



ACT Government Gazette

Gazetted Notices for the week beginning 30 August 2012

Executive Notices

Chief Minister and Cabinet

Contract Cessation

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

Andrew Cappie-Wood – Head of Service, ACT Public Service (E900) – 23 July 2012

Engagement

Andrew Cappie-Wood – Head of Service, ACT Public Service (E900) Section 23H of the Public Sector Management Act 1994

Justice and Community Safety

Engagement

Anne Glover – Registrar, Supreme Court, Law Courts and Tribunals (E264) Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Engagement

Kim Smith – Executive Director, Directorate Services (E658) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Nursing

Maternity

Enrolled Nurse

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 7056)

Gazetted: 31 August 2012

Closing Date: 28 September 2012

Calvary Health Care ACT (CHCACT) is seeking a highly motivated Enrolled Nurse to fill the above position in the Special Care Nursery. CHCACT is a Baby Friendly Health Accredited Maternity Unit. With 1500 births per year the Maternity Unit is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff. Enquires to: Christine Falez Manager of Maternity Services 02 6201 6565 christine.falez@calvary-act.com.au All applications must address the selection criteria. To view the selection criteria and for further information regarding Calvary Health Care ACT, please visit our website www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Christine Falez (02) 6201 6565 christine.falez@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Cultural Facilities Corporation

ACT Museums and Galleries

Historic Places

Senior Gardener

GSO7 \$52,078- \$55,113, Canberra (PN: 43249)

Gazetted: 04 September 2012

Closing Date: 18 September 2012

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

communication skills and be able to motivate and develop their team. The position offers a great opportunity to work within a unique environment. Eligibility/Other Requirements: Horticultural Diploma/Certificate or equivalent Note: Applications must address the selection criteria. Contact Officer: Sue Ebejer (02) 6235 5677 sue.ebejer@act.gov.au Applications can be forwarded to: trudy.collins@act.gov.au

ACT Museums and Galleries

Historic Places

Assistant Gardener

GSO4 \$43,097 - \$44,934, Canberra (PN: 017, 43551)

Gazetted: 04 September 2012

Closing Date: 18 September 2012

ACT Historic Places is part of the ACT Museums & Galleries which incorporates the Canberra Museum & Gallery and the three historical properties of Lanyon, Calthorpes' House and Mugga-Mugga. We deliver diverse cultural experiences to our community through exhibitions, public and education programs and the collection, conservation and presentation of the visual arts and cultural heritage of our region. ACT Historic Places is seeking applications from enthusiastic Assistant gardeners to help maintain the highest standards in our three historical gardens. Your varied role will include the full range of horticultural skills and use of gardening/landscaping equipment. The position reports to the Senior Gardener. As well as practical gardening experience the successful applicant will need to be able to demonstrate passion, knowledge and experience in the field of horticulture. Key areas of responsibility will be to assist with the upkeep and maintenance of all aspects of the garden including pruning, lawn care and planting and to contribute effectively to the gardening team. Assistance to visitors includes answering queries and ensuring that the garden remains as accessible as possible to all. Eligibility/Other Requirements: Plant Operator Certificate (tractor and hand held equipment eg Chainsaw). Current Drivers Licence. Horticultural or Arborist Diploma/ Certificate preferred. Note: Applications must address the selection criteria. Contact Officer: Sue Ebejer (02) 6235 5677 sue.ebejer@act.gov.au Applications can be forwarded to: trudy.collins@act.gov.au

Economic Development

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

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

Tourism, Events and Sport

Australian Capital Tourism

Marketing

Campaign Marketing Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43166)

Gazetted: 04 September 2012

Closing Date: 18 September 2012

Details: Australian Capital Tourism leads the ACT and capital region tourism industry to create and implement a range of marketing campaigns that increase the economic return from domestic and international visitation. The successful applicant will be required to assist in the development, coordination and delivery of tourism marketing campaigns. The Marketing Campaign Officer is responsible for the development, coordination and delivery of tourism marketing campaigns including advertising, public relations, online, publishing and promotional activities. The role is also critical to the effective management of our media buying and creative agency relationships.

Eligibility/Other Requirements: Tertiary qualifications in marketing, communications, tourism or a related discipline is desirable.

