



ACT Government Gazette

Gazetted Notices for the week beginning 25 October 2012

Executive Notices

Chief Minister and Cabinet

Engagements

Liesl Centenera – Director, Governance (E490)
Section 72 of the Public Sector Management Act 1994

Megan Brighton - Executive Director, Continuous Improvement and Workers Compensation, Governance (E657)
Section 72 of the Public Sector Management Act 1994

Economic Development

Engagements

Christopher Reynolds – Executive Director, Land Development (E558)
Section 72 of the Public Sector Management Act 1994

Environment and Sustainable Development

Engagements

Adrian Walsh – Director, Ministerial and Corporate (E562)
Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

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.

Vanessa Little – Director, Libraries ACT (E518) – 28 October 2012

Treasury

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.

Lisa Holmes – Director, Accounting (E359) – 31 October 2012

Engagements

Lisa Holmes – Director, Accounting, Finance and Budget (E359)
Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Corporate

Patient Safety and Quality

Patient Safety and Quality

Clinical Reviewer/Patient Liaison Co-ordinator

Senior Officer Grade C \$89,786-\$96,809, Canberra (PN: 8850)

Gazetted: 30 October 2012

Closing Date: 13 November 2012

An exceptional opportunity exists for a dynamic individual with a clinical background who sees patient safety and feedback as important and has excellent interpersonal and communication skills. You will be responsible for clinical review activities, co-ordinating patient feedback, liaising with external stakeholders, and as a member of the Patient Safety and Quality Unit for the Public Hospital you will assist with driving quality and safety across the organisation, accreditation preparation and clinical incident management. Calvary is seeking an officer with knowledge of clinical review, experience with patient feedback, writing skills of a high standard, knowledge of best practice and the ability to promote engagement with stakeholders to join the dynamic Patient Safety and Quality team. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au
Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Sheryl Harrison (02) 6201 6818 sheryl.harrison@calvary-act.com.au
Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Pharmacy

Pharmacist

Health Professional Level 3 \$77,710-\$81,995, Canberra (PN: 8046)

Gazetted: 29 October 2012

Closing Date: 12 November 2012

Provide pharmaceutical assessment and intervention using established clinical pharmacy principles. Participate in training and professional development activities and quality projects. Applicants should possess an enthusiasm for teaching and training students and less experienced staff.

Eligibility/Other Requirements: Bachelor of Pharmacy (or equivalent). Registrable with the National Pharmacy Board. Australian citizenship or permanent resident status.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Liisa Nurmi (02) 6201 6269 liisa.nurmi@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

Central Support Centre

Finance Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 24150)

Gazetted: 26 October 2012

Closing Date: 9 November 2012

Details: The core duties of the Finance Manager will involve work, supervision, team management and deliverables across the following functions: Strategic financial planning, Financial accounting and reporting, Budget development and reporting, Performance analysis and reporting, Cash management and forecasting, Procurement and contracts, Taxation and Insurance and Asset management. Other responsibilities of the finance manager include the provision of high level strategic advice, support and reporting to executive, directors and managers on financial operational and accounting matters. Provision of strategic support and advice directly to the CIT Corporate Services Director and the CFO.

Eligibility/Other Requirements: Tertiary qualifications in accounting or finance are considered highly desirable.

Contact Officer: Shane Kay (02) 6207 3106 shane.kay@cit.edu.au

Centre

CIT Trade Skills

Education Manager

Teacher Band 2 \$104,449, Canberra (PN: 51894)

Gazetted: 31 October 2012

Closing Date: 20 November 2012

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

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 2 teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); An Advanced Diploma in Adult Education (or equivalent); Appropriate industry competencies demonstrated by the following qualifications: Certificate III in Systems Electrician; or Certificate III in Refrigeration and Air Conditioning. Desirable Qualifications: It is desirable that all Teacher Band 2 teachers hold a minimum of: A Bachelor degree in Education, Management or relevant industry specialisation. Mandatory Industry Experience: All Teacher Band 2 teachers are required to have relevant industry experience.

Note: This position is for temporary filling for a period of three years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013.

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

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

Centres

CIT Building and Environment

Administration Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 31354)

Gazetted: 25 October 2012

Closing Date: 8 November 2012

Details: Liaise with industry, government departments, private employers, unions, members of the public, directorate staff, teachers and the vocational education and training community to organise commercial, on-line, and structured workplace learning programs for students and industry. Provide high level administrative and clerical support in the area of Industry Commercial Training programs and prepare reports, briefs, correspondence and submissions as directed. Promote information for construction, spatial, and environmental programs and activities to industry and schools. Negotiate and develop commercial vocational training opportunities in conjunction with schools and industry, timetable activities, assist with the preparation of promotional material, and develop management information systems, and liaise with employers and industry bodies regarding implementation, funding and progress.

Eligibility/Other Requirements: Tertiary training relating to spatial information services and surveying and project management would be an advantage.

