



ACT Government Gazette

**Gazetted Notices for the week beginning 13 October
2011**

VACANCIES

ACT Auditor General's Office

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

Financial Audit

Financial Auditors

Auditor Band 1 - Auditor Band 2 \$42,084 - \$119,911, Canberra (PN: 42812, several)

Gazetted: 18 October 2011

Closing Date: 4 November 2011

The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with: good communication and interpersonal skills; the ability to objectively analyse issues and evaluate evidence; the ability to write sound reports that can withstand public scrutiny; and the highest levels of personal integrity. Depending on your skills and experience, the following positions are available: Auditor (including recent graduates) \$50,000 to \$63,415 (plus superannuation); Senior Auditor \$66,873 to \$81,862 (plus superannuation); or Audit Manager \$86,474 to \$93,392 (plus superannuation). Financial Auditors are responsible for financial audit assignments including assisting in planning, managing, conducting and reporting financial audits of ACT public sector entities. Senior Financial Auditors are responsible for client relationship management and the provision of professional and technical advice on a range of audit issues. Audit Managers are responsible for planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, client relationship management and the provision of professional and technical advice on a range of audit issues.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. These positions are security assessed at the Highly Protected clearance level.

Note: Salary will be based on qualifications, skills and experience of the successful applicant(s). Shortlisted applicants will be asked to provide two written referee reports.

Contact Officer: Jordan Langford-Smith (02) 6205 2432 jordan.langford-smith@act.gov.au

Calvary Health Care ACT (Public)

Clinical Operations

Emergency Department

Registered Nurse Level 3

Registered Nurse Level 3 Emergency Department \$83,861- \$87,312, Canberra (PN: 7490)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Do you want a fast paced, challenging, exciting career in nursing? If caring for people in their time of crisis, making a real difference, for patients across the spectrum of age and presenting complaint, is what you are looking for, then we could have the job for you. Calvary Canberra Emergency Department is a busy that is expected to see approximately 55,000 presentations this year. Our metropolitan emergency department style ensures that you are engaged in the action and have career opportunities.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Susan Chambers (02) 6201 6856 susan.chambers@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Clinical Operations

Emergency Department

Registered Nurse Level 3

Registered Nurse Level 3 Emergency Department \$83,861- \$87,312, Canberra (PN: 7485)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Do you want a fast paced, challenging, exciting career in nursing? If caring for people in their time of crisis, making a real difference, for patients across the spectrum of age and presenting complaint, is what you are looking for, then we could have the job for you. Calvary Canberra Emergency Department is a busy that is expected to see approximately 55,000 presentations this year. Our metropolitan emergency department style ensures that you are engaged in the action and have career opportunities.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Susan Chambers (02) 6201 6856 susan.chambers@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Clinical Operations

Emergency Department

Registered Nurse Level 3

Registered Nurse Level 3 Emergency Department \$83,861- \$87,312, Canberra (PN: 7484)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Do you want a fast paced, challenging, exciting career in nursing? If caring for people in their time of crisis, making a real difference, for patients across the spectrum of age and presenting complaint, is what you are looking for, then we could have the job for you. Calvary Canberra Emergency Department is a busy that is expected to see approximately 55,00 presentations this year. Our metropolitan emergency department style ensures that you are engaged in the action and have career opportunities.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Susan Chambers (02) 6201 6856 susan.chambers@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Clinical Operations

Hospital in the Home

Registered Nurse Level 2

Registered Nurse Level 2 \$72,960- \$77,472, Canberra (PN: 8885)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Ability to work both independently and within a team; Excellent time management; Excellent communication skills, both verbal and written; Sound clinical assessment skills; Ability to perform venepuncture and cannulate; Basic computer data entry skills, Current ACT driver's licence Class C.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kelly Trudgen (02) 6201 6676 kelly.trudgen@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Clinical Operations

Hospital in the Home

Registered Nurse Level 2

Registered Nurse Level 2 \$72,960- \$77,472, Canberra (PN: 8822)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Ability to work both independently and within a team; Excellent time management; Excellent communication skills, both verbal and written; Sound clinical assessment skills; Ability to perform venepuncture and cannulate; Basic computer data entry skills, Current ACT driver's licence Class C.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kelly Trudgen (02) 6201 6676 kelly.trudgen@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Clinical Operations

Hospital in the Home

Registered Nurse Level 2

Registered Nurse Level 2 \$72,960- \$77,472, Canberra (PN: 8775)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Ability to work both independently and within a team; Excellent time management; Excellent communication skills, both verbal and written; Sound clinical assessment skills; Ability to perform venepuncture and cannulate; Basic computer data entry skills, Current ACT driver's licence Class C..

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kelly Trudgen (02) 6201 6676 kelly.trudgen@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Clinical Operations

Hospital in the Home

Registered Nurse Level 2

Registered Nurse Level 2 \$72,960- \$77,472, Canberra (PN: 7620)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Ability to work both independently and within a team; Excellent time management; Excellent communication skills, both verbal and written; Sound clinical assessment skills; Ability to perform venepuncture and cannulate; Basic computer data entry skills, Current ACT driver's licence Class C.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kelly Trudgen (02) 6201 6676 kelly.trudgen@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Clinical Operations

Hospital in the Home

Registered Nurse Level 2

Registered Nurse Level 2 \$72,960- \$77,472, Canberra (PN: 7621)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Ability to work both independently and within a team; Excellent time management; Excellent communication skills, both verbal and written; Sound clinical assessment skills; Ability to perform venepuncture and cannulate; Basic computer data entry skills, Current ACT driver's licence Class C.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kelly Trudgen (02) 6201 6676 kelly.trudgen@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Clinical Operations