Contact Officer: Kelly Ryan (02) 6205 6001 kelly.ryan@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

Office for Schools

North/Gungahlin Network

Bonner Primary School

Deputy Principal

School Leader B \$113,350, Canberra (PN: 30939)

Gazetted: 30 August 2012

Closing Date: 10 September 2012

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: Bonner Primary School is a new school in the Gungahlin area. The successful applicant will be required to work with the Principal during term 4 2012, to prepare for the school's opening in 2013.

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**Office for Schools
Belconnen Network
Miles Franklin Primary School
Executive Teacher
School Leader C \$97,350, Canberra (PN: 08962)**

Gazetted: 31 August 2012

Closing Date: 14 September 2012

Details: 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. Current full teaching registration with the ACT Teacher Quality Institute or eligibility for teacher registration with the ACT Teacher Quality Institute.

Contact Officer: Chris Jones (02) 6205 7533 chris.jones@ed.act.edu.au

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

**Office for Schools
North /Gungahlin Network
Harrison School
Information Technology Officer
Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 29579)**

Gazetted: 05 September 2012

Closing Date: 19 September 2012

Details: The successful applicant will take a leadership role in the management, development and improvement of the administrative and curriculum networks across a P-10 school. Provide strategic planning advice and support and liaise with outside agencies. Promote the use of ICT's with particular attention to providing staff with training and technical support in the use of the network and related software packages and devices. Manage trainee IT support staff and provide suitable levels of training and development as required. Duties will also include identifying and rectifying hardware problems, managing user accounts, maintaining the school's IT asset database and providing technical support/assistance with IT security for the school.

Eligibility/Other Requirements: Completion, or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@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
Sustainability Programs
Senior Manager
Senior Officer Grade A \$123,208, Canberra (PN: 30613)**

Gazetted: 05 September 2012

Closing Date: 19 September 2012

Details: The Senior Manager manages the staff and resources of the Sustainability Programs Section and is responsible for the delivery, oversight and reporting of program based activities undertaken under ACT Government environmental policies including the revised Weathering the Change Climate Change Strategy 2007-2025, the Sustainable Energy Policy, the Think Water Act Water Strategy and the Waste Management Strategy. The successful applicant will be required to provide high-level leadership, program and policy advice across a broad range of sustainability issues including, energy, waste, water and climate change, and ensure a solid project management, risk management and evaluation based approach to achieving outcomes.

Eligibility/Other Requirements: Tertiary qualification in a relevant discipline; qualifications and experience in key management disciplines, such as project management, program evaluation and risk management highly desirable.

Contact Officer: John Meyer (02) 6207 2644 John.Meyer@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>

**Director General Reports
Quality and Safety**

**Patient Safety and Quality
Patient Experience Leader**

Registered Nurse Level 5.5 \$138,572, Canberra (PN: 30758)

Gazetted: 06 September 2012

Closing Date: 20 September 2012

The Health Directorate is looking for a person with strategic vision and excellent interpersonal skills to become the Patient Experience Leader for the organisation. The Directorate is committed to being a Patient and Family Centred Care (PFCC) organization and needs the assistance of an empathetic and engaging person to coordinate the current activities around PFCC and progress the work program as the leader of a team. The successful applicant will have a deep understanding of the consumer perspective, be a strong leader, have high level negotiation skills and a strong commitment to improving the safety and quality of care for the community. This is a new and exciting nursing position in the Directorate.

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

Contact Officer: Elizabeth Trickett (02) 6205 2488

**Strategy and Corporate
Professional Leadership, Research and Education
Nursing and Midwifery Office**

Project Officer – Clinical Supervision Project

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28991)

Gazetted: 06 September 2012

Closing Date: 13 September 2012

Details: Expressions of Interest are invited from Health Professionals interested in Clinical Supervision to provide support to the Leader of the Clinical Supervision Project. The main aim of the project is to improve the training and the support of all health professional clinical supervisors working within the ACT region.

Eligibility/Other Requirements: Appropriate qualification in an allied health discipline.

Note: This is a temporary position available from 8 October 2012 to 31 May 2013. Salary may be negotiable depending upon the applicant's level of experience and their qualifications. 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 written application and referee reports only.

Contact Officer: Ann Burgess (02) 6244 4978 ann.burgess@act.gov.au

**Director General Reports
Office of Director General
ACT Bone Bank**

ACT Bone Bank Coordinator

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 20609)

Gazetted: 06 September 2012

Closing Date: 13 September 2012

Details: A temporary vacancy is available for an energetic and dynamic registered nurse to fill the position of ACT Bone Bank (ACTBB) Coordinator. The ACTBB Coordinator is responsible for the daily coordination and management of the ACTBB.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Relevant post graduate qualifications or equivalent experience. 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 written application and referee reports only. This is a temporary vacancy initially for four months with the possibility of extension.