Notes: Please note that this position is available for temporary filling up to three years, commencing ASAP.

Contact Officer: Noel Hamey (02) 6207 4161 noel.hamey@cit.edu.au

Centres

CIT Vocational College

Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51991)

Gazetted: 30 October 2012

Closing Date: 13 November 2012

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Develop educational resource material, for new and existing programs of study incorporating a range of technologies, including online learning, eLearn and electronic whiteboards. Develop, conduct and mark suitable assessment tasks, examinations and procedures according to CIT policies and relevant external quality and contract requirements, working individually and as a member of a team. Counsel and advise students on their program of study, goals, learning pathways and other issues relevant to their effective participation in courses offered by the program area. Maintain student records as required, including complete and detailed records of relevant student attendance, assessments and performance.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: 1. Bachelor Degree plus Post-Graduate qualification in TESOL (Teaching English as a Other Language) (or equivalent). 2. A Bachelor of Education with a TESOL major (or equivalent). 3. Bachelor Degree or Tertiary level pre-service Teaching qualification plus Certificate, Diploma, Advanced Diploma or Graduate Diploma in TESOL (or equivalent). Please note that for teaching on some externally contracted programs such as the AMEP and LLNP Graduate and Post-Graduate qualifications are required as per 1 and 2 above, whereas for some other ESL teaching programs at CIT, Certificate and Diploma level TESOL qualifications are sufficient as per 3 above. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Note: Please note that this position is offered as a temporary for two years at a part-time load at 29.40 hours per week. Also, temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement.

Contact Officer: Sharon Kendall (02) 6205 8485 sharon.kendall@cit.edu.au

Centres

CIT Vocational College

Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51944, several)

Gazetted: 31 October 2012

Closing Date: 13 November 2012

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Develop educational resource material, for new and existing programs of study incorporating a range of technologies, including online learning, eLearn and electronic whiteboards. Develop, conduct and mark suitable assessment tasks, examinations and procedures according to CIT policies and relevant external quality and contract requirements, working individually and as a member of a team. Counsel and advise students on their program of study, goals, learning pathways and other issues relevant to their effective participation in courses offered by the program area. Maintain student records as required, including complete and detailed records of relevant student attendance, assessments and performance.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Degree or Graduate Diploma in Adult Education with specialisation or additional qualification at Certificate IV level or above in Adult Literacy (or equivalent). Primary Teaching qualification plus additional qualification at Certificate IV level in Adult Literacy (or equivalent). Secondary Teaching qualification plus Post Graduate qualification in Adult Literacy (or equivalent). Advanced Diploma in Adult Vocational Education with Adult Literacy specialisation (or equivalent). Certificate IV with additional Adult Literacy qualification at Certificate IV level or above (or equivalent). All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Note: Please note that these positions are offered as temporary for two years at either part-time or full-time. Also, temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement.

Contact Officer: Pamela Owen (02) 6207 7932 pamel.owen@cit.edu.au

Centres

CIT Vocational College

Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51950, several)

Gazetted: 29 October 2012

Closing Date: 13 November 2012

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Develop educational resource material, for new and existing programs of study incorporating a range of technologies, including online learning, eLearn and electronic whiteboards. Develop, conduct and mark suitable assessment tasks, examinations and procedures according to CIT policies and relevant external quality and contract requirements, working individually and as a member of a team. Counsel and advise students on their program of study, goals, learning pathways and other issues relevant to their effective participation in courses offered by the program area. Maintain student records as required, including complete and detailed records of relevant student attendance, assessments and performance.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: 1. Bachelor Degree plus Post-Graduate qualification in TESOL (Teaching English as an Other Language) (or equivalent) OR 2. A Bachelor of Education with a TESOL major (or equivalent) OR 3. Bachelor Degree or Tertiary level pre-service Teaching qualification plus Certificate, Diploma, Advanced Diploma or Graduate Diploma in TESOL (or equivalent). Please note that for teaching on some externally contracted programs such as the AMEP and LLNP Graduate and Post-Graduate qualifications are required as per 1 and 2 above, whereas for some other ESL teaching programs at CIT, Certificate and Diploma level TESOL qualifications are sufficient as per 3 above. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory industry experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: Please note that these positions are temporary for two years, part-time at 33:05 hours per week. Also, temporary employment offered as a result of this advertisement may lead to permanency under CIT's Enterprise Agreement.

