



ACT Government Gazette

Gazetted Notices for the week beginning 26 April 2012

VACANCIES

Calvary Health Care ACT (Public)

**Allied Health
Occupational Therapy
Health Professional Level 3
Occupational Therapist \$72,543 - \$76,543, Canberra (PN: 7247)**

Gazetted: 01 May 2012

Closing Date: 12 June 2012

This is an exciting opportunity to lead and develop a specialised service and accomplish great things within a supportive department. The position is part time (3 days per week) and it is hoped that the successful applicant will be available to start in early July to ensure an adequate clinical handover from the outgoing senior therapist. This role is responsible for the provision of high quality hand therapy across Calvary Hospital's public and private outpatient hand therapy services. The successful applicant will be able to work effectively in both a public and private practise setting as a sole practitioner to provide specialist Occupational Therapy input to all aspects of both services. The Occupational Therapy department is committed to evidence based practice and there is a focus on continual professional development and involvement in research projects. In addition to the above we offer a very competitive salary, free uniforms, salary packaging, free parking, fortnightly in-service learning program, many varied training opportunities to assist in the development of all staff, a staff supervision program including competency development, and successful interstate/overseas applicants may be reimbursed for relocation costs. If you are successful in your application, commencement dates are flexible. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection criteria.

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Corporate

Human Resources

Occupational Health and Safety/Work Health Safety

Case Load Coordinator

Administrative Services Officer Level 6 \$68,515 - \$78,705, Canberra (PN: 8657)

Gazetted: 30 April 2012

Closing Date: 7 May 2012

Problem-Solving at its' best ! Calvary Health Care - ACT requires a person with outstanding communication skills for the newly-created position of Caseload Co-ordinator. Working closely with General Practitioners, Medical Specialists, the Chief Minister's Directorate and Comcare, your objective is to improve outcomes for injured workers through determining their individual requirements and how we can meet them. Excellent liaison, negotiation and conflict management skills along with pragmatism, objectivity, sound judgement and business acumen are requirements for this position, as is the ability to plan your workload. Reporting to the Work Health and Safety and Workers' Compensation manager you will have experience in Workers Compensation claims management and a demonstrated high level ability to plan solutions and options in response to the requirements of the individual's situation as well as statistical and financial data analysis. Experience in a hospital or clinical environment and knowledge of medical terminology are highly desirable. Knowledge of the Pathways injury Management System and Poor Prognostic Indicators is advantageous. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection criteria.

Contact Officer: Russell O'Connell (02) 6201 6750 russell.oconnell@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Human Resources

Recruitment

Recruitment

Human Resources Officer

Administrative Services Officer Class 4 \$56,879 - \$ 61,756, Canberra (PN: 7160)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

Calvary Health Care ACT wishes to recruit a Human Resource Officer to work in the Recruitment team. The successful candidate will bring to this role: Understanding of point to point recruitment processes Sound communication skill both written and verbal Great attention to detail Ability to work as part of a busy team

Eligibility/Other Requirements: Selection criteria.

Contact Officer: Louise Dickson (02) 6201 6928 louise.dickson@calvary-act.com.au

Applications can be forwarded to: louise.dickson@calvary-act.com.au

Corporate

Human Resources

Occupational Health and Safety/Work Health Safety

Case Worker

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 7957)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

Challenging but Satisfying! Calvary Health Care - ACT requires a person with outstanding interpersonal and communication skills for the newly-created position of Workers' Compensation Case Worker. A passion for helping people, coupled with high levels of proficiency in customer service and problem solving to enable you to participate in the effective implementation of Return To Work Plans. The ability to write clear, concise reports in plain English, an understanding of the Comcare insurance system and contemporary claims management are highly desirable as is time management and the ability to prioritise. An understanding of the *Work Health & Safety Act 2011 (ACT)* and Regulations, experience in a hospital or clinical environment and knowledge of medical terminology are advantageous. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection criteria.

Contact Officer: Russell O'Connell (02) 6201 6750 russell.oconnell@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

**Corporate
Human Resources
Recruitment**

Human Resources Administrative Officer

Administrative Services Officer Level 2 \$44,804 - \$49,683, Canberra (PN: 7960)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

Full Time position initial six month contract. The Recruitment and Retention team is seeking a highly organised, personable and motivated team member. Duties will include provision of clerical support to the Human Resources team at Calvary Health Care ACT. The successful applicant will need to have proven ability in the provision of high level administrative support. Well developed interpersonal, written and oral communication skills, including the ability to work in a fast paced busy environment. To apply for this position, view full selection criteria or for further information about Calvary Health Care ACT - Please visit our website www.calvary-act.com.au

www.calvary-act.com.au

Eligibility/Other Requirements: Selection criteria.

Contact Officer: Louise Dickson (02) 6201 6928 louise.dickson@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

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

Fyshwick Trade Skills Centre

Education Manager, Plumbing

Teacher Band 2 \$100,917, Canberra (PN: 52060)

Gazetted: 02 May 2012

Closing Date: 16 May 2012

Efficiently and effectively manage, administer and coordinate the activities of a delivery Unit in accordance with Institute policy. Plan, distribute and utilise financial, human and physical resources to achieve key performance targets. Efficiently manage the finances of the area in line with Institute budgets including commercial and other and seek commercial opportunities. Develop innovative and customized models of delivery and assessment. Evaluate, report and continuously improve program effectiveness and student progress. Administer the operational requirements of the Apprenticeship system, maintain and update student progress. Represent/market the Centre to schools, industry and the community.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 2 teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and An Advanced Diploma in Adult Education (or equivalent); and appropriate industry competencies demonstrated by the following qualifications: Certificate 3 Plumbing and Certificate 4 in Plumbing Technology.

It is desirable that all Teacher Band 2 teachers hold a minimum of: A Bachelor degree in Education, Management or a relevant industry specialisation. Mandatory Industry Experience: All Teacher Band 2 teachers are required to have relevant industry experience.

Contact Officer: Brian Coates (02) 6207 4124 brian.coates@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.

Chief Minister and Cabinet

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

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

Culture and Communications

Centenary of Canberra Unit

Partnerships Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 30519)

Gazetted: 30 April 2012

Closing Date: 15 May 2012

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. The Partnerships Manager is responsible for the relationship management and servicing of the Centenary of Canberra's sponsors and media partners. The occupant of this position will ensure delivery of benefits to sponsors and to devise innovative and exciting opportunities for corporate and media partners.

Note: This is a temporary position available from July 2012 until 20 December 2013.
Contact Officer: Amy Kingham (02) 6207 0648 amy.kingham@act.gov.au

Workforce Capability and Governance

Senior Policy Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 55851, several)

Gazetted: 02 May 2012

Closing Date: 16 May 2012

The Workforce Capability and Governance Division is seeking motivated individuals interested in developing policy and/or legislation regarding: public sector governance and workplace relations (including workforce management, enterprise agreement negotiation, implementation and advice), policy and legislation for industrial relations, public and private sectors work safety and dangerous substances (including chemical, explosives and asbestos regulation), public and private sector workers' compensation. Working in a busy and rewarding team environment you will gain insight into Canberra's diverse working environment, develop close ties within the ACT Public Service and significant community organisations and provide practical solutions to complex problems facing the workforce. You will contribute to the reform of the ACT Public Service as well as the private sector making Canberra a better, safer and fairer place to work. The successful applicants will deliver complex policy and advice, possess excellent communication skills and a proven ability to work within multiple priorities and build and maintain effective relationships. The Division is also seeking an Executive Officer for the Commissioner for Public Administration/Deputy Director-General to manage its effective and efficient operations, including coordination of government processes and financial management. The successful applicant will exemplify integrity, personal drive and organisational skills. Eligibility/Other Requirements: Tertiary qualifications (or partial completion), while not essential, will be highly regarded.

Note: Multiple positions including permanent, temporary, full-time and part-time at various classifications are available.