Contact Officer: Shakira Spiller (02) 6174 5624 shakira.spiller@act.gov.au

**Canberra Hospital and Health Services
Women, Youth and Children**

Women's and Babies

Continuity of Care at Canberra Hospital (CatCH) Midwife

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 23533)

Gazetted: 06 September 2012

Closing Date: 20 September 2012

Details: An opportunity exists for an enthusiastic and experienced Level 2 Registered Midwife who is interested in working in the Continuity of Care at Canberra Hospital (CatCH). The Midwife will work in a small midwifery group practice providing caseload midwifery care through the Antenatal and Community Clinics, Delivery Suite and Postnatal Care in the community.

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

Note: This is a salaried full time position with 35% loading plus car allowance. Part-time hours will be considered. 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: Genny Herbert (02) 6174 7368 genny.herbert@act.gov.au

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

**Rehabilitation Care Coordinator
Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 18479)**

Gazetted: 06 September 2012

Closing Date: 13 September 2012

Details: The Division of Rehabilitation, Aged and Community Care (RACC) is seeking a motivated and experienced Registered Nurse for a permanent full-time Registered Nurse Level 2, Rehabilitation Care Coordinator. The successful candidate will utilise and refine their clinical skills, clinical leadership and expanded clinical knowledge to support seamless patient care for the RACC Rehabilitation Service. The position is ideally suited to a Registered Nurse with a strong knowledge of neuro rehabilitation and a commitment to demonstrating evidence through outcome measurement. Interested nurses are encouraged to speak with the contact officer to discuss this position.

Eligibility/Other Requirements: Registered or eligible to register with the Australian Health Practitioner Regulation Agency. Current driver's licence. Tertiary or post graduate qualifications and recent experience in the delivery of care, treatment and goal planning to people with complex rehabilitation needs 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. Applicants should complete a two page letter of introduction and responses to the selection criteria and include a brief CV.

Contact Officer: Lyn Fryer (02) 6244 2205

**Strategy and Corporate
Business and Infrastructure
Infrastructure Support
Patient Services Manager
Health Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 21654)**

Gazetted: 06 September 2012

Closing Date: 13 September 2012

Details: The Food Services Department of the Canberra Hospital requires an experienced Manager to coordinate the patient/client services' functions of the department in the quality assurance, plating and delivery of meals to patients and clients.

Eligibility/Other Requirements: A minimum of five years senior supervisor experience in food services within a health care environment. Industry recognised qualifications in Hospitality/Food Service management or equivalent experience.

Industry recognised qualifications in Food Safety at a Supervisory Competency Level. Staff competency based training and assessment or willingness to obtain. Able to demonstrate a sound understanding of Integrated Food Service Management Systems. A high degree of oral and written communication skills.

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: Tom Walsh (02) 6244 2177

**Strategy and Corporate
Service and Capital Planning
Health Infrastructure Program
HIP Communications Officer
Public Affairs Officer 1 \$60,739 - \$69,623, Canberra (PN: 20014)**

Gazetted: 06 September 2012

Closing Date: 20 September 2012

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works, much of which will be based at Canberra Hospital. For further information go to: www.health.act.gov.au/yhop. An exciting opportunity is available for highly motivated, enthusiastic and skilled Communication Officer. The position involves the delivery of HIP communication documents including media releases, speeches, publications and launches. The Communication Officer will work in collaboration with the HIP Communications Manager. The successful applicant will need to show highly developed written and oral skills with the ability to communicate with internal and external stakeholders and the ability to work with limited supervision while managing priorities across a number of simultaneous activities.

Eligibility/Other Requirements: Tertiary qualifications in communications, public relations, marketing, or related fields and/or demonstrated skills developed through relevant experience in communications, public relations, marketing or a related field. Well developed journalism and/or desktop publishing skills would also be an advantage.

Note: This is a temporary position available until 30 June 2016. 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: Grace Burton (02) 6207 6887

**Canberra Hospital and Health Services
Critical Care and Imaging
Demand Management
Administration Officer
Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31026)**

Gazetted: 06 September 2012

Closing Date: 13 September 2012

Details: Demand Management Unit (DMU) provides a central point of contact for all patient movements for the Canberra Hospital. This incorporates patient transport, admissions and patient flow. It is expected that the successful applicant will provide high level administration support including provision of high quality customer service, be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and have highly developed organisational skills with ability to prioritise workloads.