Hospital in the Home

Registered Nurse Level 2

Registered Nurse Level 2 \$72,960- \$77,472, Canberra (PN: 8611)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Ability to work both independently and within a team; Excellent time management; Excellent communication skills, both verbal and written; Sound clinical assessment skills; Ability to perform venepuncture and cannulate; Basic computer data entry skills, Current ACT driver's licence Class C.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kelly Trudgen (02) 6201 6676 kelly.trudgen@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Clinical Operations

Hospital in the Home

Registered Nurse Level 2

Registered Nurse Level 2 \$72,960- \$77,472, Canberra (PN: 7077)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Ability to work both independently and within a team; Excellent time management; Excellent communication skills, both verbal and written; Sound clinical assessment skills; Ability to perform venepuncture and cannulate; Basic computer data entry skills, Current ACT driver's licence Class C.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kelly Trudgen (02) 6201 6676 kelly.trudgen@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

Centre for Health, Community and Wellbeing

Health Sciences

Technical Officer

Technical Officer Level 1/2 \$44,764 - \$55,954, Canberra (PN: 54724)

Gazetted: 19 October 2011

Closing Date: 8 November 2011

Undertake a range of technical duties including: Collect, catalogue and maintain materials within the Centre. Prepare for and service classes in the Centre. Assist with classroom exercises and issues or receive materials as required. Clean, maintain and set up equipment and materials used in the Centre. Assist with the purchasing of equipment and consumables.

Eligibility/Other Requirements: Completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position.

Note: This position is for temporary filling for a period of 12 months with the possibility of extension up to five years. This position entails strenuous tasks including lifting, pushing trolleys and loading vehicles as well as physically handling large and heavy equipment.

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@cit.edu.au

Centres

**Centre for Health, Community and Wellbeing
Human Services**

Technical Officer

Technical Officer Level 1/2 \$44,764 - \$55,954, Canberra (PN: 54443)

Gazetted: 19 October 2011

Closing Date: 8 November 2011

Undertake a range of technical and manual duties including: Collect, catalogue and maintain materials. Operate, clean, maintain and set up equipment and materials used in a Simulated Work Environment. Assist with the purchasing of equipment, consumables and educational technology.

Eligibility/Other Requirements: Completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position.

Note: This position is for temporary filling for a period of 12 months with the possibility of extension up to five years. This position entails strenuous tasks including lifting, pushing trolleys and loading vehicles as well as physically handling large and heavy equipment.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

Chief Minister and Cabinet

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

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

Policy and Cabinet

Cabinet and Intergovernmental Relations

Assembly

Manager, Assembly Liaison

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 26492)

Gazetted: 18 October 2011

Closing Date: 1 November 2011

As Manager, Assembly Liaison, you will be required to undertake complex projects and tasks in relation to the management of Government Business in the Legislative Assembly. You will liaise across the ACT Public Service, Legislative Assembly and Ministerial offices to support the development and monitoring of the Assembly Legislative Program. In addition, you will provide procedural advice on the conduct of Government Business and the machinery of government issues, as well as conduct training and presentations on these matters.

Eligibility/Other Requirements: Relevant tertiary qualifications along with well developed knowledge of ACT Government and Parliamentary procedures and practices.

Note: This is a temporary position available from November 2011 until December 2012 with the possibility of extension.

Contact Officer: Sara Burns (02) 6205 5347 sara.burns@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

Disability ACT

Services for Adults with a Disability and their Families

Accommodation Support

Manager, Accommodation Support

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19598)

Gazetted: 18 October 2011

Closing Date: 1 November 2011

This position will work closely with the Senior Manager and Network Managers and is responsible for the operational management of Accommodation Support including management of the human and financial resources and quality, safety and risk management. This position will provide strong values based leadership consistent with Disability ACT vision and values and strategic direction. This position will report to the Senior Manager Services for Adults with a Disability.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline are desirable and relevant experience is essential.

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

Contact Officer: Anna Fieldhouse (02) 6207 6381 anna.fieldhouse@act.gov.au

Disability ACT

Policy and Program Development

Policy

Project Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24189, several)

Gazetted: 14 October 2011

Closing Date: 1 November 2011

Disability ACT currently has several exciting opportunities available for experienced project officers. The positions are responsible for the design and implementation of policy and procedure within defined areas of Disability ACT's operations including, but not limited to, project management and consultations. Developments will align to Future Directions: Towards Challenge 2014. The position incumbents will be required to demonstrate a commitment to the vision and values of Disability ACT.

Eligibility/Other Requirements: A degree or diploma in Human Services and/or relevant experience.

Note: This is a temporary position available for 6 months with the possibility of extension.

Contact Officer: Sarah King (02) 6205 0889 sarah.king@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Canberra Museum and Gallery

Assistant Director, Exhibitions and Collections

Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 43228)

Gazetted: 18 October 2011

Closing Date: 1 November 2011

We are seeking a dynamic and articulate individual experienced across all areas related to exhibitions and collections in a medium-sized institution. The position is a multi-faceted one and the successful individual will have demonstrated skills in the areas of budget, staff and building management, exhibition development and delivery (including hands-on installation) and collection development. Previous applicants to this position will be considered and need not reapply. Selection may be based on applications and referee reports only.

Eligibility/Other Requirements: Degree from an Australian tertiary institution specialising in Australian art history/ visual arts is essential.

Note: Applications must address the selection criteria.

Contact Officer: Shane Breynard (02) 6207 2694 shane.breynard@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

Economic Development

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

Policy and Governance

Deputy Director-General

Executive Level 3.7 \$278,633 to \$294,793 depending on current superannuation arrangements, Canberra (PN: E503)

Gazetted: 19 October 2011

Closing Date: 7 November 2011

The Deputy Director General, Economic Development, Policy and Governance will lead the Economic Development, Policy and Governance Division in providing strategic advice and support for the Directorate on policy development, service delivery, internal and external communications, and governance. The Division is also responsible for strategic business programs including support to the ACT business community, ministerial liaison, Cabinet coordination, human resources, information and communication technology and records management.

Eligibility/Other Requirements: Candidates should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in government, the wider community and business would be highly regarded.