Managers - Senior Officer Grade B, Senior Policy Officers - Senior Officer Grade C, Policy Officers - Administrative Services Officer Class 6, Policy Officers - Administrative Services Officer Class 5. Also the position of Executive Officer to the Commissioner for Public Administration/Deputy Director-General - this position may be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependant of the skills, and experience of the successful applicant. Previous applicants for this position previously advertised under Position Number 24609 are invited to reapply for this revised position. Details of these various positions are available on www.jobs.act.gov.au

Contact Officer: Fiona Barbaro (02) 6207 6003 fiona.barbaro@act.gov.au

Workforce Capability and Governance

Executive Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$68,515 - \$93,535, Canberra (PN: 17942, several)

Gazetted: 01 May 2012

Closing Date: 16 May 2012

The Workforce Capability and Governance Division is seeking motivated individuals interested in developing policy and/or legislation regarding public sector governance and workplace relations (including workforce management, enterprise agreement negotiation, implementation and advice), policy and legislation for industrial relations, public and private sectors work safety and dangerous substances (including chemical, explosives and asbestos regulation) and public and private sector workers' compensation. Working in a busy and rewarding team environment you will gain insight into Canberra's diverse working environment, develop close ties within the ACT Public Service and significant community organisations and provide practical solutions to complex problems facing the workforce. You will contribute to the reform of the ACT Public Service as well as the private sector making Canberra a better, safer and fairer place to work. The successful applicants will deliver complex policy and advice, possess excellent communication skills and a proven ability to work within multiple priorities and build and maintain effective relationships. The Division is also seeking an Executive Officer for the Commissioner for Public Administration/Deputy Director-General to manage its effective and efficient operations, including coordination of government processes and financial management. The successful applicant will exemplify integrity, personal drive and organisational skills. Eligibility/Other Requirements: Tertiary qualifications (or partial completion), while not essential, will be highly regarded.

Note: Multiple positions including permanent, temporary, full-time and part-time at various classifications are available.

Managers - Senior Officer Grade B, Senior Policy Officers - Senior Officer Grade C, Policy Officers - Administrative Services Officer Class 6, Policy Officers - Administrative Services Officer Class 5. Also the position of Executive Officer to the Commissioner for Public Administration/Deputy Director-General - this position may be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependant of the skills, and experience of the successful applicant. Previous applicants for this position previously advertised under Position Number 24609 are invited to reapply for this revised position. Details of these various positions are available on www.jobs.act.gov.au

Contact Officer: Fiona Barbaro (02) 6207 6003 fiona.barbaro@act.gov.au

Workforce Capability and Governance

Policy Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 17562, several)

Gazetted: 02 May 2012

Closing Date: 16 May 2012

The Workforce Capability and Governance Division is seeking motivated individuals interested in developing policy and/or legislation regarding: public sector governance and workplace relations (including workforce management, enterprise agreement negotiation, implementation and advice), policy and legislation for industrial relations, public and private sectors work safety and dangerous substances (including chemical, explosives and asbestos regulation), public and private sector workers' compensation. Working in a busy and rewarding team environment you will gain insight into Canberra's diverse working environment, develop close ties within the ACT Public Service and significant community organisations and provide practical solutions to complex problems facing the workforce. You will contribute to the reform of the ACT Public Service as well as the private sector making Canberra a better, safer and fairer place to work. The successful applicants will deliver complex policy and advice, possess excellent communication skills and a proven ability to work within multiple priorities and build and maintain effective relationships. The Division is also seeking an Executive Officer for the Commissioner for Public

Administration/Deputy Director-General to manage its effective and efficient operations, including coordination of government processes and financial management. The successful applicant will exemplify integrity, personal drive and organisational skills. Eligibility/Other Requirements: Tertiary qualifications (or partial completion), while not essential, will be highly regarded. Note: Multiple positions including permanent, temporary, full-time and part-time at various classifications are available. Managers - Senior Officer Grade B, Senior Policy Officers - Senior Officer Grade C, Policy Officers - Administrative Services Officer Class 6, Policy Officers - Administrative Services Officer Class 5. Also the position of Executive Officer to the Commissioner for Public Administration/Deputy Director-General - this position may be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependant of the skills, and experience of the successful applicant. Previous applicants for this position previously advertised under Position Number 24609 are invited to reapply for this revised position. Details of these various positions are available on www.jobs.act.gov.au
Contact Officer: Fiona Barbaro (02) 6207 6003 fiona.barbaro@act.gov.au

**Office of the Director-General
Project and Research Officer**

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 26921)

Gazetted: 27 April 2012

Closing Date: 11 May 2012

The Project and Research Officer works closely with the Executive Officer of the Director-General, Chief Minister and Cabinet to provide significant high-level strategic, operational and administrative support including managing a range of project tasks, communications activities, research and analysis tasks. This role liaises across whole of government with various external stakeholders, whilst maintaining a high level of confidentiality and discretion and responds quickly to business needs and adheres to tight timeframes.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Contact Officer: Sally Readshaw (02) 6205 0465 sally.readshaw@act.gov.au

**Workforce Capability and Governance
Policy Officer**

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 18736, several)

Gazetted: 01 May 2012

Closing Date: 16 May 2012

The Workforce Capability and Governance Division is seeking motivated individuals interested in developing policy and/or legislation regarding: public sector governance and workplace relations (including workforce management, enterprise agreement negotiation, implementation and advice), policy and legislation for industrial relations, public and private sectors work safety and dangerous substances (including chemical, explosives and asbestos regulation), public and private sector workers' compensation. Working in a busy and rewarding team environment you will gain insight into Canberra's diverse working environment, develop close ties within the ACT Public Service and significant community organisations and provide practical solutions to complex problems facing the workforce. You will contribute to the reform of the ACT Public Service as well as the private sector making Canberra a better, safer and fairer place to work. The successful applicants will deliver complex policy and advice, possess excellent communication skills and a proven ability to work within multiple priorities and build and maintain effective relationships. The Division is also seeking an Executive Officer for the Commissioner for Public Administration/Deputy Director-General to manage its effective and efficient operations, including coordination of government processes and financial management. The successful applicant will exemplify integrity, personal drive and organisational skills.

Eligibility/Other Requirements: Tertiary qualifications (or partial completion), while not essential, will be highly regarded.

Note: Multiple positions including permanent, temporary, full-time and part-time at various classifications are available.

Managers - Senior Officer Grade B, Senior Policy Officers - Senior Officer Grade C, Policy Officers - Administrative Services Officer Class 6, Policy Officers - Administrative Services Officer Class 5. Also the position of Executive Officer to the Commissioner for Public Administration/Deputy Director-General - this position may be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependant of the skills, and experience of the successful applicant.

Previous applicants for this position previously advertised under Position Number 24609 are invited to reapply for this revised position. Details of these various positions are available on www.jobs.act.gov.au

Contact Officer: Fiona Barbaro (02) 6207 6003 fiona.barbaro@act.gov.au

**Workforce Capability and Governance
Manager**

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 19251, several)

Gazetted: 02 May 2012

Closing Date: 16 May 2012

The Workforce Capability and Governance Division is seeking motivated individuals interested in developing policy and/or legislation regarding public sector governance and workplace relations (including workforce management, enterprise agreement negotiation, implementation and advice), policy and legislation for industrial relations, public and private sectors work safety and dangerous substances (including chemical, explosives and asbestos regulation) and public and private sector workers' compensation. Working in a busy and rewarding team environment you will gain insight into Canberra's diverse working environment, develop close ties within the ACT Public Service and significant community organisations and provide practical solutions to complex problems facing the workforce. You will contribute to the reform of the ACT Public Service as well as the private sector making Canberra a better, safer and fairer place to work. The successful applicants will deliver complex policy and advice, possess excellent communication skills and a proven ability to work within multiple priorities and build and maintain effective relationships. The Division is also seeking an Executive Officer for the Commissioner for Public Administration/Deputy Director-General to manage its effective and efficient operations, including coordination of government processes and financial management. The successful applicant will exemplify integrity, personal drive and organisational skills.

Eligibility/Other Requirements: Tertiary qualifications (or partial completion), while not essential, will be highly regarded.

Note: Multiple positions including permanent, temporary, full-time and part-time at various classifications are available.