Eligibility/Other Requirements: Proven knowledge of medical terminology with an understanding of medical/surgical procedures, and the admission/discharge process for the Canberra Hospital would 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: Nicole Burke (02) 6244 4175

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

Community Health Intake Nurse

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 04892)

Gazetted: 06 September 2012

Closing Date: 20 September 2012

Details: Are you looking for a change and something very different? Are you looking for a job that gives you a wealth of knowledge about health services and increases your computer skills? We offer a supportive working environment, with the advantages of working Monday to Friday with flexible business hours. Community Health Intake (CHI) will provide you with a preceptor and a training package which is delivered according to your level of experience. CHI is the first point of contact for access to Community Health programs for adults and families. This role is responsible for responding to client enquiries, triaging and processing referrals in ACTPAS, create appointments, liaise with Discharge Liaison Nurse's, GP's and Allied Health professionals to deliver timely access to community health services.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A sound knowledge of Health Directorate services and programs, competence with ACTPAS data base and keyboard skills, and an understanding of discharge planning processes would be an advantage.

Note: Applicants must submit an application addressing the selection criteria, 2-3 pages; and a copy of current Curriculum Vitae including two referees. This is a permanent full-time position.

Contact Officer: Grace Papin (02) 6207 6081 grace.papin@act.gov.au

Director General Reports

Population Health

Health Protection Service

Project Officer

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29628)

Gazetted: 06 September 2012

Closing Date: 20 September 2012

Details: Tired of crawling through peak hour traffic and spending all your wages on parking? Looking for a job that offers variety and challenge? Then come and join our team at Holder, Weston Creek. The Environmental Health Project Team, Health Protection Service, is looking for an appropriately skilled officer to work as a Health Professional Officer Level 2 in a small highly motivated team with a diverse range of responsibilities. Recent graduates are invited to apply and may be appointed as a Health Protection Officer Level 1 depending on experience post graduation. The position requires a person with sound communication skills, analytical skills, and the ability to prepare correspondence and reports. The successful applicant will work as part of the team to develop environmental health policy, public correspondence and educational materials. Other advantages of joining the team include ample free parking and salary packaging entitlements (fringe benefit).

Eligibility/Other Requirements: Applicants with a Degree in Environmental Health are eligible to apply. New graduates are encouraged to apply.

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: Vojkan Stefanovic (02) 6205 1727

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

2013 HP1 New Graduates

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 28799, several)

Gazetted: 06 September 2012

Closing Date: 13 September 2012

Details: Applications are invited from eligible NPDP Radiographers for several HP1 positions. After a period of consolidation of general radiographic competencies, the successful applicants will have the opportunity to develop skills in more complex general imaging procedures. Perform all aspects of general radiography while observing departmental protocols, and radiation protection measures at all times with the approval and supervision of the HP4 in the area. Participate in Departmental Quality Assurance programmes.

Eligibility/Other Requirements (Mandatory): Prior to appointment successful applicants must:

1. Be eligible for accreditation with the Australian Institute of Radiography.
2. Secure AHPRA Registration.
3. Hold a Radiation Licence from the ACT Radiation Council.

After a suitable training period successful applicants can participate in a 7 day 24 hour rotating roster.
Note: There are several full-time temporary positions available for a 12 month period. An order of merit will be formed from this selection process. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held.
Contact Officer: Terry Rafferty Jan Hughes (02) 6244 4362 (02) 62442125

Canberra Hospital and Health Services

Medicine

Pharmacy

Pharmacist

Health Professional Level 2 - Pharmacist \$50,796 - \$70,459, Canberra (PN: 18611)

Gazetted: 06 September 2012

Closing Date: 12 October 2012

Details: Fast-track your career with a Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised manufacturing services, investigational drug support, drug information, and corrections health services. We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting a variety of permanent and temporary positions at the Health Professional level 2 and Health Professional level 3. 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. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

Eligibility/Other Requirements: Must be registered or eligible for registration as a pharmacist with the National Pharmacy Board. Pharmacists outside Australia will be considered for these positions. Contact the National Pharmacy Board of Australia to enquire about your eligibility for registration <http://www.pharmacyboard.gov.au/>.