Note: The successful applicant will be engaged under a performance based contract up to five years with an attractive remuneration package ranging from \$278,633 to \$294,793 depending on current superannuation arrangements, including a cash component of \$230,856.

Contact Officer: David Dawes (02) 6207 3331 david.dawes@act.gov.au

Strategy and Finance

Deputy Director-General

Executive Level 3.7 \$278,633 to \$294,793 depending on current superannuation arrangements, Canberra (PN: E664)

Gazetted: 19 October 2011

Closing Date: 7 November 2011

The Deputy Director General, Land Development, Strategy and Finance will lead the Land Development, Strategy and Finance Division in addressing the land demand for the affordable and sustainable development of the ACT; providing direction in financial and project management; facilitating strategic projects; and improving the use and management of government owned and leased properties.

Eligibility/Other Requirements: Candidates should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in government, the wider community and business would be highly regarded.

Note: The successful applicant will be engaged under a performance based contract up to five years with an attractive remuneration package ranging from \$278,633 to \$294,793 depending on current superannuation arrangements, including a cash component of \$230,856.

Contact Officer: David Dawes (02) 6207 3331 david.dawes@act.gov.au

Economic Development, Policy and Governance

Ministerial, Cabinet and Policy

Senior Manager, Policy

Senior Officer Grade A \$115,016, Canberra (PN: 26426)

Gazetted: 14 October 2011

Closing Date: 28 October 2011

The Policy section is seeking a highly motivated person to join our team. We are responsible for developing policy that will secure and enhance the economic development of the ACT and also play a key role in the development and implementation of the ACT Affordable Housing strategy. As a senior manager you will be responsible for managing the development and implementation of policies that will assist in achieving a robust local economy.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Note: This position is temporary for a period of up to 12 months commencing ASAP.

Contact Officer: Kathy Goth (02) 6207 8891 kathy.goth@act.gov.au

Education and Training

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

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

School Improvement

South/Weston Network

Yarralumla Primary School

Principal

School Leader A \$104,283 - \$142,362, Canberra (PN: 04140)

Gazetted: 18 October 2011

Closing Date: 3 November 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. The successful applicant will be offered a five year special employment arrangement (Clause 121 Teaching Staff Enterprise Agreement 2009-11) detailing performance targets. This special employment arrangement may be renewed following a successful performance review.

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

Note: The remuneration package, including salary, superannuation and leave entitlements is in excess of \$140,000 pa. A revised salary component of the remuneration package is included in the current negotiations for a new Teaching Staff Agreement.

Contact Officer: Steve Kyburz (02) 6205 7194 steve.kyburz@act.gov.au

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

School Improvement

South/Weston Network

Richardson Primary School

Principal

School Leader A \$104,283 - \$142,362, Canberra (PN: 01758)

Gazetted: 18 October 2011

Closing Date: 3 November 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. The successful applicant will be offered a five year special employment arrangement (Clause 121 Teaching Staff

Enterprise Agreement 2009-11) detailing performance targets. This special employment arrangement may be renewed following a successful performance review.

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

Note: The remuneration package, including salary, superannuation and leave entitlements is in excess of \$140,000 pa. A revised salary component of the remuneration package is included in the current negotiations for a new Teaching Staff Agreement.

Contact Officer: Tanya Nelipa (02) 6205 7194 tanya.nelipa@act.gov.au

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

**School Improvement
North/Gungahlin Network
Harrison School**

Executive Teacher

School Leader C \$91,769, Canberra (PN: 23615)

Gazetted: 19 October 2011

Closing Date: 3 November 2011

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

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

Contact Officer: Dennis Yarrington (02) 6142 2200 dennis.yarrington@ed.act.edu.au

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

**School Improvement
North/Gungahlin Network
Harrison School**

Executive Teacher

School Leader C \$91,769, Canberra (PN: 23394)

Gazetted: 19 October 2011

Closing Date: 3 November 2011

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

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

Contact Officer: Dennis Yarrington (02) 6142 2200 dennis.yarrington@ed.act.edu.au

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

**Corporate Services
Finance and Corporate Support
Corporate Support
Executive Officer**

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 11982)

Gazetted: 18 October 2011

Closing Date: 1 November 2011

Corporate Support is seeking a highly motivated applicant to develop directorate policies and procedures relating to property management functions. The successful applicant will provide advice in relation to school cleaning matters, analysis of school space for calculating enrolment capacity, tenancy arrangements and contracts and also procurement related activities.

Contact Officer: Lee Blakers (02) 6205 9115 lee.blakers@act.gov.au

Environment and Sustainable Development

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

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

**Policy
Heritage
Team Leader**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 16005)

Gazetted: 14 October 2011

Closing Date: 28 October 2011

The Heritage Unit is seeking highly motivate individual to fill the role of Team Leader in the Archaeological and Development Advice Team. The successful applicant will contribute to, and coordinate a range of complex heritage related project work and contract management and have a demonstrated ability to lead and manage a team in the delivery

of outputs within agreed timeframes to meet the Unit's objectives; an ability to work under pressure with limited guidance, demonstrate initiative and manage conflicting priorities, either independently or as part of leading a small team; demonstrated well developed conceptual, analytical, research and problem solving skills and ability to exercise sound judgment and implement meaningful solutions to complex high level issues; demonstrated high level oral and written communication, liaison, representational and negotiation skills; and extensive knowledge of heritage issues and directions, including specific legislative framework and processes and ability to provide advice on complex heritage issues including project work and contract management.

Eligibility/Other Requirements: Relevant experience or qualifications in Cultural Heritage Management and/or Heritage Architecture or Archaeology are highly desirable.

Note: Selection may be based upon application and referee reports only. Please provide contact details of two referees.