Managers - Senior Officer Grade B, Senior Policy Officers - Senior Officer Grade C, Policy Officers - Administrative Services

Officer Class 6, Policy Officers - Administrative Services Officer Class 5. Also the position of Executive Officer to the Commissioner for Public Administration/Deputy Director-General - this position may be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependant on the skills, and experience of the successful applicant. Previous applicants for this position previously advertised under Position Number 24609 are invited to reapply for this revised position. Details of these various positions are available on www.jobs.act.gov.au
Contact Officer: Fiona Barbaro (02) 6207 6003 fiona.barbaro@act.gov.au

Community Services

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

Housing and Community Services

Housing ACT

Gateway Services

Manager Gateway Services

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 26623)

Gazetted: 30 April 2012

Closing Date: 22 May 2012

The Manager of Gateway Services is responsible for providing leadership and direction to staff, clients and stakeholders accessing services from Housing ACT. The occupant of this position will manage the day-to-day operations of a busy frontline operational area that is responsible for providing housing assistance in a human services environment and supporting clients applying for social housing. The role includes decision making on a range of diverse and often complex issues and developing and maintaining networks and collaborative working relationships with community service organisations, to assist clients to access appropriate housing and community support services. The successful applicant will need to demonstrate that they have strong management and leadership skills, the ability to think strategically, excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential. Experience in using a range of IT business and office applications. A current driver's licence.

Contact Officer: Bridie Doyle (02) 6207 1401 bridie.doyle@act.gov.au

Office for Children Youth and Family Support

Youth Services

Youth Justice Case Management

Assistant Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 16901, several)

Gazetted: 27 April 2012

Closing Date: 15 May 2012

The Office for Children, Youth and Family Support is seeking an Assistant Manager of the Youth Justice Case Management section. The Assistant Manager position is a key youth justice leadership role and works as part of the senior management team of the Youth Justice Case Management to deliver high quality outcomes for young people in Canberra. This position is responsible to oversee and contribute to the development, delivery and/or review of appropriate assessment of and interventions for young people on justice orders. The Assistant Manager reports directly to the Senior Manager.

Eligibility/Other Requirements: Appropriate tertiary qualifications desirable. Possession of a current driver's licence.

Note: The Successful applicant(s) may be required to participate in after hours, on-call rosters and/or undertake supervision of staff working outside normal business hours.

Contact Officer: Megan Peel (02) 6205 6882 megan.peel@act.gov.au

Policy and Organisational Services

artsACT

Program Manager, Arts Activities

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 21712)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

Lead and manage the activities of the Arts Support by providing leadership, direction and support to a team engaged in delivering strategic policy and arts funding advice to the ACT Government. Oversee the delivery, management and development of the ACT Arts Fund and a range of projects and special initiatives. Provide high level advice and expertise on a range of issues relating to the arts and support for artists and arts organisations. Oversee the management of government business including briefs, ministerial and cabinet submissions. Represent artsACT and the ACT Government at meetings and events, and undertake negotiations and coordination across the Department and other governments, including the Federal Government.

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

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Assembly Liaison Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 09248)

Gazetted: 26 April 2012

Closing Date: 8 May 2012

Organisational Governance is seeking Expression of Interest from suitably qualified people for the position of Assembly Liaison Officer (ALO). This position is responsible for assisting with the co-ordination and management of the Directorate's Assembly and Cabinet business, including preparation for Question Time, monitoring of Assembly sittings, the business of Assembly Committees and providing support across the Directorate. A strong knowledge of and demonstrated experience in Assembly and Cabinet business and procedures would be an advantage.

Note: This is a temporary vacancy available from 14 May 2012 to 31 October 2012.

Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Tracy Chester (02) 620 5049 tracy.chester@act.gov.au

Housing and Community Services

Asset Management Branch

Quality Improvement Unit

Freedom of Information Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 10993)

Gazetted: 02 May 2012

Closing Date: 9 May 2012

Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Note: This is a temporary position available for a period of three months. For further information available from Conchita Fernandez (02) 6207 8776

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

Housing and Community Services

Housing ACT

Gateway Services

Gateway Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 26836)

Gazetted: 30 April 2012

Closing Date: 22 May 2012

Gateway Officers are responsible for delivering front-line human services. The role includes assessing complex client needs, determining eligibility for housing assistance, matching resources to needs and liaising with community agencies. The successful applicant will need to demonstrate that they have experience in high quality client focussed service delivery, proven analytical and problem solving skills of a high order and well developed oral and written communication skills.

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

Contact Officer: Cherie Salerno (02) 6207 5120 cherie.salerno@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/>

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

Corporate Services

Human Resources

HR - People Services

Recruitment Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 08014)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

HR - People Services provides recruitment services and advice to ACT public schools and central office. We are seeking a highly motivated, customer focused team member with well developed communication skills, understanding of relevant legislation and the capacity to collaboratively deliver project outcomes.

Contact Officer: Cathy Crook (02) 6205 9242 cathy.crook@act.gov.au

Office for Schools

Tuggeranong Network

Bonython Primary School

Business Manager

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 30448)

Gazetted: 01 May 2012

Closing Date: 8 May 2012

An exciting opportunity exists to join the collaborative educational team at Bonython Primary School. The successful applicant will be required to manage and administer all the school's finance and student records, other budgetary and operational tasks and provide administrative support to the Principal and School Board. The position includes supervision of administrative staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess

excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

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

Contact Officer: Shane Gorman (02) 6205 6565 shane.gorman@ed.act.edu.au

Office for Schools

Tuggeranong Network

Calwell Primary School

Business Manager 2

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 19969)

Gazetted: 01 May 2012

Closing Date: 15 May 2012

Calwell Primary School is seeking a highly motivated and engaging person with a proven ability to work on their own and use initiative to manage all of the school's administrative and financial systems. The successful applicant will assist in the preparation of budgets; prepare financial returns and contribute to financial decision making by senior management and the School Board. This position also requires supervision of non teaching staff. Liaising with the Building Services Officer, trades people, students, parents and school staff to ensure a high quality customer service.

Eligibility/Other Requirements: First Aid qualifications, or willingness to undertake appropriate training is highly desirable.

Contact Officer: Linda Neeson (02) 6205 6911 linda.neeson@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Majura Primary School

Finance Officer

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 28571)

Gazetted: 01 May 2012

Closing Date: 15 May 2012

Majura Primary School is seeking a highly motivated Finance Officer to assist in the preparation of budgets; prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations. This position also involves the preparation of statements/returns to show trends and the implementation of "Empowering Schools" project. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: This position requires a high understanding of financial management and computer systems, including MAZE. Desirable: First aid and Epi pen qualifications, or willingness to undertake appropriate training.

Contact Officer: Lindy Beeley (02) 6205 5711 lindy.beeley@ed.act.edu.au

School Improvement

South/Weston Network

Canberra College

Science Laboratory Assistant

School Assistant 3 \$43,394 - \$46,835, Canberra (PN: 18830)

Gazetted: 01 May 2012

Closing Date: 15 May 2012

Canberra College is seeking a highly motivated Laboratory Assistant to provide technical and procedural advice to teachers regarding the implementation of science education programs. The successful applicant will be responsible for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment.

Eligibility/Other Requirements: Certificate III in relevant laboratory technology or relevant experience in a science context is desirable. First Aid qualification, or willingness to undertake appropriate training.

Contact Officer: Roseanne Campion (02) 6205 6767 roseanne.campion@ed.act.edu.au

Office for Schools

South/ Weston Network

Canberra College

Technology Assistant (Industrial Arts Assistant)

School Assistant 2 \$38,098 - \$42,249, Canberra (PN: 00853)

Gazetted: 02 May 2012

Closing Date: 16 May 2012

Canberra College is seeking a highly motivated Technology Assistant to provide technical and procedural advice to teachers on the safe operation of machinery. The successful applicant will be responsible for the safe use and maintenance of equipment and will exercise good judgement and initiative with limited supervision. The position also includes support within the automotive, woodworking, metalwork and computer aided drafting.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training is desirable.

Note: This position is part-time at 18.75 hours per week.