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

Canberra Hospital and Health Services

Medicine

Pharmacy Services

Pharmacy Technician

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 25957)

Gazetted: 06 September 2012

Closing Date: 20 September 2012

Details: The Canberra Hospital and Health Services Pharmacy Department is seeking a Pharmacy Technician to assist in dispensing and production areas. Previous experience working in a pharmacy would be an advantage.

Eligibility/Other Requirements: Certificate III or IV in Hospital or Community Pharmacy Support highly desirable.

Note: This position may be required to work in a weekend and after-hours roster. For employees in most Health Directorate positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. 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: Claire Bekema (02) 6244 2118

Canberra Hospital and Health Services

Critical Care and Imaging

Intensive Care Unit

General Services Officer

Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: C06146)

Gazetted: 06 September 2012

Closing Date: 20 September 2012

Details: The opportunity exists for a dynamic, motivated person to fill a casual position as General Services Officer within the Canberra Hospital's Intensive Care/High Dependency Unit.

Note: This is a temporary position available for 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jennifer Rochow (02) 6244 2756

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

National Arboretum Canberra

General Manager

Senior Officer Grade A \$123,208, Canberra (PN: 30923)

Gazetted: 05 September 2012

Closing Date: 28 September 2012

Details: We are seeking a high calibre General Manager to take control of our Arboretum. You will have: strong leadership and relationship building skills: outstanding communication skills: ability to manage senior business relationships: financial literacy: a genuine desire to be part of building and developing an outstanding new attraction in the Nation's capital.

Notes: Immediate start.

Contact Officer: Brenda Herd (02) 6205 5082 brenda.herd@act.gov.au

Parks and City Services

National Arboretum Canberra

Visitor Experience Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30915)

Gazetted: 05 September 2012

Closing Date: 28 September 2012

Details: This exciting and challenging role will: build business, sponsorship and marketing opportunities: manage and mentor a core group of dedicated staff: assist in growing the business.

Notes: Immediate start.

Contact Officer: Brenda Herd (02) 6205 5082 brenda.herd@act.gov.au

Roads and Public Transport

ACTION

Fleet Service Workshop

Maintenance Manager Workshop

Senior Technical Officer Grade C \$89,876 - \$96,809, Canberra (PN: SMW001)

Gazetted: 30 August 2012

Closing Date: 18 September 2012

Details: Workshop Maintenance Managers coordinate the maintenance and engineering activities, provide leadership and motivation to all levels of staff, negotiate and liaise with internal and external stakeholders, oversee and coordinate budget and financial performance and maintain policy standards within the Heavy Vehicle industry under the ACT Government Guidelines.

Eligibility/Other Requirements: Mandatory Qualifications in Vehicle Maintenance.

Contact Officer: Darrell Shepherd (02) 6207 7911 darrell.shepherd@act.gov.au

Parks and City Services

National Arboretum Canberra

Events/Venue Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30920)

Gazetted: 05 September 2012

Closing Date: 28 September 2012

Details: Responsibilities include: delivery of an engaging events program: facilities and venues presented at a high standard: oversee customer service team: venue based budgeting: growing the market for functions and events.

Notes: Start date early November 2012.

Contact Officer: Brenda Herd (02) 6205 5082 brenda.herd@act.gov.au

Parks and City Services

National Arboretum Canberra

Curator, National Bonsai and Penjing Collection

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30921)

Gazetted: 05 September 2012

Closing Date: 28 September 2012

Details: The successful candidate will: acquire, care for and display trees: manage volunteer program: manage budget: promote the collection in collaboration with the Arboretum marketing staff: be knowledgeable in WHS and compliance with legislative requirements: contribute to the strategic development of the arboretum.

Eligibility/Other Requirements: Relevant tertiary qualifications in Horticulture, Arboriculture/Forestry or equivalent desirable. Current driver's licence.

Notes: Immediate start.

Contact Officer: Brenda Herd (02) 6205 5082 brenda.herd@act.gov.au

Parks and City Services

National Arboretum Canberra

Assistant Curator, National Bonsai and Penjing Collection

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 31021)

Gazetted: 05 September 2012

Closing Date: 28 September 2012

Details: The successful candidate will provide assistance to the Curator to: acquire, care for and display trees: manage volunteer program: manage budget: WHS and compliance with legislative requirements: contribute to the strategic development of the arboretum.