Contact Officer: Alan Traves (02) 6207 5589 alan.traves@act.gov.au

Policy

Heritage

Heritage Interpretation and Engagement Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 03858)

Gazetted: 14 October 2011

Closing Date: 28 October 2011

The Heritage Unit is seeking highly motivated individual to fill the role of the Senior Heritage Interpretation and Engagement Officer. The successful applicant will contribute to, and coordinate a range of complex heritage related project work and contract management and have a demonstrated ability to lead and manage a team in the delivery of outputs within agreed timeframes to meet the Unit's objectives; an ability to work under pressure with limited guidance; demonstrate initiative and be able to manage conflicting priorities, either independently or as part of leading a small team; demonstrated well developed conceptual, analytical, research and problem solving skills and ability to exercise sound judgment and implement meaningful solutions to complex high level issues; demonstrated high level oral and written communication, liaison, representational and negotiation skills; and extensive knowledge of heritage issues and directions, including specific legislative framework and processes and the ability to provide advice on complex heritage issues including project work and contract management.

Eligibility/Other Requirements: Relevant experience or qualifications in Cultural Heritage Management and/or Heritage Architecture or Archaeology are highly desirable.

Note: Selection may be based upon application and referee reports only. Please provide contact details of two referees.

Contact Officer: Alan Traves (02) 6207 5589 alan.traves@act.gov.au

Policy, Corporate and Regulation

Regulation Services

Information Services

Communications Engagement Officer

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 15325)

Gazetted: 19 October 2011

Closing Date: 2 November 2011

Environment and Sustainable Development Directorate (ESDD) seeks an enthusiastic and innovative web coordinator to manage ESDD's websites and intranet. Working closely with the Communications team the successful applicant will be required to; Coordinate technical and content matters in relation to ESDD's websites and intranet; Maintain and develop ESDD's websites and intranet, ensuring compliance with high standards of accessibility, W3C standards and the ACT Government Website Development and Management Standard; Assist with and provide advice on the development and implementation of ESDD's internal and external online communications strategies including the use of Web 2.0 technologies.

Eligibility/Other Requirements: IT qualifications or related experience in web development using MySource Matrix Content Management System is essential.

Contact Officer: Anita Perkins (02) 6205 3146 anita.perkins@act.gov.au

Policy

Nature Conservation Policy

Conservation Planning and Research

Bettong Wildlife Officer

Technical Officer Level 1 \$44,764 - \$47,026, Canberra (PN: 20013)

Gazetted: 18 October 2011

Closing Date: 1 November 2011

The person appointed to this position will be part of a collaborative project between Conservation Planning and Research (CPR), Tidbinbilla Nature Reserve, ACT Parks and Conservation Service, Mulligans Flat Woodlands Board and the Australian National University. The Bettong reintroduction project aims to establish breeding populations of eastern Bettongs at Tidbinbilla and Mulligans Flat Nature Reserve. The position is attached to CPR and based at Tidbinbilla Nature Reserve. The position reports to the Senior Wildlife Officer at Tidbinbilla on a day-to-day basis, with overall program direction provided by CPR.

Eligibility/Other Requirements: Experience in the husbandry and management of animals, preferably in a zoo or similar environment, or other extensive experience with handling wildlife, and an understanding of the conservation and ethical issues relating to the captive management of wildlife with breeding and research programs.

Note: This is a temporary position available from 21 November 2011 until 30 June 2014 with the possibility of extension.

This position may be filled on application and referee reports only.

Contact Officer: David Dobroszczyk (02) 6205 8963 david.dobroszczyk@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>

Women, Youth and Children

Children, Youth and Women's Health Program

Nurse Manager

Registered Nurse Level 4.1 \$94,804, Canberra (PN: 29093)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

An exciting and challenging position is available for a suitably qualified Registered Nurse to undertake the role of North Regional Nurse Manager in the Child, Youth and Women's Health Program. This position provides management and leadership to nurses delivering community based maternal and child health services.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency (APHRA). Hold post graduate qualifications in Maternal, Child and Family Health Nursing, holds or is working towards a higher degree in Health Services Management is highly desirable. Current driver's licence.

Note: This is a full-time position based at Belconnen Health Centre.

Contact Officer: Sue Byrnes (02) 6205 1197

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Professional Development Nurse

Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 22592)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

The community based Child, Youth and Women's Health Program is seeking a dynamic and highly motivated Professional Development Nurse to oversee and coordinate the professional development and learning requirements, audit and research activities of the Program. This position also contributes to the tertiary sector education programs related to Child and Adolescent health.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and Postgraduate qualifications in Child Health or Community Health Nursing. Holds or is working towards higher qualifications in Education is highly desirable.

Note: Full or part-time hours will be considered for this role which is based in Moore Street, Canberra City.

Contact Officer: Sue Byrnes (02) 6205 1197

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Elective Surgery Liaison Nurse

Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 21961)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

We are looking for an experienced Registered Nurse 3.1 to manage the clinical aspects of patients on the Elective Surgery Waiting List. You will be required to develop and implement management plans for Elective Surgery Patients in consultation with Consultants, Registrars, Perioperative Suite Management, Elective Surgery Coordinator, Surgical Bookings Manager/Clerks and other services as required.

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

Contact Officer: Cathy Burns (02) 6244 2601

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Aged Care

Registered Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 23758)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

An exciting opportunity exists for a Registered Nurse, who is committed to the care of the elderly, to coordinate a newly established memory clinic and work with RADAR (Rapid Assessment of the Deteriorating Aged at Risk). The memory clinic is a new initiative that will involve a multidisciplinary team diagnosing and assisting with the early management of cognitive decline/dementia. The role of the registered nurse will include initial assessment of new clients in their home, and coordination of the clinic. This position will also include working with the RADAR service. This is an innovative service which provides short term assistance to GP's in their clinical management of older adults in the community. Assistance is given using a multidisciplinary team to assist the GP to manage a recent decline in health/function with the aim of preventing hospitalisation. This is a wonderful opportunity to expand your practice and further your career and be involved in an exciting new service.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Some experience in working with the aged care client group in the acute and community settings and, in addition to this, dementia specific experience would be an advantage.

