an advantage.

Eligibility/Other Requirements: The successful applicant will be required to work a 10 day on and 4 day off roster. All applicants should submit two referee reports with their written application. The successful applicant may be selected by application and referee report only.

Note: This is a re advertised position, applications received previously (closing date 21/02/2012) will be considered and applicants need not re apply.

Contact Officer: Lisa Hogan (02) 6207 2918 lisa.hogan@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

Apprentice- Refrigeration and Air Conditioning

Apprentices \$17,502 - \$40,471, Canberra (PN: 27273)

Gazetted: 23 February 2012

Closing Date: 13 March 2012

We are looking for a person to join us as a refrigeration and air conditioning apprentice. You will be fully supported throughout your apprenticeship. Once you have obtained your qualification and if a funded vacant position exists you will be offered a permanent position with an attractive employment salary package. If you are selected you can look forward to an interesting career, with the opportunity for specialisation in building automation, chillers, industrial and commercial refrigeration. Property Projects and Services has a large team of project managers and trades staff and therefore in the longer term, you will also have the opportunity to get involved in other property related activities such as managing projects and providing advice on replacing or upgrading complex plant.

Eligibility/Other Requirements: To be eligible under the Australian Apprenticeship Scheme (AAS), to be registered with an Australian Apprenticeship Centre (AAC) and enrol at Canberra Institute of Technology for Certificate III Refrigeration and Air-Conditioning in 2012. Year 10 Certificate or equivalent, with passes in Maths, English and Science. Hold a current driver's licence. Some building maintenance experience and completion of a pre-apprenticeship course is desirable.

Note: This position is temporary for the duration of the apprenticeship March 2012 until March 2016 with a possibility of permanency, upon successful completion of apprenticeship.

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.

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

Operations Manager

Senior Officer Grade A \$115,016, Canberra (PN: 00783)

Gazetted: 24 February 2012

Closing Date: 9 March 2012

The role requires the occupant to work with the relevant process owners and areas of ICT while overseeing the provision of operational ICT services within the agency, while managing any escalations, including service desk, incident problem and change management, desktop and VoIP services.

Eligibility/Other Requirements: Relevant tertiary qualifications in ICT, Management or Healthcare would be advantageous but are not essential. Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be advantageous but is not essential. Knowledge of/or experience in the Health environment would be advantageous but is not essential.

Note: This is a temporary position available until 31 July 2012.

Contact Officer: Peter Jeffery (02) 6207 7826 peter.jeffery@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Health ICT

Business Systems Support Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 00777)

Gazetted: 24 February 2012

Closing Date: 9 March 2012

The successful applicant will be required to effectively lead and manage the Health ICT Business Systems Support area's planning and operation, which includes provision of high level business analysis and advice to Health Directorate business areas, projects, boards, committees and strategic partners.

Eligibility/Other Requirements: Relevant tertiary qualifications in ICT, Management or Healthcare would be advantageous but are not essential. Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be advantageous but is not essential. Knowledge of/or experience in the Health environment would be advantageous but is not essential.

Note: This is a temporary vacancy available asap to 31 July 2012.

Shared Services

Human Resources

Payroll and Personnel

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 28703)

Gazetted: 23 February 2012

Closing Date: 13 March 2012

As the Manager Payroll and Personnel the successful applicant will lead a dynamic team providing a critical service to all ACT Government agencies. This is a leadership role that needs to be effective and collaborative with a customer service focus.

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

Shared Services

Shared Services Finance

Financial Applications Support

Team Leader

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 07052)

Gazetted: 23 February 2012

Closing Date: 13 March 2012

Assist with the management and leadership of a Finance Team, responsible for the delivery of financial systems services to multiple agencies, and to support the Business Improvement Manager in the development and implementation of business practices that improve performance. This will include high level assistance with designing, leading and monitoring the provision of financial systems managed by the Shared Services Centre. Principal responsibilities include day-to-day management and leadership to ensure team objectives are met, support of the Oracle (EBS) suite of financial applications, and consultation with Directorates to develop meaningful financial reports and identify opportunities for business process improvements.