Eligibility/Other Requirements: Current driver's licence.

Notes: This is a part-time position available at 22 hours per week. Immediate start.

Contact Officer: Brenda Herd (02) 6205 5082 brenda.herd@act.gov.au

Parks and City Services

National Arboretum Canberra

Senior Horticulturist

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 30956)

Gazetted: 05 September 2012

Closing Date: 28 September 2012

Details: The successful candidate will: assist the Horticultural Programs Manager to manage and develop the Arboretum consistent with the Master Plan.

Notes: Early January 2013 start.

Contact Officer: Brenda Herd (02) 6205 5082 brenda.herd@act.gov.au

Parks and City Services

National Arboretum Canberra

Education Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30916)

Gazetted: 05 September 2012

Closing Date: 28 September 2012

Details: This position will: welcome, inform and educate visitors to the Arboretum; be a whizz with the use of state of the art technology: develop and deliver programs for all lifelong learners.

Notes: Early January 2013 start.

Contact Officer: Brenda Herd (02) 6205 5082 brenda.herd@act.gov.au

Directorate Services

Canberra Connect

Shopfront Services

Training Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 14431)

Gazetted: 05 September 2012

Closing Date: 12 September 2012

Details: Applicants are sought from suitably experienced and motivated individuals to fill the role of Training Officer in the Canberra Connect Shopfront Services team. The training Officer is responsible for: preparing and delivering training programs; liaising with training providers and participants; developing and maintaining a training calendar and database; evaluating and continuously improving on the job training programs in a geographically diverse environment; working together with Canberra Connect business units and others to identify and deliver training needs; interpreting and deciphering business rules into useable working procedures and training materials; and preparation of training schedules, materials, program assessments and related documents.

Eligibility/Other Requirements: Applicants should have: a thorough knowledge of Canberra Connect shopfront operations; a thorough knowledge of the Rego.ACT application associated procedures and policies; strong organisational skills; ability or experience in teaching others' processes and systems; confidence in speaking to groups and preparing Power Point and training resources.

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

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

Parks and City Services

National Arboretum Canberra

Administrative Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30959)

Gazetted: 05 September 2012

Closing Date: 28 September 2012

Details: The successful applicant will: be organised, adaptable and professional: show a keen attention to detail: be able to work under pressure and use initiative: possess strong skills in MS Office applications.

Notes: Immediate start.

Contact Officer: Brenda Herd (02) 6205 5082 brenda.herd@act.gov.au

Treasury

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

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

Shared Services ICT

Customer Relations

Health ICT

Senior Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 17730, several)

Gazetted: 30 August 2012

Closing Date: 6 September 2012

Details: This Senior Project Manager role will assist the Health ICT Projects team to aid in the delivery of a number of Health projects within the Clinical Systems, Support Services and Digital Health Infrastructure streams. Be expected to take the lead on delivering ICT projects in the ACT Health environment. Development and maintenance of appropriate project documentation will be required.

Eligibility/Other Requirements: Knowledge of MSP, PRINCE2, and ITIL frameworks would be highly advantageous.

Knowledge of/or experience in the Health environment would be advantageous but is not essential.

Notes: There are two temporary positions available, one available until 31 January 2013 with the possibility of extension and the other available until 30 June 2013 with the possibility of extension.

Contact Officer: Sandra Cook (02) 6205 1451 sandra.cook@act.gov.au

Shared Services

Human Resources

Recruitment

Team Leader

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: P08068)

Gazetted: 04 September 2012

Closing Date: 11 September 2012

Details: Shared Services Recruitment is seeking a highly motivated individual to lead the provision of high quality recruitment services across the ACT Public Service. The successful applicant will possess excellent team leader skills, a strong understanding of the ACT Public Service Employment framework and will work extensively with client agencies and Shared Services stakeholders to deliver best practice recruitment processes.

Note: This is a temporary position available from 10 September 2012 to 10 March 2013.

Contact Officer: Edmund Davis (02) 6205 3816 edmund.davis@act.gov.au

Human Resources

Shared Services

Injury Management and Safety

Safety Advisor

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09150)

Gazetted: 31 August 2012

Closing Date: 14 September 2012

Details: The Shared Services Injury Management and Safety Team is seeking applications from candidates interested in joining its dynamic and developing team. You will be asked to use your high level safety skills to support and deliver targeted, systematic and whole of Government health and safety initiatives and work programs. You will work closely with team members and clients to identify opportunities for improvement and for implementation of best practice health and safety systems, policies and procedures.