Note: This is a full-time permanent position, working Monday to Friday.

Contact Officer: Wendy Venn 0418 944 842

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

**Aged Care
Social Worker**

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 30400)

Gazetted: 20 October 2011

Closing Date: 3 November 2011

Rehabilitation, Aged and Community Care is an expanding and developing division and provides a range of services. Transitional Therapy and Care Program (TTCP), Rehabilitation, Aged and Community Care (RACC), Health Directorate is seeking an experienced and enthusiastic Social Worker to provide a range of social work services across the continuum of care. This position is full-time permanent. TTCP is a community based program providing care and restorative function for older people who are at the end of their acute or sub-acute hospital stay. The successful applicant will be able to demonstrate high level clinical skills across a broad range of areas, and will have a demonstrated ability to show clinical leadership across the continuum of care. An ability to contribute to service development and to work within a multidisciplinary environment is essential. RACC has a strong commitment to clinical governance including a supportive clinical supervision framework. In addition there is a commitment to teaching and training of Social Work students.

Eligibility/Other requirements: A degree in Social Work, eligibility for membership of the Australian Association of Social Work and a current driver's licence.

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

Contact Officer: Yvonne Goddard (02) 6205 3964

**Canberra Hospital and Health Service
Child, Youth and Women's Health**

**Allied Health
Physiotherapist**

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 27117)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

Expressions of interest are invited from an experienced physiotherapist for a part-time temporary position with the Child, Youth and Women's Health Program (CYWHP). The CYWHP Physiotherapist provides services for women in the antenatal and postnatal period and for babies less than 12 months of age. A solid background in women's health is required and some paediatric experience is desirable.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy, or recognised equivalent qualifications and be eligible for ACT Registration. Current driver's licence essential.

Note: This is a temporary position available at 14.7 hours per week. It is anticipated this position will be for up to 6 months, with the possibility of extension. This position will involve duties across a number of health centres.

Contact Officer: Sue Clay (02) 6205 2752

**Strategy and Corporate
Performance and Innovation
Access Improvement Program
Administrative Officer**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 29745)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

The Performance and Innovation Branch is seeking a highly motivated and organised individual to join the Elective Surgery Access Team. The successful applicant will need to be flexible and able to adapt to different work environments as this position involves working in the corporate office and at both public hospitals in the ACT.

The position will provide administrative assistance to the Elective Surgery Access Manager, in providing a service to consumers requiring access to elective surgery at the Canberra and Calvary Public Hospitals.

Contact Officer: Elaine Men (02) 6205 1157

**Canberra Hospital and Health Services
Access and Acute Mental Health**

**Crisis Assessment and Treatment Team
Psychologist**

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 23743)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

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 undertake complex mental health assessments as a member of a multi disciplinary team, providing high standard clinical skills and expertise in the 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.
Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology with current unconditional registration and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.
Contact Officer: Bruno Aloisi (02) 6205 1979

Canberra Hospital and Health Services

Acute Support

Physiotherapy

Physiotherapist

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 20394, several)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

The successful applicant will provide direct patient care to inpatients and outpatients in a range of locations including The Canberra Hospital and community health centres. Excellent supervision and professional development opportunities exist. The rotational positions will gain experience in a wide variety of clinical conditions.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Registered or eligible for registration as a Physiotherapist in the ACT. A current driver's licence is mandatory.

Note: The successful applicant may be required to participate in an evening and weekend roster. Applicants with more than 12 months experience need only apply. These are permanent positions available from February 2012.

Contact Officer: Kerry Boyd (02) 6244 2670

Canberra Hospital and Health Services

Nursing Services

Nursing Administration

Enrolled Nurse Graduate Program

Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 24620, several)

Gazetted: 20 October 2011

Closing Date: 10 November 2011

ACT Government Health Directorate invites applications for employment from Diploma in Nursing Graduates and Enrolled Nurses (medication endorsed) for the Enrolled Nurse Graduate Program February 2012 intake.

The Health Directorate offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. Full-time or part-time employment will be offered with a minimum of seven shifts per fortnight during the graduate year to assist Enrolled Nurse Graduates with transition into the workforce. The Enrolled Nurse Graduate Program will provide participants with support and dynamic learning opportunities that are offered through the diversity of services available within the Health Directorate. The twelve-month program will generally incorporate two rotations throughout clinical areas or as a speciality stream across the Health Directorate.

Enrolled Nurse Graduates are offered permanent employment in the Health Directorate with a probation period on commencement. The Health Directorate recognises that support and the opportunity to learn is essential to the personal and professional development of all staff, including Graduate Nurses. The professional development of the Enrolled Nurse Graduate is enhanced by a supportive learning culture, which includes: The Enrolled Nurse Clinical Development Nurses who are rostered on seven days a week to work exclusively with the Enrolled Nurse Graduates and provide clinical support, education, feedback and conduct competency based assessments for graduates; Specialty based Clinical Development Nurses who are located in most clinical areas across Health Directorate being able to provide speciality advice and support for all nursing/midwifery staff.

Eligibility/Other Requirements: Applicants must be Australian Citizens or Permanent Residents and eligible for registration as an Enrolled Nurse (prior to July 2010 known as an Endorsed Enrolled Nurse) with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement.

Note: To graduate from the program participants must complete all elements of the program. Applicants must submit the following: Curriculum vitae; Selection criteria responses and two written professional references using the referee template available online. Employment decisions will be based on application, interview, and referee reports and is merit based. The Health Directorate requires applicants to provide written responses to the following Selection Criteria as part of the application. Please be advised that incomplete or late applications will not be considered.