Contact Officer: Sharon Kendall (02) 6205 8485 sharon.kendall@cit.edu.au

Centres

CIT Vocational College

Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 17473, several)

Gazetted: 29 October 2012

Closing Date: 13 November 2012

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Develop educational resource material, for new and existing programs of study incorporating a range of technologies, including online learning, eLearn and electronic whiteboards. Develop, conduct and mark suitable assessment tasks, examinations and procedures according to CIT policies and relevant external quality and contract requirements, working individually and as a member of a team. Counsel and advise students on their program of study, goals, learning pathways and other issues relevant to their effective participation in courses offered by the program area. Maintain student records as required, including complete and detailed records of relevant student attendance, assessments and performance.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: 1. Bachelor Degree plus Post-Graduate qualification in TESOL (Teaching English as an Other Language) (or equivalent) OR 2. A Bachelor of Education with a TESOL major (or equivalent) OR 3. Bachelor Degree or Tertiary level pre-service Teaching qualification plus Certificate, Diploma, Advanced Diploma or Graduate Diploma in TESOL (or equivalent). Please note that for teaching on some externally contracted programs such as the AMEP and LLNP Graduate and Post-Graduate qualifications are required as per 1 and 2 above, whereas for some other ESL teaching programs at CIT, Certificate and Diploma level TESOL qualifications are sufficient as per 3 above. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Note: Please note that these positions are temporary positions for two years at a part-time load at 22:05hpw.

Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement.

Contact Officer: Gillian Sinclair (02) 6207 3347 gillian.sinclair@cit.edu.au

Centres

CIT Vocational College

Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51459)

Gazetted: 26 October 2012

Closing Date: 13 November 2012

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Develop educational resource material, for new and existing programs of study incorporating a range of

technologies, including only learning, eLearn and electronic whiteboards. Develop, conduct and mark suitable assessment tasks, examinations and procedures according to CIT policies and relevant external quality and contract requirements, working individually and as a member of a team. Counsel and advise students on their program of study, goals, learning pathways and other issues relevant to their effective participation in courses offered by the program area. Maintain student records as required, including complete and detailed records of relevant student attendance, assessments and performance.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and Appropriate industry competencies demonstrated by the following qualifications: Degree or Graduate Diploma in Adult Education with specialisation or additional qualification at Certificate IV level or above in Adult Numeracy (or equivalent) OR Primary Teaching qualification plus additional qualification at Certificate IV level in Adult Numeracy (or equivalent) OR Secondary Teaching qualification plus Post Graduate qualification in Adult Numeracy (or equivalent) OR Advanced Diploma in Adult Vocational Education with Adult Numeracy specialisation (or equivalent) OR Certificate IV with additional Adult Numeracy qualification at Certificate IV level or above (or equivalent). All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory industry experience: all Teacher Band 1 teachers are required to have relevant industry experience.

Contact Officer: Pamela Owen (02) 6207 7932 pamela.owen@cit.edu.au

Community Services

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

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

Disability ACT

Executive and Business

Executive Team

Executive Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15320)

Gazetted: 30 October 2012

Closing Date: 13 November 2012

Details: Disability ACT has an exciting opportunity for an experienced Executive Officer. The position is required to provide high-level advice and support, including management of the Executive Support Team. The successful applicant will be responsible for organisational quality, liaison and coordination on behalf the Executives. The position occupant will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

Notes: This is a temporary position available asap for a period of six months, with the possibility of an extension.

Contact Officer: Neil Finch (02) 6205 9269 neil.finch@act.gov.au

Director of Public Prosecutions

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

Prosecutor

Prosecutor Grade 2 \$82,962 - \$101,399, Canberra (PN: 16347, several)

Gazetted: 26 October 2012

Closing Date: 2 November 2012

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to prosecute summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; and appear in coronial inquests.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Note: These positions are being re-advertised and previous applicants will need to re-apply.

Contact Officer: John Lundy (02) 6207 5399 john.lundy@act.gov.au

Prosecutor

Prosecutor Grade 1 \$64,113 - \$72,999, Canberra (PN: 26013, several)

Gazetted: 26 October 2012

Closing Date: 2 November 2012

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to prosecute less complex summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in less complex coronial inquests and prepare advices of a routine nature.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Note: These positions are being re-advertised and previous applicants will need to re-apply.

Contact Officer: John Lundy (02) 6207 5399 john.lundy@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
Territory Venues and Events
Events ACT**

**Senior Officer, Major Projects and Government Coordination
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31428)**

Gazetted: 26 October 2012

Closing Date: 9 November 2012

Details: Events ACT is looking for a highly motivated person to work as part of their senior management team. This dynamic role will be required to positively contribute to the delivery of major event projects in line with Government commitments.

Eligibility/Other Requirements: Applicants should possess a current Australian driver's licence and have the ability to work flexible hours and travel as required. Relevant qualifications in major event management, government relations and coordination or a related field are desirable.

Note: This is a temporary position available for three years.

Contact Officer: Luke Robinson (02) 6205 6003 luke.robinson@act.gov.au

**Tourism, Events and Sport
Australian Capital Tourism
Marketing**

**Senior Digital Development Officer
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 43456)**

Gazetted: 30 October 2012

Closing Date: 20 November 2012

Details: Australian Capital Tourism are looking for a highly motivated professional individual to provide web-based graphic design services to the wider marketing team. This role involves the management of technical components and production of Australian Capital Tourism's website and industry newsletter, resolve web-related technical problems and implement online policies.