Contact Officer: Steve Porter (02) 6207 6611 steve.porter@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Service Desk and Service Support

Service Delivery Officer

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 14343, several)

Gazetted: 23 February 2012

Closing Date: 13 March 2012

Receive and accurately record IT incidents and problems reported by customers. Provide first or second level IT technical support, advice and problem resolution for customers through the Service Desk. Undertake second level IT technical support which involves having possession of a driver's licence to enable attendance at various remote sites. Appropriately share and record knowledge of incidents for reporting and problem resolution.

Eligibility/Other Requirements: A current driver's licence is highly desirable. Experience of at least three (3) years in IT service support is highly desirable.

Note: Incumbents may be required to work on a 24 x 7 shift or on-call arrangement and may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles if required.

Contact Officer: Lucy Martiniello (02) 6207 6060 lucy.martiniello@act.gov.au

Shared Services

Human Resources

Health and Safety

Rehabilitation Case Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 25800, several)

Gazetted: 23 February 2012

Closing Date: 13 March 2012

An exciting opportunity exists to join the newly established ACT Government Injury Management Team. The Team works collaboratively with business areas to coordinate and implement targeted and holistic return to work, injury management and claim strategies. Duties include case management, case reviews and monitoring of performance. High level communication and negotiation skills are essential as the position requires liaison with stakeholders at all levels. A key aspect of the role is working with managers to build their capability and skills related to early intervention and rehabilitation.

Note: Both permanent and temporary positions are available.

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

Revenue Management

Finance, Reporting and Projects

Finance Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 04752)

Gazetted: 24 February 2012

Closing Date: 9 March 2012

The Revenue Management Division is responsible for providing advice on revenue and taxation policy; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); and assessing applications for First Home Owner Grants. As a member of the finance and reporting team you will provide support in relation to the monthly reporting of taxation revenue administered by the ACT Revenue Office. In addition you will undertake a wide range of other tasks including the preparation of monthly statistics on the First Home Owner Grant, undertake various reconciliation processes, be responsible for the records management of the Division.

Note: This vacancy may be filled from applications and referee reports only. Interviews may not be conducted.

Contact Officer: Mehjabeen Mayeed (02) 6207 0014 mehjabeen.mayeed@act.gov.au

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

Shared Services

Shared Services ICT

Finance and Accounting

iOS Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 28755)

Gazetted: 29 February 2012

Closing Date: 16 March 2012

Coordinate and complete requests for moves, adds, changes and faults for iPhone and iPad devices, data services, and headsets including advice on costs and ensuring all requests are correctly recorded on the Voice Network Management System (VNMS). Perform audits and reconciliations of vendor accounts to ensure mobile charges and services accord with the various Telecommunication contracts, and that the on-billing of charges to customers are properly recorded on the VNMS. Eligibility/Other Requirements: Experience in working in an Information Communications and Technology (ICT) environment would be advantageous.

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

Shared Services

Shared Services ICT

Customer Relations/Service Desk and Service Support

Service Delivery Officer

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 14425, several)

Gazetted: 23 February 2012

Closing Date: 13 March 2012

Provide technical support and assistance to Shared Services ICT customers through the maintenance and diagnosis of hardware and software problems, either on-site or remotely on the Service Desk.

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

Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous.

Note: Incumbents may be required to participate in an on-call arrangement that operates 24 x 7 days. Incumbents may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles if required.

Contact Officer: Deepansh Kwatra (02) 6205 2813 deepansh.kwatra@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Thao Thi Mai Vuong 821-03475, Section 68(1), 21 February 2012