Contact Officer: Maxine Jordan (02) 6244 3382

Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

Walk-in Centre

Walk-in Nurse Practitioner

Registered Nurse Level 4.2 \$101,525, Canberra (PN: 18096)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

A position exists for a Nurse Practitioner to provide episodic health care for people with a range of minor illnesses and injuries at the Walk-in Centre. The Walk-in Centre is a new initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT community. The Walk-in Centre Nurse Practitioner will work autonomously within a collaborative team environment to provide episodic, timely, expert health care for clients presenting with minor illness and injury. The role of the Walk-in Centre Nurse Practitioner also includes the ongoing support and education of Advanced Practice Nurses.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse Practitioner with Australian Health Practitioner Regulation Agency (AHPRA). Clinical experience in a walk-in centre or relevant acute and/or primary care area is highly desirable.

Contact Officer: Naree Stanton (02) 6174 5675 or Rhonda Maher (02) 6244 3579

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

Legislation and Policy

Restorative Justice

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 43800)

Gazetted: 19 October 2011

Closing Date: 2 November 2011

Legislation and Policy Branch seeks a highly motivated Manager to head up the Restorative Justice Unit (RJU). The Restorative Justice Unit is established under the Crimes (Restorative Justice) Act 2004 and is responsible for delivering a restorative justice scheme to offenders and victims of crime in the ACT. The Galambany Circle Sentencing Court Coordinator (GCSCC) is also located within the RJU and managed by this position. Important functions of the position include lead and manage staff of the RJU and GCSCC, providing high quality policy and program advice, preparation of high quality reports, submissions, briefs and correspondence, manage the budget for RJU and Galambany Circle Sentencing Court, represent the Directorate at a high level, develop and promote positive relationships with key stakeholders.

Contact Officer: Julie Field (02) 6207 0522 julie.field@act.gov.au

Corporate

People and Workplace Strategy

Senior HR Advisor

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 14053)

Gazetted: 14 October 2011

Closing Date: 21 October 2011

The occupant of this position will be required to work as part of a small Human Resources team, undertaking a range of both complex and strategic human resource activities. The occupant will also provide high level advice to the Justice and Community Safety Directorate in accordance with relevant legislation.

Note: This is a temporary vacancy available until October 2012 with the possibility of becoming permanent. 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: Donna Burns (02) 6205 3831 donna.burns@act.gov.au

Corporate

Governance

Communications

Communications Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 08007)

Gazetted: 14 October 2011

Closing Date: 1 November 2011

The successful applicant will play an important role in a small team responsible for providing professional strategic communication management and advice in support of the Directorate's wide-ranging activities. The Communication Officer will be involved in day-to-day reactive media management and will also be required to deliver high quality written material including communication strategies, speeches and feature articles on behalf of the Directorate. The successful applicant will be required to work closely with various business units within the Directorate and will be able to build relationships with other communication teams in a number of areas across the ACT Government. The role requires the ability to work with limited supervision in a high pressure environment and would suit a communication professional with media experience.

Eligibility/Other Requirements: Qualifications in Journalism or Public Affairs would be an advantage.

Contact Officer: Matt Morrissey (02) 6205 9186 matt.morrissey@act.gov.au

ACT Law Courts and Tribunal

ACT Magistrates Court

Finance Unit

Finance Coordinator

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 43059)

Gazetted: 19 October 2011

Closing Date: 8 November 2011

The Finance Coordinator supervises three staff positions including: accounts payable, accounts receivable, banking and other accounting functions. The successful applicant will be required to manage and monitor accounting controls, reconciliation of bank accounts and balance sheet accounts, accrual and correcting journals, analysis and reporting within

a time frame. Advanced Microsoft Office Excel skills including the ability to utilise tools for building financial models for analysis and reporting, procedure writing, and collection of FBT documentation is required.

Eligibility/Other Requirements: Knowledge and experience with government accounting required.

Note: Salary increase is expected following the conclusion of current Enterprise Bargaining Agreement negotiations.

Contact Officer: Corinne Appleby (02) 620 71064 corinne.appleby@act.gov.au

ACT Corrective Services

Community Based Corrections

Sentence Administration

Sentence Administration Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 13678)

Gazetted: 18 October 2011

Closing Date: 8 November 2011

Establish and maintain accurate and up to date offender sentence administration files including: receipt, collation, distribution, data entry and filing of warrants and other sentencing documentation of prisoners and offenders; compiling, entering, updating and maintaining sentencing information on relevant data bases.

Eligibility/Other Requirements: Experience in the justice system or correctional experience is highly desirable. Eligible persons will be required to undergo a police check.

Note: This is a temporary position available from 21 November 2011 until 31 December 2012.

Contact Officer: Tina Nicholls (02) 6205 4605 tina.nicholls@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Support Services Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 11091)

Gazetted: 14 October 2011

Closing Date: 28 October 2011

Under the general direction of the Manager, Customer Support Services: Maintain the Road User Services (RUS) stores area and stock control systems, including the distribution of number plates and other consumables to areas that perform RUS business activities; Assist with the provision of accommodation and maintenance for RUS staff and building; Provide assistance relating to the purchase of goods and services for RUS; Prepare correspondence and purchase orders; Provide administrative assistance to the unit and business as required and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Possession of a current class C driver's licence is essential as is the ability to lift heavy items. Experience in forklift operation is an advantage.

Contact Officer: Richard Holder (02) 6207 7172 richard.holder@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Customer Support Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 23349)

Gazetted: 14 October 2011

Closing Date: 21 October 2011

Under the general direction of the Manager provide customer support services. Assist with Road User Services Stores Area and stock control systems including updating stock levels, preparing and dispatching stores orders. Collect, prepare and distribute internal and external mail for the business unit. Prepare bulk mailing for outside dispatch. Assist with the maintenance of office machines. Provide administrative assistance to the unit and business as required. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Possession of a current Class C driver's licence is essential. The ability to lift heavy items. Experience in forklift operation is an advantage.