Eligibility/Other Requirements: Relevant tertiary qualifications, experience in providing print-based graphic design services and advice and experience in producing clear and concise documentation such as policies, tutorials, network diagrams, application architecture documentation etc are desirable. Current driver's licence is desirable.

Contact Officer: Peter Dean (02) 6205 0662 peter.dean@act.gov.au

**Tourism, Events and Sport
Sport and Recreation Services
Sportsgrounds Maintenance and Improvements
Sportsground Ranger**

Park Ranger 1 \$52,818 - \$57,004, Canberra (PN: 13421)

Gazetted: 26 October 2012

Closing Date: 9 November 2012

Details: Sport and Recreation Services is seeking an enthusiastic and resourceful person to join its group of sportsgrounds rangers. The position involves overseeing and monitoring the use of ACT Government sportsgrounds and related facilities; liaison with user groups, field maintenance and management staff; and reporting on issues surrounding the maintenance of the facilities. The person will need to be highly motivated and reliable in working with minimal supervision.

Eligibility/Other Requirements: Current driver's licence is mandatory and a work vehicle is provided. Qualifications in areas such as horticulture, turf management, recreation management or social sciences is desirable.

Notes: The position involves rotating shift work, working every weekend, with rest days during the week. Various allowances apply along with five weeks annual leave. The position requires that a uniform be worn at all times.

Contact Officer: Jason Gabriel (02) 6207 5142 jason.gabriel@act.gov.au

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

Education and Training

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

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

**Office for Schools
Tuggeranong Network
Calwell High School
School Leader C - SoSE
School Leader C \$100,271, Canberra (PN: 02685)**

Gazetted: 26 October 2012

Closing Date: 9 November 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: Pauline Parfitt (02) 6205 6833 pauline.parfitt@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.

Tertiary Education and Performance

Training and Tertiary Education

Business Processes and Systems

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 34461)

Gazetted: 31 October 2012

Closing Date: 14 November 2012

Details: The Training and Tertiary Education branch is seeking an Assistant Manager to manage the staff, resources and operations of the section. They will be responsible for the development and implementation of procedures which ensure efficient and effective payments to funded providers of Vocational Education and Training (VET) in the ACT, and provide evidence based recommendations to senior officers on matters relating to VET program funding, policies and practices. The successful applicant will also prepare and coordinate complex submissions, briefs, papers and correspondence on policy, technical, program or administrative issues.

Eligibility/Other Requirements: Desirable: Experience in and/or knowledge of the Vocational Education and Training sector.

Notes: This is a temporary position until 31 January 2014.

Contact Officer: David Miller (02) 6207 4791 DavidJ.Miller@act.gov.au

Office for Schools

South/Weston Network

Telopea Park School

Secondary English

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 08893)

Gazetted: 25 October 2012

Closing Date: 4 November 2012

Details: A secondary teacher of English is required for a full-time temporary position at Telopea Park School to work with students from Years 7 to 10. The applicant will be required to have experience in teaching English to mixed ability classes as well as extension English. This teacher will be required to work in a Binational School implementing the Australian Curriculum within the framework of the International Baccalaureate Middle Years Programme.

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: This is a temporary full-time vacancy available from 27 January 2013 to 26 January 2014.

Contact Officer: Uraj Singh (02) 6205 5575 uraj.singh@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

South/Weston Network

Telopea Park School

Primary teacher

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 08803)

Gazetted: 25 October 2012

Closing Date: 4 November 2012

Details: A Primary teacher is required for a full-time position at Telopea Park School to work with students from Kindergarten to Year 6. A knowledge of bi-lingual education is essential and the ability to teach in English with reduced hours and still attain excellence in English literacy. This teacher will be required to work in a Binational School with a Harmonised French/Australian Curriculum.

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: Kate Sutherland (02) 6205 5207 kate.sutherland@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

South/Weston Network

Telopea Park School

Secondary Teacher Librarian

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 05520)

Gazetted: 25 October 2012

Closing Date: 4 November 2012

Details: A secondary bi-lingual (French/ English) teacher librarian is required for a 0.6 position at Telopea Park School to work with students from Years 7 to 10. Applicants will be required to have experience in teaching library studies in both French and English to secondary students. This teacher will be required to work in a Binational School implementing the Australian Curriculum within the framework of the International Baccalaureate Middle Years Programme.

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: This is a permanent part-time position at 22:03 hours per week.