Chief Minister and Cabinet

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

Kristen Laurent 835-66666, Section 68(1), 1 March 2012

Community Services

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

Thalita Allen 835-63473, Section 68(1), 27 February 2012

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

Alexandra Beatty 835-63422, Section 68(1), 27 February 2012

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

Adam Peter Findlay 821-14756, Section 68(1), 20 February 2012

Administrative Services Officer Class 5 \$63,440 - \$67,269

Gina Garrett 827-42322, Section 68(1), 1 March 2012

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

Delia O'Shea 835-62833, Section 68(1), 27 February 2012

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

Edward Reilly 835-62892, Section 68(1), 27 February 2012

Education and Training

School Counsellor (Psychologist) \$49,201 - \$78,837

Sandy Francios 835-64142, Section 68(1), 21 February 2012

School Leader C \$91,769

James Robert Malone 835-24132, Section 68(1), 30 January 2012

Health

Health Professional Level 1 \$47,515 - \$61,074

Helen Bartlett 835-63916, Section 68(1), 20 February 2012

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

Barbara Conroy 831-23945, Section 68(1), 29 February 2012

Registered Nurse Level 1 \$53,688 - \$72,545

Anja De Ruijter 829-68778, Section 68(1), 1 March 2012

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

Emily Dent 830-80383, Section 68(1), 5 March 2012

Registered Nurse Level 2 \$75,514 - \$80,184

Tracy-Jayne Fletcher 834-51623, Section 68(1), 5 March 2012

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

Melinda Ford: 82956128, Section 68(1), 27 February 2012

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

Susan Gamgee 827-58519, Section 68(1), 27 February 2012

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

Christina Herron 833-45628, Section 68(1), 2 February 2012

Registered Nurse Level 2 \$75,514 - \$80,184

Janette Kobina 831-24817, Section 68(1), 16 February 2012

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

Shireen Leonard 827-61523, Section 68(1), 5 March 2012

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

Megan Lyndon 833-47973, Section 68(1), 16 February 2012

Registered Nurse Level 2 \$75,514 - \$80,184

Jessica Mackenzie 831-23558, Section 68(1), 2 February 2012

Administrative Services Officer Class 2 \$44,804 - \$49,683

Kate Maybin 834-51818, Section 68(1), 24 February 2012

Technical Officer Level 1 \$46,331 - \$48,672

Rudolf Mitterfellner 821-18968, Section 68(1), 1 March 2012

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

Jeremy Witchalls 820-98194, Section 68(1), 1 February 2012

Justice and Community Safety

Administrative Services Officer Class 3 \$51,032 - \$55,076

Natalie Waiohine Campbell 827-39860, Section 68(1), 21 February 2012

Graduate Administrative Assistant \$56,879 - \$58,685

James Kwan 827-60993, Section 68(1), 22 February 2012

Senior Officer Grade C \$86,750 - \$93,535

Pauline Michaux 792-09025, Section 68(1), 12 March 2012

Administrative Services Officer Class 2 \$44,804 - \$49,683

Jack Kenneth Muscat 835-63545, Section 68(1), 27 February 2012

Territory and Municipal Services

General Service Officer Level 5/6 \$44,103 - \$48,740

Kiera Buckley 816-82567, Section 68(1), 24 February 2012

Administrative Services Officer Class 5 \$63,440 - \$67,269

Richard James Davies 835-63449, Section 68(1), 13 February 2012

General Service Officer Level 5/6 \$44,103 - \$48,740

James Hadobas 816-82516, Section 68(1), 28 February 2012

Senior Officer Grade C \$86,750 - \$93,535

Peter Steele 787-11822, Section 68(1), 1 March 2012

Treasury

Senior Officer Grade B \$99,033 - \$111,485

Richard Allende 821-08671, Section 68(1), 20 February 2012

TRANSFERS

Health

Leanne Bowen: 771-93007

From: \$72,960 - \$77,472

Health

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

Health, Canberra (PN. 24099) (Gazetted 15 September 2011)

Dianne McDean: 781-46720

From: Registered Nurse Level 2 \$75,514 - \$80,184

Health

To: Registered Nurse Level 2 \$75,514 - \$80,184

Health, Canberra (PN. 15848) (Gazetted 12 January 2012)

Nicole Turner: 821-21593

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

Health

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

Health, Canberra (PN. 20914) (Gazetted 15 September 2011)

PROMOTIONS

Canberra Institute of Technology

Centres

Science, Forensic and Engineering

Kym-Marie Turnbull: 774-9072

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

Canberra Institute of Technology

To: †Teacher Band 2 \$97,504
Canberra Institute of Technology, Canberra (PN. 51875) (Gazetted 20 January 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.