Contact Officer: Roseanne Campion (02) 6205 6767 roseanne.campion@ed.act.edu.au

Office for Schools

Tuggeranong Network

Calwell Primary School

General Assistant

School Assistant 2 \$38,098 - \$42,249, Canberra (PN: 01114)

Gazetted: 01 May 2012

Closing Date: 15 May 2012

Calwell Primary School is seeking a highly motivated and enthusiastic person to work as part of a collaborative team. The successful candidate will provide administrative and secretarial support to the Principal and staff throughout the school. The successful applicant under general direction will assist with filing, photocopying, reception duties and general computing tasks. The position may also include assisting the teaching staff within the classroom.

Eligibility/Other Requirements: Desirable: First Aid and Epi pen qualification or willingness to undertake appropriate training.

Contact Officer: Linda Neeson (02) 6205 6911 linda.neeson@ed.act.edu.au

Office for Schools

Tuggeranong Network

Fadden Primary School

Preschool Assistant

School Assistant 2 \$38,098 - \$42,249, Canberra (PN: 01073)

Gazetted: 01 May 2012

Closing Date: 15 May 2012

Fadden Primary School is seeking a highly motivated person with outstanding interpersonal skills to fill the position of Preschool Assistant. The successful applicant 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 are 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: Sue Boughton (02) 6205 8477 sue.boughton@ed.act.edu.au

Environment and Sustainable Development

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

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

Regulation and Services

Environment Protection and Water Regulation

Environment Protection

Senior Legal Officer

Senior Professional Officer Grade B \$102,499 - \$115,387, Canberra (PN: 15639)

Gazetted: 26 April 2012

Closing Date: 3 May 2012

Provide high level legal advice, counsel/opinion, statutory interpretation and recommendations on questions of law or legal practice to staff within the Branch and assist members of the legal profession on complex matters. Facilitate the review of the *Environment Protection Act 1997*. Develop and advise on legislative reform initiatives relevant to the work of the Branch. Act as a mentor to subordinate staff and provide training to Branch staff. Manage the Branch's legal processes in relation to Prosecutions, Administrative law and Case decisions. Manage a large number of matters concurrently, set priorities and meet deadlines. Develop sound working relationships with a range of key stakeholders. Initiate, plan and conduct legal and quasi-legal research projects of considerable breadth, complexity or significance on a range of areas relevant to the branch. Prepare reports and recommendations associated with policies and activities of the branch. Assist in the development and implementation of policies and procedures for the Branch. Maintain records in accordance with the *Territory Records Act 2002*. Eligibility/Other Requirements: Tertiary qualifications in legal practice or equivalent. Relevant experience.

Note: This is a temporary vacancy available asap for a period of four months.

Contact Officer: Daniel Walters (02) 6207 2230 daniel.walters@act.gov.au

Regulation and Services

Construction Services

Utilities, Land and Lease Regulation

Assistant Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 24439)

Gazetted: 01 May 2012

Closing Date: 8 May 2012

The Breach Management Unit is looking for an experienced investigator or administrative decision maker to work in the team for six weeks. This role involves high end regulation of the construction industry as well as enforcing the planning regime across the territory. You will make orders as required under the range of legislation enforced by the section, as well as represent the Directorate in matters before the ACT Civil and Administrative Tribunal.

Eligibility/Other Requirements: Previous experience in investigations or administrative decision making highly desirable.

Note: This is a temporary vacancy.

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

Regulation Services

Construction Services

Construction Audit Team

Compliance Auditor/Building Inspector

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 29487)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

Your role will be pivotal in the day-to-day operations of the Construction Audit Team. To be successful in this role, you will need to work professionally and collaboratively with others in the Branch, demonstrate technical building knowledge, understanding of construction auditing processes, be responsive in your dealings with others and cultivate internal and external relationships. Applicants for the position will need to demonstrate an appreciation of the environment within which the public sector works. A strong track record in delivering high quality regulation services and have or be currently undertaking tertiary qualifications desirable.

Eligibility/Other Requirements: Possession of a current driver's licence. Currently undertaking or holding qualifications in Building, Building Surveying, Engineering and or Energy Assessing will be highly regarded.

Contact Officer: Marko Zarak (02) 6205 5340 marko.zarak@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.

Regulation and Services

Executive Assistant

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 07859)

Gazetted: 02 May 2012

Closing Date: 9 May 2012

The Environment and Sustainable Directorate is seeking a motivated individual to fill the role of Executive Officer to the Executive Director of Regulation and Services.

The successful applicant will demonstrate excellent oral and written communication skills; high level interpersonal skills; an ability to manage competing priorities; and be able to contribute effectively in a multi-disciplinary team environment.

Note: This is a temporary vacancy available asap for a period of three months and with a possibility of extension. This recruitment process may be based on application only.

Contact Officer: Debbie Crowe (02) 6207 2576 debbie.crowe@act.gov.au

Health

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

Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Crisis Assessment and Treatment Team

Registered Nurse - CATT

Registered Nurse Level 3.1 \$86,796 - \$90,368, Canberra (PN: 26877)

Gazetted: 03 May 2012

Closing Date: 10 May 2012

The Crisis Assessment and Treatment Team provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi-disciplinary team, to provide assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Social Workers, Psychologists, a Consultant Psychiatrist and Psychiatry Registrar.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in mental health nursing with current registration with the Australian Health Practitioner Regulation Agency. Applicants must have a minimum of three years experience in a related/relevant organisation or service. Current driver's licence. As this is a senior clinical position, previous experience in mental health, particularly crisis assessment work is essential.

Note: This position involves shift work including evenings, weekends and overnight. 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: Debbie Plant (02) 6205 1979

Canberra Hospital and Health Services

Mental, Justice Alcohol and Drugs

Access and Acute Mental Health

Registered Nurse Level 3.1 \$86,796 - \$90,368, Canberra (PN: 12192)

Gazetted: 03 May 2012

Closing Date: 10 May 2012

The Crisis Assessment and Treatment Team provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments in the Mental Health Assessment Unit (MHAU) within the Canberra Hospital Emergency Department. They will be required to work as a member of a multi disciplinary team, to provide assessment and short-term management of consumers in acute distress and with major mental illnesses. The successful applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Social Workers, Psychologists, a Consultant Psychiatrist and Psychiatry Registrar.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Applicants must have a minimum of 12 months experience in a related/relevant organisation or service. Current driver's licence.
Note: This is a temporary position available for a period of six months with a possibility of extension it involves shift work including evenings, weekends and overnight. 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: Debbie Plant (02) 6205 1979

**Strategy and Corporate
Policy and Government Relations
Chronic and Primary Health Policy Unit
Senior Officer**

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 03647)

Gazetted: 03 May 2012

Closing Date: 11 May 2012

An opportunity is available for an appropriately skilled officer to work in a small highly motivated team responsible for strategic policy, planning and purchasing for primary health care and chronic disease in the ACT. We are seeking an officer with strong written and oral communication skills to work with a range of key stakeholders to assist in the progression of primary health care and chronic disease policy and programs. This role is also responsible for the management of a number of related service funding agreements with non-government organisations. The ability to provide secretariat and other support to strategic meetings and forums is essential, as is the capacity to assist in the preparation of complex briefs and reports for senior management, Executives and the Minister for Health. The successful applicant will need well-developed strategic policy and analytical skills; be able to exercise sound judgement and priority setting; be skilled in managing a range of tasks concurrently; have excellent communication and negotiation skills; and a strong capacity to liaise effectively with a range of internal and external clients.

Eligibility/Other Requirements: Relevant qualifications or experience in primary health care policy; and demonstrated understanding or experience in the area of chronic disease management is desirable.

Note: This is a temporary position available from mid-June 2012 for a period of 12 months with the possibility of extension and/or permanency. 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: Joan Scott (02) 6205 1217

**Canberra Hospital and Health Services
Medicine**

Pharmacy - TCH

Lead Pharmacist - Women, Youth and Children

Health Professional Level 4 - Pharmacist \$83,816 - \$90,372, Canberra (PN: 19646)

Gazetted: 03 May 2012

Closing Date: 29 June 2012

An exciting opportunity exists at Canberra Hospital and Health Services (CHHS) for a Lead Pharmacist in Women's and Children's Services. CHHS is the region's major public hospital; it is an acute care teaching facility of approximately 600 beds that provides a broad range of specialist services to the people of the ACT and South East NSW. The Pharmacy service is currently being restructured to enable a team based, unit focussed clinical pharmacy service. The Lead Pharmacist for Women's and Children's will be responsible for providing leadership, management, and coordination of pharmacy services to the Women's and Children's units of CHHS. This position will also include advanced clinical, education, research and quality improvement roles.