Contact Officer: Tom Kobal (02) 6205 5567 tom.kobal@ed.act.edu.au

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

Environment and Sustainable Development

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

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

City Planning

Transport Planning

Transport Planning and Projects

Senior Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 25093)

Gazetted: 25 October 2012

Closing Date: 1 November 2012

Details: The Transport Planning team is looking for a Senior Project Manager to manage and deliver their key transport projects as part of the Transport for Canberra implementation. The position would suit a professional with planning experience. The position requires experience in project management and coordination, good leadership and representation skills and a good understanding of urban planning. An understanding of ACT procurement processes would be an advantage. A detailed description of the position is attached.

Eligibility/Other Requirements: Tertiary qualifications in planning or engineering.

Note: This is temporary position available from 17 December 2012 to 30 June 2013 with a possibility of extension.

Contact Officer: Kuga Kugathas (02) 6207 1755 kuga.kugathas@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

Office of the Director General

Data Integrity

Director of Data Integrity

Senior Officer Grade A \$123,208, Canberra (PN: 31352)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: The Director of Data Integrity is a new role in the ACT Government Health Directorate, reporting directly to the Director-General. This role is responsible for assessing and reporting on the integrity of Directorate data including processes associated with the collection, storage, validation and reporting of health system information; reporting and monitoring of Directorate data systems and the audit of governance arrangements in place for the use of data. The successful candidate will be required to benchmark Health Directorate data and information management processes with industry best practice and with national health data principles, and produce reports noting compliance or gaps between the Directorate's systems and process and industry standards. The role requires capacity to build strong relationships, meet Government and Directorate requirements, work to deliver on agreed outcomes, and have a strong commitment to ensuring data integrity in accordance with the values of the Health Directorate.

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: Phil Ghirardello (02) 6205 0549

Strategy and Corporate

Service and Capital Plan

Health Infrastructure Program

Finance Manager

Senior Officer Grade A \$123,208, Canberra (PN: 30760)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: This position is responsible for overseeing the collection and analysis of finance related information. It is therefore crucial that the communication skill of the individual includes an ability to formulate arguments and present them in a manner that is both relevant and clear to the clients. Technical accounting knowledge, high level analytical, financial planning, and staff management abilities are all essential requirements of the position.

Eligibility/Other Requirements: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in commerce, accounting, business, economics or equivalent operational experience is desirable.
Note: This is a temporary position available until 30 June 2014. 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: Grant Carey-Ide (02) 6205 0907

**Strategy and Corporate
Performance and Innovation
Clinical Service Improvement
Early Recognition of the Deteriorating Patient Program Manager
Registered Nurse Level 4.3 \$115,948, Canberra (PN: 14121)**

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: Applications are invited from innovative and committed senior registered nurses for an expected permanent vacancy within the Clinical Service Improvement Unit of the Health Directorate's Performance and Innovation Branch. The position is responsible for leading, managing and coordinating the Early Recognition of the Deteriorating Patient Program (ERDP) and COMPASS education across the Health Directorate. As the successful applicant you will have a demonstrated record of effective leadership and delivery of educational programs, as well as excellent project management, research and audit skills.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or is working towards a higher degree is 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 are asked to attach a recent resume. Please provide the names and contact numbers for two referees (one being your current supervisor). Selection may be based on application and referee reports only.

Contact Officer: Heather McKay (02) 6207 6827

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services
Access and Acute Mental Health
Clinical Nurse Consultant
Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22396)**

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: An exciting opportunity has arisen for a senior experienced mental health nurse to work within a dynamic acute in-patient setting. The Adult Mental Health Unit allows the successful applicant to work in a progressive purpose designed unit, with a contemporary Model of Care. Change management and negotiation skills are essential and the successful applicant will receive full support from the unit management team.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence and previous Clinical Nurse Consultant experience in mental health or related field desirable.

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

Contact Officer: Wendy Kipling (02) 6174 5406

**Canberra Hospital and Health Services
Operational Support
Executive Director of Medical Service
Medical Education Support Officer
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 29855)**

Gazetted: 01 November 2012

Closing Date: 15 November 2012

Details: The Medical Officer Support Unit has a vacancy for a dynamic and highly skilled educator to take responsibility working closely with the Director of Prevocational Education and Training with coordination and development of education programs for our Junior Medical Staff. This position will work as part of the Medical Officer Support Unit Team.

Eligibility/Other Requirements: Possession of tertiary qualifications or equivalent in an education, health or related discipline is highly desirable.

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

Contact Officer: Amanda Mironow (02) 6244 3889

**Canberra Hospital and Health Services
Operational Support
Executive Director of Medical Service
Junior Medical Officer Coordinator
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10821)**

Gazetted: 01 November 2012

Closing Date: 15 November 2012

Details: We are seeking a dynamic person to take responsibility for the recruitment and support for Senior Resident Medical Officers and Registrars working at Canberra Hospital. Main duties will include recruitment, rostering and

management of Medical Officers working in close liaison with other team members of the Medical Officer Support Unit.