Contact Officer: Richard Holder (02) 6207 7172 richard.holder@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

Parks and Conservation Service

Community and Visitor Programs

Partnerships Coordinator

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 18879)

Gazetted: 18 October 2011

Closing Date: 1 November 2011

Parks and Conservation Service (PCS) is seeking expressions of interest from suitably qualified and experienced applicants to fill the temporary position of Partnerships Coordinator within the PCS Community and Visitor Programs Team. The position is based at Stromlo Depot and has responsibility for developing a range of community partnerships and coordination of the Aboriginal Ranger Programs.

Eligibility/Other Requirements: Demonstrated experience in land management and Aboriginal engagement is essential. Experience in managing community and visitor programs and developing partnerships is desirable. This is a fire designated position and applicants must be willing to participate in fire training and operations including standby. Fire fighting experience and training preferred but not essential.

Note: This is a temporary position available from 1 December 2011 until 17 March 2013.

Contact Officer: Odile Arman (02) 6207 5570 odile.arman@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.

Land Management and Planning

City Services

Place Management

Horticultural/Cleaner

General Service Officer Level 3/4 \$38,248 - \$41,947, Canberra (PN: 25347,several)

Gazetted: 14 October 2011

Closing Date: 11 November 2011

City Services are asking for expressions of interest for their employment Register. City Services is responsible for planning and management of parks and reserves and the public domain including lakes, street trees, public open space and city places. This position is responsible for undertaking horticultural and cleaning services.

Eligibility/Other Requirements: Current driver's licence; preferably light rigid class. Ability to undertake the physical requirements of the tasks listed in the Duty Statement.

Note: The successful applicants may be selected for the positions on the basis of applications and referee reports only. Positions may be full-time, casual, fixed term or temporary.

Contact Officer: Kevin Sammut (02) 6207 2398 kevin.sammut@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, Education and Training ICT- Schools ICT Projects

Schools Capital Works Senior Project Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 24050)

Gazetted: 18 October 2011

Closing Date: 1 November 2011

The Project Manager will be responsible for overseeing the ICT component of Schools Capital Works projects for the Education and Training Directorate including new facilities.

Eligibility/Other Requirements: Qualifications and experience in Prince 2 would be an advantage.

Note: This position is available on a temporary fixed-term basis from ASAP to 30 June 2013.

Contact Officer: Karen Carlton (02) 6207 2335 karen.carlton@act.gov.au

Shared Services

Shared Services ICT

Customer Relations - Health ICT

e-Health Training and Support Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 02305)

Gazetted: 19 October 2011

Closing Date: 8 November 2011

The position is required to analyse education and training needs and develop an on-going strategic plan for provision of education and training for the ACT Patient Administration System (ACTPAS), MHAGIC, Mes@Is, Concerto and associated applications to ensure the delivery of ongoing training and support requirements, in accordance with relevant policies and procedures.

Eligibility/Other Requirements: Awareness of privacy and confidentiality when working with health business applications and information would be an advantage.

Contact Officer: Kate McKenzie (02) 6205 2377 kate.mckenzie@act.gov.au

Shared Services

Shared Services ICT

Service Integrity and Compliance

Configuration and Change Assistant

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 09907)

Gazetted: 18 October 2011

Closing Date: 1 November 2011

Review change requests and implement the ongoing population of data into the Configuration Management Database (CMDB). Create reports to monitor compliance and effectiveness of the CMDB and Change processes.

Eligibility/Other Requirements: Possession of ITIL Foundations Certificate. ITIL Configuration Management Practitioner Certificate would be advantageous. Previous experience in a data modelling and database design role would be advantageous.

Note: This is a temporary position for the period 21 November 2011 until 21 November 2012.

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

Shared Services

Shared Services ICT

Customer Relations/Service Desk and Service Support

Service Delivery Officer

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

Gazetted: 14 October 2011

Closing Date: 1 November 2011

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

Eligibility/Other Requirements: 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 advantageous.

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

Contact Officer: Andrew Kondakis (02) 6205 5413 andrew.kondakis@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Elizabeth Burns 821-03432, Section 68(1), 11 October 2011

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

Sarah Jane Grieves 788-41141, Section 68(1), 13 October 2011

Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Stephanie McKinley 821-00653, Section 68(1), 11 October 2011

Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Conor Standen 821-17156, Section 68(1), 11 October 2011

Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Stephanie Stewart 821-02034, Section 68(1), 11 October 2011