Eligibility/Other requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia is mandatory. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research is highly desirable.

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

Contact Officer: Miriam Lawrence (02) 6244 3911 miriam.lawrence@act.gov.au

Canberra Hospital and Health Services

Pathology

Molecular Pathology

Chief Scientist

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 29039)

Gazetted: 03 May 2012

Closing Date: 17 May 2012

ACT Pathology is a department of The Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. The Canberra and Calvary Hospital laboratories operate 24 hours, 7 days/week, offering a wide range of testing procedures. A scientist with extensive experience in molecular microbiology and virology along with management experience is sought for the position of Chief Medical Scientist for the Molecular Pathology Department. The successful applicant will be responsible for the day-to-day management of the Department providing leadership in strategic planning and optimal operational management. They will be required to plan, allocate and co-ordinate the work of the Department, assist in the preparation of financial and staffing budgets, monitor budget programs and participate in the day to day analytical procedures. A commitment to own personal development is essential.

Eligibility/other requirements: A Degree in Science or equivalent relevant qualification. A relevant post graduate or professional qualification with an emphasis in molecular microbiology or virology is highly desirable

Note: Applicants will be shortlisted on the basis of written application, which should address the Selection Criteria. Current Curriculum Vitae and written referee reports must accompany the applications. Shortlisted applicants will be required to attend a further assessment.

Contact Officer: Charmaine Gray (02) 6244 2839

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Lead Pharmacist - Surgery

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 28888)

Gazetted: 03 May 2012

Closing Date: 29 June 2012

An exciting opportunity exists at Canberra Hospital and Health Services (CHHS) for a Lead Pharmacist in Surgery. CHHS is the region's major public hospital; it is an acute care teaching facility of approximately 600 beds that provides a broad range of specialist services to the people of the ACT and South East NSW. The pharmacy service is currently being restructured to enable a team based, unit focussed clinical pharmacy service. The Lead Pharmacist for Surgery will be responsible for providing leadership, management, and coordination of pharmacy services to the surgical units of CHHS. This position will also include advanced clinical, education, research and quality improvement roles.

Eligibility/Other requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research

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: Miriam Lawrence (02) 6244 3911 miriam.lawrence@act.gov.au

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Lead Pharmacist - Medical

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 28945)

Gazetted: 03 May 2012

Closing Date: 29 June 2012

An exciting opportunity exists at Canberra Hospital and Health Services (CHHS) for a Lead Pharmacist in Medicine. CHHS is the region's major public hospital; it is an acute care teaching facility of approximately 600 beds that provides a broad range of specialist services to the people of the ACT and South East NSW. The pharmacy service is currently being restructured to enable a team based, unit focussed clinical pharmacy service. The Lead Pharmacist for Medicine will be responsible for providing leadership, management, and coordination of pharmacy services to the medical units of CHHS. This position will also include advanced clinical, education, research and quality improvement roles.

Eligibility/Other requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research.

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: Miriam Lawrence (02) 6244 3911 miriam.lawrence@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

School Health Team Immunisation Coordinator

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 16260)

Gazetted: 03 May 2012

Closing Date: 10 May 2012

An exciting opportunity exists for a Registered Nurse to work as a Team Leader within the School Health Team to coordinate the school immunisation program in ACT high schools and work with the team to deliver the kindergarten health check in primary schools. This is a full time position but part time may be considered.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence.

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

Contact Officer: Carolyn Thomas (02) 6205 1575

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Aged Care

Senior Physiotherapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 30478)

Gazetted: 03 May 2012

Closing Date: 17 May 2012

An opportunity exists to join the Transitional Therapy and Care Program (TTCP) to backfill maternity leave. The TTCP team work multidisciplinary to meet the needs of clients. The TTCP is designed for older adults, providing up to 12 weeks support and therapy at the end of a hospital stay. This goal oriented program can be delivered within the care unit or in the clients home. The team is looking for a suitable qualified Physiotherapist who is enthusiastic, flexible and innovative.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or recognised equivalent qualification. A current driver's licence. Eligible for registration as a Physiotherapist in the ACT.

Note: This is a temporary position available until the 21 October 2012, with possibility of extension. This position is full-time, though part-time applicants will be considered. This position may be required to participate in an overtime, on call, and/or rotation roster.

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

Contact Officer: Kerry Moorhouse (02) 6205 3964

Canberra Hospital and Health Services

Pathology

Calvary Laboratory

Supervising Scientist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 27046)

Gazetted: 03 May 2012

Closing Date: 17 May 2012

ACT Pathology is a department of The Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. The Canberra and Calvary Hospital laboratories operate 24 hours, 7 days/week, offering a wide range of testing procedures. The successful applicant will be responsible for the day-to-day management of a section of the Calvary laboratory providing leadership in strategic planning and optimal operational management. In conjunction with the Chief Scientists, Calvary Laboratory, Haematology, Clinical Chemistry and Immunoassay, plan, allocate and co-ordinate the work of the laboratory. A commitment to own personal development is essential.

Eligibility/Other Requirements: A Degree in Science or equivalent relevant qualification. A relevant post graduate or professional qualification would be an advantage

Note: Applicants will be shortlisted on the basis of written application, which should address the Selection Criteria. Current Curriculum Vitae and written referee reports must accompany the applications. Shortlisted applicants will be required to attend a further assessment.

Contact Officer: Mary Brun (02) 6207 6701 mary.brun@act.gov.au

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Clinical Pharmacist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 29808, several)

Gazetted: 03 May 2012

Closing Date: 10 May 2012

Fast-track your career with a Pharmacist position at The Canberra Hospital. We are the largest public tertiary hospital in the region, and with over 600 beds we are one of the largest in the country. We have state of the art facilities and offer almost all clinical specialties available. We have strong links to the University of Canberra Pharmacy School, and the Society of Hospital Pharmacists of Australia. We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting at the HP3 level. Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile production, chemotherapy production, and medicines information services on a rotational basis.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. At least 3 years experience as a registered pharmacist, preferably in a hospital pharmacy.

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: Miriam Lawrence (02) 6244 3911 miriam.lawrence@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Senior Physiotherapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 29722)

Gazetted: 03 May 2012

Closing Date: 10 May 2012

There is an exciting opportunity for a suitably qualified, Senior Physiotherapist to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team. Community Care physiotherapists assess and treat a diverse range of musculoskeletal conditions including muscular strains, joint sprains, arthritic conditions, post operative recovery and spinal conditions. Interventions are provided on an individual basis as well as in group settings, from health centres and patient homes. We are a friendly team with strong supportive links across the Directorate. Staff meet regularly to share knowledge and foster the team culture to strive for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver patient centred care. This is a very exciting time to be working in the Health Directorate with the Health Infrastructure Program (HIP) well underway providing new health centre facilities, services and resources to meet the needs of the growing population in Canberra.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications and registration, or eligibility for registration, with the Physiotherapy Board of Australia. Current driver's licence is 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 and include Curriculum Vitae. At least two written Referee Reports are to be included with applications (one from a current supervisor). This position involves working from various community health centre locations and may include treating patients in their homes. The successful applicant may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full time and part time physiotherapy vacancies at this level across the division of RACC.

Contact Officer: Helen Matthews (02) 6205 2163

**Strategy and Corporate
Professional Leadership Research and Education
Clinical School**

Project and Administration Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 29584)

Gazetted: 03 May 2012

Closing Date: 10 May 2012

The Health Directorate Research Office, located at the Canberra Hospital, is seeking a full-time permanent Project and Administration Officer. The role includes high-level administrative support including ministerial and other correspondence, management of Research Office files, providing secretariat support to research committees and maintaining the website. Other duties include assisting in the coordination of seminars, functions, grant programs and providing financial services. Applicants should have excellent communication skills, the ability to prioritise workloads and display a high level of attention to detail. Proficient use of the Microsoft Office Suite, specifically Excel, will be highly regarded.