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: Amanda Mironow (02) 6244 3889

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services
Business Support**

Data Manager/Analyst

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31294)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: The Act Health Directorate is currently seeking a Data Manager/Data Analyst for the Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) located in the Australian Capital Territory (ACT). Provide technical and analytical skills for the development and maintenance of the reporting requirements of the Division. This position is responsible for data management, integrity and quality of the Divisions information systems. This includes validation, data mining and some analysis of the information and data, specific to the business requirements of the Division and more broadly its relationship to ACT Health Directorate information systems. The applicant is expected to have intermediate to advanced technical skills in the management of data and use of contemporary IT tools to interrogate databases and data sets. A background in health systems and services would be an advantage, including knowledge of the operational business of the MHJHADS Division. High quality interpersonal and communication skills are required as the position will involve liaison and interaction with non-technical operational staff to determine business needs and data requirements. The position will be supported and supervised by the Business Analyst of the Division but will be expected to work with minimal supervision and autonomy. It is expected applicants will have the required technical ability and capacity to provide routine reporting requirements support as well as meet the demands of Divisional planning and development work dependent on relevant information and data under tight schedules and time frames. Experience in working in a team environment, with the capacity to adapt to changing business practices and processes are essential. This includes development and maintenance of technical skills and learning new technologies as they come to hand. This position is for an IT specialist with the technical skills required for data management and maintenance. As well as intermediate management skills expected of Senior Officer Grade C in the ACT Public Health Directorate.

Eligibility/Other Requirements: Desirable relevant tertiary qualifications or high level experience in an information management and analysis environment.

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

Director General Reports

Population Health

Special Response Unit

Senior Policy Officer

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 19119)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: The Health Protection Service (HPS) aims to protect and promote the health of the ACT community through innovative and timely action. The Preparedness and Response Section (PaRS) of the HPS provides strategic emergency management coordination to the ACT Health sector by supporting the Chief Health Officers (CHO) emergency roles and functions under the ACT Health Emergency Plan (HEP). The PaRS is looking for a senior policy officer to join the section on a temporary basis. Candidates should demonstrate previous experience in policy development and have an aptitude for working in a high tempo operational environment, as well as strong skills in written and oral communication, consultation, negotiation and policy development.

Eligibility/Other Requirements: Health Protection experience/qualifications. Tertiary qualifications in a field relevant to public health. Public Safety, Emergency Management experience will be highly regarded, however is not essential.

Note: This is a temporary position available from November 2012 to 30 May 2013. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. The position may be filled based on written applications and referee reports only. A full statement of claims against the selection criteria is not required.

Contact Officer: Chris Kelly (02) 6205 1701 chris.kelly@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Registered Nurse - Canberra Community Dialysis Centre

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22238)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: The Canberra Community Dialysis Centre (CCDC) is seeking a Registered Nurse Level 2 to join our team. The unit is a satellite haemodialysis unit which offers dialysis to clients in Canberra and surrounding areas. The unit is open from Monday – Saturday and offers dialysis to clients over three shifts. The unit is closed on Sundays. CCDC aims to provide maintenance dialysis for our clients in a friendly and welcoming environment. We pride ourselves on building lasting partnerships with our clients to achieve the best possible outcomes for a diverse group of people. We

are seeking a motivated and enthusiastic nurse who will bring their special talents to our team. The position is permanent.

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position will also be required to take part in on call roster commitments.

Contact Officer: Joyce Thanabal (02) 6244 4279

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Child and Adolescent Mental Health
Personal Assistant**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21840)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: Mental, Justice, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Director to undertake their accountabilities. This also includes the provision of high quality customer service to the consumers and staff of MHJHADS. You may be required to work at various sites.

Eligibility/Other Requirements: An understanding in dealing with persons affected with Mental Illness. 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.

Contact Officer: Wendy Preston (02) 6205 1472

**Canberra Hospital and Health Services
Mental Health, Justice, Alcohol and Drug Services
Access and Acute Mental Health
Office Manager**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 28661)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: An opportunity has arisen for an experienced administration officer to work as the Office Manager in the busy and dynamic Mental Health Unit.

Eligibility/Other Requirements: Knowledge and experience in the use of relevant medical terminology. Understanding in dealing with persons affected with a Mental Illness. 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.

Contact Officer: Wendy Kipling (02) 6174 5406

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

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 16729, several)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: Several permanent full time positions are available for Registered Nurses level 1 with the School Health Team. This team delivers the national schedule of vaccines to school students in years 7 and 9 and completes the kindergarten health check. These positions will commence in late January or early February 2013. The main work of the School Health Team is during school term time. This allows for extra leave to be purchased and taken during school holidays if clinical requirements are met. The team is based in the Community Health building in Civic.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (APRAH) or eligible for registration. Immunisation qualifications are highly desirable. 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.