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

Velinka Vecchi 799-89332, Section 68(1), 13 October 2011

Chief Minister and Cabinet

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

Erica Hurrell 827-35827, Section 68(1), 12 October 2011

Community Services

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

Nigel Hudson Baker 827-50285, Section 68(1), 11 October 2011

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

Graham John Leslie Lyttle 827-45590, Section 68(1), 5 October 2011

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

Michelle Sullivan 757-43490, Section 68(1), 27 October 2011

Education and Training

School Leader B \$98,077

John Alston-Campbell 827-49436, Section 68(1), 17 October 2011

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

Traci Sheree Chatfield 827-19958, Section 68(1), 12 October 2011

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

Sharlot Holmes 817-43665, Section 68(1), 17 October 2011

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

Julie-Ann Humphries 820-86660, Section 68(1), 17 October 2011

Environment and Sustainable Development

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

Graham John Sandeman 822-18803, Section 68(1), 24 October 2011

Health

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

Maria Arnold 827-50656, Section 68(1), 29 September 2011

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

Alice Campbell 833-46356, Section 68(1), 15 October 2011

Health Service Officer Level 3 \$39,357 - \$40,700

Joel Harrison 827-50672, Section 68(1), 1 October 2011

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

Thet Thet Khin 813-01875, Section 68(1), 31 October 2011

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

Jennifer Ogilvy 831-23654, Section 68(1), 15 October 2011

Medical Physics Specialist \$75,544 - \$89,932

Farshid Salezahi 824-31727, Section 68(1), 11 October 2011

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

Elizabeth Saunders 830-80172, Section 68(1), 15 September 2011

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

Lini Thomas 824-31671, Section 68(1), 6 October 2011

Justice and Community Safety

Correctional Officer Class 1 \$49,866 - \$59,840

Lee Brown 827-31412, Section 68(1), 13 October 2011

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

Leeroy Dutra 827-3464, Section 68(1), 11 October 2011

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

Brett Hunt 827-09274, Section 68(1), 11 October 2011

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

Rachelle Kelly 787-02192, Section 68(1), 17 October 2011

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

Lloyd Meehan 827-50314, Section 68(1), 24 October 2011

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

Jessica Ryan 827-50736, Section 68(1), 14 October 2011

Legal 2 \$113,158 - \$117,809

Gabrielle Sullivan 827-47975, Section 68(1), 17 October 2011

Correctional Officer Class 1 \$49,866 - \$59,840

Justin Tuhua 827-31607, Section 68(1), 13 October 2011

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

Anna Weatherly 827-49428, Section 68(1), 21 September 2011

Territory and Municipal Services

General Service Officer Level 5/6 \$42,612 - \$47,092

Kie Edward Barratt 821-24807, Section 68(1), 19 October 2011

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

Amanda Diedricks 827-49663, Section 68(1), 13 October 2011

Bus Operator - Training \$56,213 - \$62,577

Shibu George 140-686, Section 68(1), 30 September 2011

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

Tam Luong 827-49700, Section 68(1), 13 October 2011

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

Giacomo Paganelli 827-49671, Section 68(1), 17 October 2011

TRANSFERS

Community Services

Denise Waters: 820-84964

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

To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Community Services, Canberra (PN. 08153) (Gazetted 5 August 2011)

Health

Susan Cattoi: 786-34855

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

To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Health, Canberra (PN. 29138)

Anne Maguire: 771-96910

From: Registered Nurse Level 3.2 \$94,804
Health

To: Registered Nurse Level 3.2 \$94,804
Health, Canberra (PN. 17661) (Gazetted 1 September 2011)

PROMOTIONS

Canberra Institute of Technology

Centres

Centre for Organisational Capability

People Support

Michael Hagstrom: 787-50207

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Canberra Institute of Technology

To: †Senior Officer Grade C \$83,816 - \$90,372
Canberra Institute of Technology, Canberra (PN. 55270) (Gazetted 31 August 2011)

Community Services

Office for Children Youth and Family Support

Youth Services

Community Youth Justice

Hayley James Rose: 827-17477

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

To: Health Professional Level 2 \$50,796 - \$70,459
Community Services, Canberra (PN. 11409) (Gazetted 5 August 2011)

Education and Training

School Improvement

Belconnen Network

Canberra High School

Eileen Mary Currie: 766-22316

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

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 03633) (Gazetted 11 August 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.

School Improvement

Tuggeranong Network

Theodore Primary School

Dorothy Therese Hand: 033-20878

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

Education and Training

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

Education and Training, Canberra (PN. 22858) (Gazetted 9 August 2011)

Strategy and Coordination

Information, Communications and Governance

Information and Knowledge Services

Huxley Mark: 755-75546

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

Education and Training

To: †Senior Officer Grade A \$115,016

Education and Training, Canberra (PN. 25100) (Gazetted 31 August 2011)

School Improvement

Learning and Teaching

Early Childhood Education

Stacey Naden: 787-57361

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

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 21101) (Gazetted 6 May 2011)

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

Environment and Sustainable Development

Regulation and Services

Corporate

Legislation

David Henderson Dunstan: 786-60201

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

Environment and Sustainable Development

To: †Senior Professional Officer Grade A \$115,016

Environment and Sustainable Development, Canberra (PN. 25309) (Gazetted 12 September 2011)

Policy, Corporate and Regulation

Corporate

Finance and Government

Bruce Edward Fitzgerald: 799-96874

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

Environment and Sustainable Development

To: †Senior Officer Grade A \$115,016

Environment and Sustainable Development, Canberra (PN. 15175) (Gazetted 19 August 2011)

Health

**Canberra Hospital and Health Services
Capital Region Cancer Service
Cancer Stream Administration
Christine Fisher: 527-37039**

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

To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health, Canberra (PN. 10761) (Gazetted 25 August 2011)

**Canberra Hospital and Health Services
Critical Care and Imaging
Melanie Grimson: 820-72920**

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

To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Health, Canberra (PN. 23447) (Gazetted 15 September 2011)

**Canberra Hospital and Health Services
Medicine
Clinical**

Tesmole Jaison: 821-58783

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

To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 22195) (Gazetted 28 April 2011)

**Canberra Hospital and Health Services
Capital Region Cancer Service
Cancer Stream Administration
Deborah Anne Russell: 828-66827**

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

To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health, Canberra (PN. 10783) (Gazetted 25 August 2011)

**Canberra Hospital and Health Services
Medicine
Clinical**

Babes Varughese: 824-32447

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

To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 24356) (Gazetted 28 April 2011)

Justice and Community Safety

**Public Trustee for the ACT
Elizabeth MacNeill: 827-35691**

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Justice and Community Safety

To: Trust Officer Level 1 \$54,417 - \$62,592
Justice and Community Safety, Canberra (PN. 08038) (Gazetted 8 July 2011)

Territory and Municipal Services

**Parks and City Services
Parks and Conservation
Parks, Reserves and Rural Land
Louisa May Roberts: 813-01082**

From: Park Ranger 1 \$49,306 - \$53,214
Territory and Municipal Services

To: †Park Ranger 2 \$54,956 - \$59,668
Territory and Municipal Services, Canberra (PN. 13494) (Gazetted 19 March 2011)

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

CORRIGENDA

Community Services

Promotion notice for Hoa Mac should have been to position number 00458.

RETIREMENTS AND DISMISSALS

Justice and Community Safety

Section 221 of the Public Sector Management Act 1994, Mechia Baran, ACT Corrective Services, 18 October 2011