Eligibility/Other Requirements: Qualifications in Workplace Health and Safety, Human Resources or a related field and eligibility for membership of a relevant professional organisation are desirable.

Contact Officer: Denis Wilson (02) 6205 7069 denis.wilson@act.gov.au

APPOINTMENTS

Community Services

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

Anna Marie Harkin 835-85226, Section 68(1), 10 September 2012

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

Cerejeira dos Santos Pedro Tinga 835-85234, Section 68(1), 10 September 2012

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Margaret Tobin 835-85306, Section 68(1), 27 August 2012

Economic Development

Senior Officer Grade C \$89,786 - \$96,809

Mark Kalleske 543-91801, Section 68(1), 3 September 2012

Education and Training

Administrative Services Officer Class 5 \$65,660 - \$69,623

Christine Dwyer 835-84493, Section 68(1), 30 August 2012

School Assistant 2 \$39,431 - \$43,728

Ronda Platt 787-54881, Section 68(1), 4 September 2012

Health

Administrative Services Officer Class 2 \$46,372 - \$51,422

Tian Cao 834-51690, Section 68(1), 30 August 2012

Enrolled Nurse Level 1 \$50,160 - \$53,766

Samantha Hardie 835-84266, Section 68(1), 3 September 2012

Enrolled Nurse Level 1 \$46,825 - \$50,191

Laiza Jane Sencio O'Dea 835-84290, Section 68(1), 3 September 2012

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

Hannah Turnbull 835-84813, Section 68(1), 3 September 2012

Justice and Community Safety

Correctional Officer Class 1 \$53,471 - \$64,102

Terrence Martens 827-19704, Section 68(1), 13 September 2012

Correctional Officer Class 1 \$53,471 - \$64,102

Jeffrey McDermott 791-29199, Section 68(1), 13 September 2012

Correctional Officer Class 1 \$53,471 - \$64,102

Brian Nicholas 827-19624, Section 68(1), 13 September 2012

Correctional Officer Class 1 \$53,471 - \$64,102

John Plume 827-44432, Section 68(1), 13 September 2012

Correctional Officer Class 1 \$53,471 - \$64,102

Greg Tarlinton 827-52109, Section 68(1), 13 September 2012

Correctional Officer Class 1 \$53,471 - \$64,102

Johannes Van Rensburg 827-44037, Section 68(1), 13 September 2012

Territory and Municipal Services

General Service Officer Level 5/6 \$45,647 - \$50,446

Katherine Jenkins 835-83853, Section 68(1), 3 September 2012

Treasury

Administrative Services Officer Class 5 \$65,660 - \$69,623

Ray Juntanamalaga 827-48409, Section 68(1), 30 August 2012

Senior Information Technology Officer Grade B \$106,086 - \$119,426

Paul Tarjan 835-85007, Section 68(1), 6 September 2012

PROMOTIONS

ACT Teacher Quality Institute

Roslyn Alcorn: 816-85282

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Education and Training

To: †Administrative Services Officer Class 5 \$65,660 - \$69,623
ACT Teacher Quality Institute, Canberra (PN. 30719) (Gazetted 1 August 2012)

Chief Minister and Cabinet

Policy and Cabinet

Economic, Regional and Planning

Caitlin Bladin: 821-1903

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Chief Minister and Cabinet
To: †Senior Officer Grade C \$89,786 - \$96,809
Chief Minister and Cabinet, Canberra (PN. 25404) (Gazetted 21 June 2012)

Policy and Cabinet

Social Policy and Implementation

Thomas Francis Lyons: 820-82926

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Chief Minister and Cabinet
To: †Senior Officer Grade C \$89,786 - \$96,809
Chief Minister and Cabinet, Canberra (PN. 27629) (Gazetted 21 June 2012)

Economic Development

Land Strategy and Finance

Sales, Marketing and Estate Management

Sales

Sandra Aldridge: 813-01680

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Economic Development
To: †Senior Officer Grade C \$89,786 - \$96,809
Economic Development, Canberra (PN. 45195) (Gazetted 2 July 2012)

Education and Training

Deputy Chief Executive

Teacher Quality Institute

Heidi Blunden: 827-18656

From: Administrative Services Officer Class 3 \$52,818 - \$57,004
Justice and Community Safety
To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Education and Training, Canberra (PN. 30826) (Gazetted 1 August 2012)