Contact Officer: Carolyn Thomas (02) 6205 1575

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

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 31304, several)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: Several temporary positions of a two year duration are available for Registered Nurses Level 1 with the School Health Team. These positions range from two days a week to full-time. You will be part of the team delivering the school based vaccination program which includes the HPV vaccine Gardasil for boys catch up program in 2013

and 2014. The team also completes the kindergarten health check. These positions will commence in late January or early February 2013 and end in December 2014. The main work of the School Health Team is during school term time. This allows for extra leave to be purchased and taken during school holidays if clinical requirements are met. The team is based in the Community Health building in Civic
Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (APRAH) or eligible for registration. Immunisation qualifications are highly desirable. 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.
Contact Officer: Carolyn Thomas (02) 6205 1575

Director General Reports

Population Health

Health Protection Service

Environmental Chemist

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 04759)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

Details: The occupant of this position will be required to: assist with the ambient air monitoring program and other defined projects, perform chemical and/or other analyse and carry out investigations of samples. Participate in the operation of the quality system. Prepare reports and correspondence; participate in the development of methodology and techniques. As required, liaise with or provide advice to Department staff and other government departments/authorities.

Eligibility/Other Requirements: Degree in Science preferably with a major in chemistry, or other approved qualification. Current driver's licence.

Note: The Environmental Chemistry Unit is a National Association of Testing Authority (NATA) accredited laboratory for the chemical testing of air and operates the Australian Capital Territory's Air Quality monitoring program. The unit also performs environmental chemical analysis including the identification of asbestos and airborne asbestos fibre counting as required. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Ian Firkins-Fox (02) 6205 8718

Justice and Community Safety

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

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

ACT Corrective Services

Administration

Senior Manager Administration

Senior Officer Grade A \$123,208, Canberra (PN: 45891)

Gazetted: 31 October 2012

Closing Date: 20 November 2012

Details: The Senior Manager Administration plays a pivotal and leadership role within ACT Corrective Services and is part of the organisation's senior management team. The position is responsible for providing a range of enabling services in support of custodial and non-custodial operations, including financial management and the development and maintenance of governance systems and frameworks. This challenging position would suit a dynamic senior manager who is skilled and experienced in delivering a wide range of administrative services and functions to a service-oriented organisation and who could demonstrate excellence in terms of the selection criteria.

Eligibility/Other Requirements: Relevant tertiary qualifications in one or more of the areas of Management, Information Technology, Accounting, Criminology or similar would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Bernadette Mitcherson (02) 6207 0847 bernadette.mitcherson@act.gov.au

ACT Law Courts and Tribunal Administration

Executive

Manager, Corporate and Strategic Services

Senior Officer Grade A \$123,208, Canberra (PN: 31061)

Gazetted: 30 October 2012

Closing Date: 13 November 2012

Details: The ACT Law Courts and Tribunal Administration is seeking an organised and self motivated person to lead corporate and strategic units that underpin the activities and functions of the ACT Law Courts and Tribunal. The successful applicant will be able to manage diverse areas, provide strategic advice, lead teams to deliver results and develop and foster effective relationships with stakeholders.

Eligibility/Other Requirements: Comprehensive knowledge of, or experience in, public administration. Tertiary qualifications relevant to the position would be an advantage.

Contact Officer: Alison Purvis (02) 6207 1054 alison.purvis@act.gov.au

Office of Regulatory Services

WorkSafe ACT

Regulatory Services

WorkCover Officer

WorkCover Officer 6 \$70,913 - \$81,460, Canberra (PN: 05546)

Gazetted: 31 October 2012

Closing Date: 7 November 2012

Details: Under the general direction of the manager, Workers Compensation, conduct inspections of workplaces and provide advice in accordance with relevant legislation administered by the office. Prepare prosecution briefs and attend court as required. Promote awareness of employers responsibilities for workers compensation and long service leave including preparation of and presenting educational presentations. Draft reports, briefing notes, correspondence and other written material. Liaise with industry, unions, employers, and other Government Departments on workers compensation and long service leave issues. Represent WorkSafe ACT at forums within the ACT and interstate where required. Draft and prepare guidance materials and articles, on workers compensation and long service leave. Contribute to the strategic direction of the Compliance section and the development of operational policy, procedures and practices to achieve best practice within the ACT. Contribute to the targets and objectives of the team work plan. Facilitate a culture of continuous improvement within the Office of Regulatory Services (ORS) Division. Contribute to the Compliance section operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Investigations or related discipline, or progress towards such a qualification as a minimum, is essential. Current driver's licence mandatory. Willingness to wear a uniform when representing the Office of Regulatory Services on inspections, and willingness to undertake competency based training relevant to performing the duties of this position. Participation in an after hours on-call roster may be required. Participation in programmed after hours compliance activities may be required.

Notes: This is a temporary position until 28 March 2013 with a possibility of permanency.