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: Hannah Clarke, Katherine Johnson (02) 6244 2811

**Canberra Hospital and Health Services
Capital Region Cancer Service**

Radiation Oncology

Radiation Therapist

Radiation Therapist Grade 2 \$53,020 - \$74,029, Canberra (PN: 18823)

Gazetted: 03 May 2012

Closing Date: 10 May 2012

Radiation Oncology is moving into the future, and fast. We need like minded people to help take us there, and we want to hear from you. We service the National Capital and a growing region. Enjoy the lifestyle that the Capital offers.

Position: Radiation Therapists Level 2 (base grade with possibility of personal upgrade depending on experience). Permanent full-time preferred.

Why: We are expanding and developing the service. The fourth Linac comes on line soon. LDR brachytherapy and stereotactic radiotherapy service to commence shortly.

Characteristics: Enthusiastic, responsible, committed, motivated and keen to grow with us.

More: You will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program.

Current equipment includes: Three Varian Linear Accelerators, ARIA, Philips & Toshiba CT Simulators, SXRT, Pinnacle 3D RTTPS, Oncentra planning system and HDR Brachytherapy. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the department. In addition the Radiation Oncology Private Practice Trust Fund provides the opportunity to apply for grants for conference attendance and professional development activities.

Eligibility/Other Requirements: Eligible for accreditation through the Australian Institute of Radiography with an appropriate qualification in Radiation Therapy Registration as a Radiation Therapist with the ACT Medical Radiation Science Board. Licensing with the ACT Radiation Council.

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: Kate Francis (02) 6244 2218 kate.francis@act.gov.au

**Canberra Hospital and Health Services
Medicine**

Neurology

Neurophysiology Scientist

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 28561)

Gazetted: 03 May 2012

Closing Date: 24 May 2012

An opportunity exists for a motivated Neurophysiology Scientist to join the Neurology Department at The Canberra Hospital. The Canberra Hospital is the major teaching hospital for the Australian Capital Territory and surrounding New South Wales region. The Neurology Department provides clinical neurophysiological testing to TCH inpatients, outpatients and external hospital inpatients. The successful applicant will be expected to perform routine clinical neurophysiological tests (EEG, VEP, VSEP, NCS and SSEP) on adult patients and EEGs on paediatric patients.

Eligibility/Other Requirements: Bachelor Medical Science (Clinical Physiology) with Neurophysiology component plus clinical experience OR equivalent. Additional benefits to Health employees include attractive salary packaging arrangements. There is also provision to access tax free benefits cards including meal entertainment and leisure and accommodation cards.

Note: This is a temporary vacancy available for a period of six months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Angela Borbelj (02) 6244 4577

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

Corporate

People and Workplace Strategy

Manager, Injury Prevention

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 11102)

Gazetted: 30 April 2012

Closing Date: 10 May 2012

The Directorate is seeking a highly motivated and enthusiastic individual to manage the Directorate's Injury Prevention Team. The successful applicant will: Lead and manage the team responsible for the provision of workplace health and safety strategies and advice across the Directorate's business units; Identify, develop and implement strategies, policies and procedures for the improvement of the Directorate's health safety and wellbeing performance; Provide expert and strategic advice to the Directorate's Executives; and monitor and analyse injury and incident trends and evaluate results against performance targets.

Eligibility/Other Requirements: Tertiary Level Qualifications in Occupational Health and Safety or a related field, or demonstrated experience and competence is highly desirable.

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

Office of Regulatory Services

Registrations and Fair Trading

Background Screening Unit

Risk Implementation Manager

Senior Officer Grade C/Health Professional Level 4 \$86,750 - \$93,535, Canberra (PN: 28801)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

Under the limited direction of the Senior Manager: Health Professional Officer Level 4: Provide advice to the Commissioner for Fair Trading on Working with Vulnerable People application processes and policy planning for the 'Risk Assessment Guidelines' which will be used to assess the risk of harm that a person may present to vulnerable people; Provide guidance on the development of policies and procedures that involve decisions regarding vulnerable people; Provide professional leadership to internal and external working groups involved in the implementation; Consult and liaise with external agencies to develop partnerships for guidance and other service delivery activities identified in the implementation plan; Initiate and facilitate quality improvement activity in conjunction with management stakeholders; Work collaboratively within a multi-disciplinary team, including legal and operational representatives and; Maintain records in accordance with the *Territory Records Act 2002*.

Senior Officer Grade C: Provide guidance on the development of policies and procedures that involve decisions regarding vulnerable people; Develop and consult Working With Vulnerable People (Background Checking) application policies and process, specifically relating to the implementation of a risk based assessment model; Provide professional leadership to internal and external working groups involved in the implementation; Consult and liaise with external agencies to develop partnerships for guidance and other service delivery activities identified in the implementation plan; Initiate and facilitate quality improvement activity in conjunction with management stakeholders; Work collaboratively within a multi-disciplinary team, including legal and operational representatives; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Health Professional Officer 4: Tertiary qualifications or equivalent in Psychology or Social Work. Three (3) years experience in the provision of social work services or psychology related to vulnerable people. Current driver's licence essential. Senior Officer Grade C: Current driver's licence essential.

Note: This position is available at either the Senior Officer Grade C or Health Professional Officer 4 classification dependent on the qualifications of the successful applicant. This is a temporary position available until 31 December 2012 with the possibility of extension. Selection may be based solely on Application and Referee comments. Interviews may not be conducted.

Contact Officer: Nathan Buckley (02) 6205 3461 nathan.buckley@act.gov.au

Emergency Services Agency

ACT State Emergency Service

Training and Development Coordinator

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 07764)

Gazetted: 01 May 2012

Closing Date: 15 May 2012

The ACT State Emergency Service (ACTSES) provides planning and response operations for storms and floods. An opportunity exists for a Learning and Development expert to develop and deliver skills based training for volunteer members of the SES. The successful applicant will also manage the administration associated with the organisation's training and assessment programs. The successful applicants experience in developing and delivering training programs, and monitoring the training and skills currency of volunteers will contribute greatly to the operational capability of the ACTSES.

Eligibility/Other Requirements: Certificate IV in Training and Assessment (or equivalent) and knowledge of the audit requirements of a Registered Training Organisation are preferable requirements.

Note: The occupant of this position will be required to work after hours on a duty officer roster.

Contact Officer: Jeremy Logan (02) 6207 8699 jeremy.logan@act.gov.au

Transport Regulation

Road User Services

Business Development and Information

Software Test Manager

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 03186)

Gazetted: 27 April 2012

Closing Date: 11 May 2012

Under the limited direction of the Manager, Business Development and Information Lead members of the Test Team, manage testing resources and tools, co-ordinate workload and assign priorities for testing, measure performance and delivery against work plans, take corrective action where necessary and plan and undertake all tasks associated with the management of the testing of improvements and/or developments to the rego.act system. Prepare build test strategies and plans, develop new and

maintain existing manual and automated test cases, scenarios and scripts, and be actively involved in evolving and improving test methodologies to ensure the application of best practices and to drive continuous process improvement. Offer high level advice and assistance to end users and external agencies in the functionality of the rego.act system, monitor performance and record defects for prioritisation and resolution to achieve maximized system quality. Participate in stakeholder meetings and working groups to ensure the ongoing operational efficiency of the rego.act system. Manage user access and administration of the rego.act system, run and monitor batch processes, update system parameters, fees and code changes and provide end user support. Maintain records in accordance with the *Territory Records Act 2002*.
Contact Officer: Indran Naidoo (02) 6205 1573 indran.naidoo@act.gov.au

**Corporate
People and Workplace Strategy
HR Advisor**

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 14053)

Gazetted: 01 May 2012

Closing Date: 10 May 2012

The Directorate is seeking a highly motivated and enthusiastic individual to join the small Human Resources team. The successful applicant will: Assist the Manager, People and Workplace Strategy by undertaking a range of both complex and strategic human resources activities relating to, employee relations, industrial relations, capability building, policy development, equity and diversity, performance management, and change management; assist in implementing and evaluating changes to human resource policies, practices, systems and processes within the Directorate; provide high-level advice to stakeholders and clients in accordance with relevant legislation and enterprise agreements; develop and maintain links with other business units and statutory office holders of the Directorate to achieve positive outcomes and enhance best practice methods; and research and prepare submissions, reports and correspondence in relation to a range of issues.