Chief Minister and Cabinet

Corporate Management Corporate Governance Genevra Donne: 820-7291

From: Administrative Services Officer Class 4 \$56,879 - \$61,756
Community Services Directorate
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Chief Minister and Cabinet, Canberra (PN. 55125) (Gazetted 19 January 2012)

Community Services

Disability ACT Executive and Business Business Support Tushyana Gatward: 827-48855

From: Disability Support Officer Level 1 \$42,287 - \$43,982
Community Services
To: Administrative Services Officer Class 3 \$51,032 - \$55,076
Community Services, Canberra (PN. 11266) (Gazetted 7 October 2011)

Economic Development

Economic Development, Policy and Governance Narelle Anne Cross: 799-84128

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Economic Development
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Economic Development, Canberra (PN. 24487) (Gazetted 24 November 2011)

Policy and Governance Workforce and Governance Imogen Davis: 779-02635

From: Senior Officer Grade C \$86,750 - \$93,535
Environment and Sustainable Development
To: †Senior Officer Grade B \$99,033 - \$111,485
Economic Development, Canberra (PN. 27821) (Gazetted 20 January 2012)

Corporate Services Communications and Media Communications Unit Kerry Holle: 793-38409

From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Economic Development
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Economic Development, Canberra (PN. 24471) (Gazetted 20 January 2012)

Corporate Services Communications and Media Communications Unit Anne Elizabeth McKeveitt: 782-71580

From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Economic Development Directorate
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Economic Development, Canberra (PN. 18993) (Gazetted 20 January 2012)

Education and Training

School Improvement South/Weston Network Richardson Primary School Jason Borton: 733-19530

From: School Leader B \$98,077
Education and Training
To: †School Leader A \$109,043
Education and Training, Canberra (PN. 01758) (Gazetted 18 October 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

**Corporate
Corporate and Human Services
Strategic HR**

Teagan Brown: 816-84538

From: Administrative Services Officer Class 4 \$56,879 - \$61,756

Environment and Sustainable Development

To: Administrative Services Officer Class 5 \$63,440 - \$67,269

Environment and Sustainable Development, Canberra (PN. 28003) (Gazetted 31 January 2012)

Health

**Canberra Hospital and Health Service
Surgery and Oral Health
Surgical Wards**

Elizabeth Carmody: 827-38577

From: Registered Nurse Level 1 \$53,688 - \$72,545

Health

To: Registered Nurse Level 2 \$75,514 - \$80,184

Health, Canberra (PN. 22444) (Gazetted 12 January 2012)

**Canberra Hospital and Health Service
Surgery and Oral Health
Surgical Wards**

Lorraine Erikson: 813-00442

From: Registered Nurse Level 1 \$53,688 - \$72,545

Health

To: Registered Nurse Level 2 \$75,514 - \$80,184

Health, Canberra (PN. 22332) (Gazetted 12 January 2012)

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program**

Denise Laguda: 797-80934

From: Registered Nurse Level 1 \$53,688 - \$72,545

Calvary Health Care ACT (Public)

To: Registered Nurse Level 2 \$75,514 - \$80,184

Health, Canberra (PN. 29928) (Gazetted 12 January 2012)

**Director General Reports
Quality and Safety
Workplace Safety**

Louise Roantree: 741-15409

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

Health

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

Health, Canberra (PN. 18678) (Gazetted 17 November 2011)

Justice and Community Safety

**Corrective Services
Custodial Operations
Deborah Kol: 795-66460**

From: Administrative Services Officer Class 2 \$44,804 - \$49,683

Health

To: Administrative Services Officer Class 5 \$63,440 - \$67,269

Justice and Community Safety, Canberra (PN. 25052) (Gazetted 20 January 2012)

Treasury

**Human Resources
Shared Services
Information and Data**

Elizabeth Blakeley: 705-22699

From: Senior Officer Grade B \$99,033 - \$111,485

Treasury

To: †Senior Officer Grade A \$115,016

Treasury, Canberra (PN. 08251) (Gazetted 8 February 2012)

Shared Services

Shared Services ICT

ICT Security

Benjamin Douglas Dexter: 785-79585

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

Treasury

To: †Senior Officer Grade B \$99,033 - \$111,485

Treasury, Canberra (PN. 14659) (Gazetted 27 January 2012)

Finance and Budget

Budget Management and Analysis Branch

Manickavasagar Ragunathan: 757-49761

From: Senior Officer Grade B \$99,033 - \$111,485

Treasury

To: †Senior Officer Grade A \$115,016

Treasury, Canberra (PN. 10202) (Gazetted 11 October 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.

CORRIGENDA

Department of Treasury

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

James Collins: 835-63414, Section 68(1), 20 February 2012

Note: Correction to Appointment date.

Treasury

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

Liuyuan Tang 827-32466, Section 68(1), 20 February 2012

Correction to AGS number