Office for Schools

South/Weston Network

Forrest Primary School

Candice Ursula Single: 779-24666

From: Classroom Teacher \$53,350 - \$84,350
Education and Training
To: †School Leader C \$97,350
Education and Training, Canberra (PN. 03618) (Gazetted 26 July 2012)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment and Sustainable Development

Construction Services

Construction Occupations

Andrew Mecham: 796-73426

From: General Service Officer Level 10 \$70,913 - \$81,460
Environment and Sustainable Development
To: †Senior Officer Grade C \$89,786 - \$96,809
Environment and Sustainable Development, Canberra (PN. 23902) (Gazetted 26 July 2012)

Health

Strategy and Corporate

Performance and Innovation

Andrew Bailey: 771-96283

From: Senior Officer Grade C \$89,786 - \$96,809
Health
To: †Senior Officer Grade A \$123,208
Health, Canberra (PN. 24749) (Gazetted 7 June 2012)

Canberra Hospital and Health Services

Mary Clark: 799-90085

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Health

To: †Administrative Services Officer Class 2/3 \$46,372 - \$57,004
Health, Canberra (PN. 21647) (Gazetted 26 July 2012)

Canberra Hospital and Health Services

Operational Support

Acute Support

Jennifer Coleborne: 789-46058

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health

To: †Health Professional Level 4 \$89,786 - \$96,809
Health, Canberra (PN. 20802) (Gazetted 7 June 2012)

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Wendy Frylink: 789-45653

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

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 22419) (Gazetted 16 August 2012)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Walk-in Centre

Michael Holroyd: 607-96020

From: Registered Nurse Level 3.1 \$89,834 - \$93,531
Health

To: †Registered Nurse Level 4.2 \$108,756
Health, Canberra (PN. 18094) (Gazetted 15 March 2012)

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Kasumi Horikawa: 820-71661

From: Health Professional Level 1 \$50,899 - \$65,424
Health

To: Health Professional Level 2 \$54,414 - \$75,477
Health, Canberra (PN. 21579) (Gazetted 17 November 2011)

Canberra Hospital and Health Services

Nursing and Midwifery

David Hosie: 780-55220

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Health

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Health, Canberra (PN. 26043) (Gazetted 2 August 2012)

The Canberra Hospital and Health Services

Thet Thet Khin: 813-01875

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

To: †Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 29268) (Gazetted 5 July 2012)

Strategy and Corporate

Business and Infrastructure

Biomedical Support

Julie Ann Sutton: 787-18143

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

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 13551) (Gazetted 16 August 2012)

Canberra Hospital and Health Services

Critical Care and Diagnostics

Rachel Whyte: 821-26132

From: Registered Nurse Level 1 \$55,567 - \$75,084
Health
To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 21144) (Gazetted 21 June 2012)

Justice and Community Safety

Transport Regulation

Road User Services

Business Development and Information

Frances Stanford: 827-54278

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Justice and Community Safety
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Justice and Community Safety, Canberra (PN. 01870) (Gazetted 12 June 2012)

Public Trustee for the ACT

Kathryn Toy: 827-23260

From: Technical Officer Level 1 \$47,953 - \$50,376
Justice and Community Safety
To: Trust Officer Level 2 \$70,220 - \$85,762
Justice and Community Safety, Canberra (PN. 43732) (Gazetted 28 September 2011)

Treasury

Shared Services

Shared Services ICT

Customer Relations/CIT-ICT

Christopher Ginman: 817-34339

From: Senior Information Technology Officer Grade C \$89,786 - \$96,809
Treasury
To: †Senior Officer Grade B \$106,086 - \$119,426
Treasury, Canberra (PN. 16870) (Gazetted 11 May 2012)

Shared Services

Finance

Business Improvement

Tran Nguyen: 793-85475

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Treasury
To: †Senior Officer Grade C \$89,786 - \$96,809
Treasury, Canberra (PN. 27566) (Gazetted 22 June 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.

Retirements and Dismissals

Community Services

Section 221 Public Sector Management Act 1994 – Bernadette Hackett AGS: 786-87332, 4 September 2012

Education and Training

Section 221 Public Sector Management Act 1994 – Maria Kirby AGS: 821-14246, 17 November 2011

Environment and Sustainable Development

Section 143 Public Sector Management Act 1994 – Philip Jorritsma AGS: 545-59774, 31 August 2012