Contact Officer: Donna Burns (02) 6205 3831 donna.burns@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

Parks and City Services

Libraries ACT

Manager, Community Development

Senior Officer Grade A \$119,042, Canberra (PN: 09811)

Gazetted: 30 April 2012

Closing Date: 7 May 2012

Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Eligibility/Other Requirements: Proven management experience is essential. Appropriate tertiary qualifications desirable.

Note: This is a temporary position from 14 May 2012 to 12 November 2012.

Contact Officer: Vanessa Little (02) 6207 6695 vanessa.little@act.gov.au

Directorate Services

Executive

Executive Assistant

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 09758)

Gazetted: 02 May 2012

Closing Date: 16 May 2012

Directorate Services Division is seeking a suitably experienced person for the position of Executive Assistant to the Executive Director. The position is responsible for: providing administrative support to the Executive Director, including managing diaries and liaising with Senior Executives, ministerial staff and other stakeholders, examining incoming correspondence and initiating appropriate action; preparing draft correspondence, reports and statistics as necessary; managing and coordinating Human Resources activities for the Division. The position will suit an enthusiastic, highly professional and organised individual who has the ability to work flexibly, show initiative and manage a range of competing priorities under limited direction.

Contact Officer: Kim Smith (02) 6207 5819 kim.smith@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 Support Manager

Senior Information Technology Officer Grade B \$102,499 - \$115,387, Canberra (PN: 01362)

Gazetted: 01 May 2012

Closing Date: 15 May 2012

As a senior member of Health ICT, provide effective management of the Operations Support team to service the Health Directorate. Manage the effective delivery of operational support services to the Health Directorate including the management of resources within the delivery team. Represent the interests of the Health Directorate and Shared Services ICT in high level liaison and negotiations, within the organisation and with external agencies.

Eligibility/Other Requirements: Completion of a tertiary qualification in Information Technology or Information Management would be advantageous.

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

HR Services

Workers Compensation and Work Safety

Injury Management Team Leader

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 25787)

Gazetted: 27 April 2012

Closing Date: 4 May 2012

Expressions of interest are sought for potential Injury Management Team Leader candidates to join the newly established ACT Government Injury Management Team. Applications should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Note: This is a temporary vacancy available asap to the 30 July 2012.

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

Shared Services

Shared Services ICT

Operations/Contract Management

Software Assistant Manager

Senior Information Technology Officer Grade C \$86,750 - \$93,535, Canberra (PN: 14272)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

Provide strategic and tactical advice to ACT Government on software licensing issues including identification of potential cost savings in the licensing area. Auditing and compliance monitoring on specific software licence agreements (eg Microsoft Enterprise Agreement). In conjunction with Procurement Solutions staff, prepare tender documentation, evaluation of tender responses and negotiation with vendors, clients and other agencies in relation to software licensing.

Eligibility/Other Requirements: An ITIL certified qualification in Software Asset Management is highly desirable.

Note: This position is temporary for the period commencing 21 May 2012 to 19 December 2012.

Contact Officer: Trevor Jinks (02) 6207 9697 trevor.jinks@act.gov.au

Shared Services

Business Services

Strategic Finance

Management Accountant

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 14613)

Gazetted: 02 May 2012

Closing Date: 16 May 2012

The successful applicant will be required to mainly: Prepare and co-ordinate financial statements, financial management reports and other associated correspondence; Reconcile, analyse and verify financial reports and data; Assist in the preparation and monitoring of external and internal budgets and forecasts; Provide high level technical accounting skills to address and resolve complex accounting issues; Undertake financial management research and analysis; and on-going development and improvement of financial processes, policies and procedures.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting, commerce, finance or related field is required as well as ASCPA or ICA membership, or progression towards these qualifications is required.

Notes: This position is available for temporary filling for a period of 12 months with the possibility of permanency from this merit process.

Contact Officer: Florence Young (02) 6207 6796 florence.young@act.gov.au

Shared Services

Shared Services Procurement

Finance and Business Systems Team

Finance Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 30514)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

Shared Services Procurement provides infrastructure and goods and services procurement services to ACT Government directorates. Shared Services Procurement has a permanent vacancy for an experienced Finance Officer in the Finance and Business Systems team. The successful applicant will report to the Senior Finance Officer and perform a variety of duties. Duties will include: processing financial transactions including accounts payable and accounts receivable transactions under direction; liaising and negotiating with relevant stakeholders in relation to accounts payable, accounts receivable and debt management issues; and assisting team members in the performance of their duties including end of month financial processes such as journal preparation and reconciliations.

Eligibility/Other Requirements: Demonstrated experience working with a computerised financial management information system, preferably Oracle Government Financials would be highly desirable. High level written and verbal communication and liaison skills that facilitate effective working partnerships with team members and project officers are essential.

Contact Officer: Danila Marinolli (02) 6205 2668 danila.marinolli@act.gov.au

Shared Services

Shared Services ICT

Operations/Platform Systems

Third Level Support Analyst

Information Technology Officer Class 1/2 \$55,076 - \$78,705, Canberra (PN: 15989)

Gazetted: 01 May 2012

Closing Date: 15 May 2012

Provide technical support and advice to Shared Services ICT staff and customers relating to various Microsoft desktop operating systems, Windows Server Print Queues and an extensive range of applications installed on the enterprise wide Standard Operating Environment (SOE).

Eligibility/Other Requirements: Relevant IT Technical Certifications would be highly regarded. Possession of, or the ability to rapidly attain, a Protected security clearance, is mandatory

Note: This position will be filled at the ITO1/2 level pending the qualifications and experience of the successful applicant. This is a temporary position available from 21 May 2012 to 2 October 2012.

Contact Officer: Keyworth Nock (02) 6207 1977 keyworth.nock@act.gov.au

Shared Services

Shared Services ICT

Operations

Asset Coordinator

Information Technology Officer Class 1 \$55,076 - \$62,974, Canberra (PN: 14528)

Gazetted: 30 April 2012

Closing Date: 14 May 2012

Ensure that all equipment designated for refresh is replaced in a timely manner in accordance with the refresh schedule.

Ensure the correct working order of PCs, laptops, printers and multi-function devices as well as asset audits, collections, moves and updating the database. Take responsibility for customer awareness and satisfaction in relation to the refresh process.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a temporary vacancy available from 30 June 2012 to 30 June 2013

Contact Officer: Daniel Wurzer (02) 6205 2633 daniel.wurzer@act.gov.au

Shared Services

Shared Services ICT

Operations/Networks and Facilities

Network Support Technician

Information Technology Officer Class 1 \$55,076 - \$62,974, Canberra (PN: 16862)

Gazetted: 02 May 2012

Closing Date: 22 May 2012

Support and maintain the ACT Government network infrastructure to agreed service levels. Assist with day-to-day maintenance of the network through the provision of quality support and break/fix services.

Eligibility/Other Requirements: Previous experience in the delivery of quality IT services to a broad client base through a committed multi-function team would be an advantage. A 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 an advantage.

Contact Officer: Karen McAlister (02) 6207 2341 karen.mcalister@act.gov.au

APPOINTMENTS

Community Services

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

Amy Bascomb 835-70171, Section 68(1), 7 May 2012

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

Patricia McGhee 835-70120, Section 68(1), 3 May 2012

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

Rosemary Rope 835-70075, Section 68(1), 2 May 2012

Director of Public Prosecutions

Paralegal Grade 1 \$44,804 - \$49,683

Ellen Walker 835-70067, Section 68(1), 30 April 2012

Education and Training

Information Technology Officer Class 1 \$55,076 - \$62,974

Trevor Kefford 835-68661, Section 68(1), 30 April 2012

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

Chau Lam 827-34058, Section 68(1), 30 April 2012

School Assistant 2 \$38,098 - \$42,249

Karen van Bockel 824-56481, Section 68(1), 3 May 2012

Health

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

Sandra Agnew 830-80949, Section 68(1), 27 April 2012

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

Gladdys Chitera 835-70307, Section 68(1), 13 April 2012

Health Service Officer Level 2/3 \$38,010 - \$42,197

James Cogger 835-69672, Section 68(1), 3 May 2012

Radiation Therapist Grade 2 \$53,020 - \$74,029

Lauren Deaves 835-69103, Section 68(1), 30 April 2012

Health Service Officer Level 2/3 \$38,010 - \$42,197

Jacob Fitzpatrick 830-81167, Section 68(1), 2 May 2012

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

Anna Maria Greal 833-46719, Section 68(1), 3 May 2012

Registered Nurse Level 3.1 \$86,796 - \$90,368

Rebecca Halsey 835-70470, Section 68(1), 30 April 2012

Health Service Officer Level 2/3 \$38,010 - \$42,197

Kade Johnston 828-65576, Section 68(1), 2 May 2012

Health Service Officer Level 2/3 \$38,010 - \$42,197

Rick Lyons 780-56258, Section 68(1), 2 May 2012

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

David Matsen 833-47877, Section 68(1), 3 May 2012

Health Service Officer Level 2/3 \$38,010 - \$42,197

Steven Ogilvie 828-67061, Section 68(1), 3 May 2012

Radiation Therapist Grade 2 \$53,020 - \$74,029

Dean Panada 835-69082, Section 68(1), 30 April 2012

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

Lakshmi Prendergast 833-46663, Section 68(1), 30 April 2012

Health Service Officer Level 2/3 \$38,010 - \$42,197

Zandro Pulvera 820-96623, Section 68(1), 2 May 2012

Health Service Officer Level 2/3 \$38,010 - \$42,197

Taylor Schmidt 828-65525, Section 68(1), 3 May 2012

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

Maivili Selvarajah 835-69525, Section 68(1), 30 April 2012

Health Service Officer Level 2/3 \$38,010 - \$42,197

Jarreau Smith 835-69680, Section 68(1), 2 May 2012

Justice and Community Safety

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

Gregory John Appleton 835-71051, Section 68(1), 26 April 2012

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

Mathew James Brown 835-70382, Section 68(1), 23 April 2012

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

Shane Edward Butterworth 835-70489, Section 68(1), 30 April 2012

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

Brett Gregory Johnson 835-70585, Section 68(1), 23 April 2012

Territory and Municipal Services

General Service Officer Level 3/4 \$39,587 - \$43,415

Kieran Carson 827-60280, Section 68(1), 2 May 2012

Professional Officer Class 2 \$68,515 - \$78,705

Mynul Chowdhury 835-67984, Section 68(1), 30 April 2012

General Service Officer Level 3/4 \$38,248 - \$41,947

Jeremy Greig 827-38665, Section 68(1), 1 May 2012

Technical Officer Level 2 \$50,317 - \$57,912

Scott Anthony Ryan 827-58711, Section 68(1), 3 May 2012

TRANSFERS

Community Services

Douglas Dobing: 827-07826

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

Housing ACT

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

Community Services, Canberra (PN. 09269) (Gazetted 20 February 2012)

Health

Ellen Scanes: 786-44551

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

Health

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

Health, Canberra (PN. 24040) (Gazetted 2 February 2012)

Treasury

Sarah Van Meurs: 787-47286

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

Treasury

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

Treasury, Canberra (PN. 25801) (Gazetted 26 September 2011)

PROMOTIONS

Economic Development

Land Development

Infrastructure and Capital Works

Government Accommodation Strategy

Michael Riley: 774-68832

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

Economic Development

To: †Senior Officer Grade B \$102,499

Economic Development, Canberra (PN. 18989) (Gazetted 10 February 2012)

Education and Training

School Improvement

South/Weston Network

Yarralumla Primary School

Leanne Chapuis: 033-28765

From: School Leader B \$98,077

Education and Training

To: †School Leader A \$104,283-\$142,362

Education and Training, Canberra (PN. 04140) (Gazetted 17 November 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.

**Corporate Services
Schools Capital Works
Repairs and Maintenance
Cathy Graham: 821-25287**

From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Education and Training
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Education and Training, Canberra (PN. 27494) (Gazetted 16 January 2012)

**Tertiary Education and Performance
International Education Unit**

Nicole Louise King: 779-25327
From: School Leader B \$98,077
Education and Training
To: †Senior Officer Grade B \$102
Education and Training, Canberra (PN. 04095) (Gazetted 25 January 2012)

**Office for Schools
Tuggeranong Network
Richardson Primary School
Gregory Terrell: 744-98235**

From: School Leader C \$91,769
Education and Training
To: †School Leader B \$98,077
Education and Training, Canberra (PN. 04016) (Gazetted 22 March 2012)

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

Health

**Canberra Hospital and Health Services
Sarah Coleman: 755-60387**

From: Registered Nurse Level 1 \$53,688 - \$72,545
Health
To: †Registered Nurse Level 2 \$75,514 - \$80,184
Health, Canberra (PN. 26807) (Gazetted 16 February 2012)

**Director General Reports
Financial Management
Revenue and Financial Support
Tonia Ebbels: 789-40764**

From: Administrative Services Officer Class 2/3 \$44,804 - \$55,076
Health
To: Administrative Services Officer Class 4 \$56,879 - \$61,756
Health, Canberra (PN. 02944) (Gazetted 16 February 2012)

**Director General Reports
Financial Management
Revenue and Financial Support
Shannon Farrow: 796-73362**

From: Administrative Services Officer Class 2/3 \$44,804 - \$55,076
Health
To: Administrative Services Officer Class 4 \$56,879 - \$61,756
Health, Canberra (PN. 02950) (Gazetted 16 February 2012)

**Director General Reports
Rosetta Heydo: 817-48466**

From: Administrative Services Officer Class 3 \$51,032 - \$55,076
Health
To: †Administrative Services Officer Class 4 \$56,879 - \$61,756
Health, Canberra (PN. 10720) (Gazetted 16 February 2012)

**Director General Reports
Financial Management
Revenue and Financial Support
Maria Jarcia: 780-53866**

From: Health Service Officer Level 3 \$40,734 - \$42,197
Health
To: Administrative Services Officer Class 4 \$56,879 - \$61,756
Health, Canberra (PN. 03946) (Gazetted 16 February 2012)

**Director General Reports
Financial Management
Revenue and Financial Support
Jillian Leahy: 537-52791**

From: Administrative Services Officer Class 3 \$51,032 - \$55,076
Health
To: Administrative Services Officer Class 4 \$56,879 - \$61,756
Health, Canberra (PN. 02242) (Gazetted 16 February 2012)

**Director General Reports
Financial Management
Revenue and Financial Support
Lorraine McNamara: 799-98001**

From: Administrative Services Officer Class 2/3 \$44,804 - \$55,076
Health
To: Administrative Services Officer Class 4 \$56,879 - \$61,756
Health, Canberra (PN. 02943) (Gazetted 16 February 2012)

**Director General Reports
Financial Management
Revenue and Financial Support
Marsha Rutten: 780-51051**

From: Administrative Services Officer Class 2/3 \$44,804 - \$55,076
Health
To: Administrative Services Officer Class 4 \$56,879 - \$61,756
Health, Canberra (PN. 02951) (Gazetted 16 February 2012)

Territory and Municipal Services

**Transport and Infrastructure
ACTION**

Fleet Services

Alistair Kirkpatrick: 120-950

From: General Service Officer Level 7 \$50,317 - \$53,250
Territory and Municipal Services

To: †Technical Officer Level 4 \$68,515 - \$78,705

Territory and Municipal Services, Canberra (PN. A03900) (Gazetted 12 December 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.

Business Enterprises

ACT Property Group

Property Projects and Services

Michael John Sloane: 711-68273

From: General Service Officer Level 7 \$50,317 - \$53,250
Territory and Municipal Services

To: †General Service Officer Level 8 \$52,847 - \$55,954

Territory and Municipal Services, Canberra (PN. 26083) (Gazetted 25 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.

Treasury

Shared Services

Business Services

Strategic HR and Corporate

David John Hart: 788-24325

From: Senior Officer Grade B \$102,499 - \$115,387
Environment and Sustainable Development

To: †Senior Officer Grade A \$119,042

Treasury, Canberra (PN. 00320) (Gazetted 8 November 2011)