Contact Officer: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

ACT Corrective Services

Custodial Operations

Facilities and Maintenance

Grounds Maintenance Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 14704)

Gazetted: 25 October 2012

Closing Date: 13 November 2012

Details: Implement a grounds maintenance program. Plan and prepare for maintenance activities. Monitor condition of grounds and plants and ensure provision of ongoing care and/or remedial action as required. Monitor and implement maintenance program for machinery. Supervise detainees in performing duties relating to the Alexander Maconochie Centre grounds.

Eligibility/Other Requirements: Qualifications and/or experience in horticultural studies is highly desirable. Eligible candidates will be required to undergo a criminal history check. The occupant of this position may be required to undertake parts of the duties outside normal business hours. Eligible applicants will be required to undertake psychological aptitude testing as part of the assessment process.

Contact Officer: Paul Loughhead (02) 6207 0387 paul.loughhead@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

Planning and Programs

Kangaroo Population Management Co-ordinator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17376)

Gazetted: 25 October 2012

Closing Date: 1 November 2012

Details: Parks and Conservation Service have a vacancy for a Coordinator to manage the 2012/13 Kangaroo Population Management Program. The position will be based at the Stromlo Depot, reporting through the Manager, Natural Resource Protection and Manager, Planning and Programs. This program coordinates the management of Eastern Grey Kangaroos across the ACT.

Eligibility/Other Requirements: Current driver's licence. Relevant tertiary qualifications in Natural Resource Management Environmental Science or equivalent are desirable.

Note: This is a temporary position available asap until 30 June 2013. Selection may be based on application only.

Contact Officer: Bruce Lambie (02) 6207 2264 bruce.lambie@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

City Services

Urban Treescapes

Coordinator of Tree Assets

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 18126)

Gazetted: 29 October 2012

Closing Date: 12 November 2012

Details: The Urban Treescapes section within City Services has a vacancy based at Macarthur House. The primary responsibilities include; developing proactive workplans for tree maintenance activities, particularly for young tree care. Managing and planning urban tree planting activities in conjunction with tree removal and identification of existing gaps in streetscapes. Coordinating contracts for tree planting programs and tree removal programs. Managing young tree maintenance activities, including watering contract management and supervision.
Eligibility/Other Requirements: Essential: current driver's licence and the preparedness to wear a uniform. Desirable: tertiary qualifications appropriate to the scope of activities performed, e.g. forestry, arboriculture, procurement or project management.

Note: This is a temporary position initially available for six months, however there may be an opportunity to extend for a period of up to two years. The successful applicant may be chosen on application and referee reports alone.

Contact Officer: Luke Bulkeley (02) 6205 8678 luke.bulkeley@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

City Services

Urban Treescapes

Technical Officer for Urban Trees

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 01132, several)

Gazetted: 30 October 2012

Closing Date: 13 November 2012

Details: The Urban Treescapes section within City Services has two temporary vacancies based at Macarthur House. The primary responsibilities include: Investigating claims from members of the public about damage caused by urban trees; Assessing trees, identifying sites for replanting and monitoring contractors and works relating to trees; Conducting field investigations and providing specialist technical advice regarding urban tree management issues; Liaising with contractors, service providers, industry, government agencies and the community in relation to urban tree management.

Eligibility/Other Requirements: Essential: a current driver's licence, the preparedness to wear a uniform and a Certificate IV in Horticulture, Arboriculture or tertiary qualifications in other related disciplines including Forestry, Landscape Architecture, Ecology or Urban Planning.

Notes: This is a temporary position available for six months, with the possibility of an extension. The successful applicants may be chosen on application and referees alone.

Contact Officer: Richard Allen (02) 6207 5878 richard.allen@act.gov.au

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

Business Enterprises

ACT Property Group

Business Services

Work, Health and Safety and Quality Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 22605)

Gazetted: 30 October 2012

Closing Date: 20 November 2012

Details: Territory and Municipal Services is seeking an organised and versatile person to assist with Work, Health and Safety (WHS) and Quality work in ACT Property Group (ACTPG). The role is hands on with the successful applicant required to work closely with Trade and Administration staff on a wide range of matters. Working for the WHS and Quality Manager within the Business Support Section, the occupant will be responsible for the preparation of reports, providing secretariat for multiple committees, maintenance of records within the area and assisting in the identification and recording of training for ACTPG staff. Given the need to interact confidently with staff, this position requires a person with a positive attitude and engaging nature.

Contact Officer: Paul Leyton (02) 6207 5807 paul.leyton@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

HR Services

Employee Relations and Training

Senior Advisor

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 08522, several)

Gazetted: 31 October 2012

Closing Date: 14 November 2012

Details: The successful applicant will investigate, report and make recommendations on complex employment matters, including disciplinary action, internal reviews, appeals and underperformance issues; manage and promote a productive and effective client Directorate/Agency relationship; liaise with client Directorates/Agencies on industrial and employment related matters; represent Shared Services and client Directorates/Agencies in a range of forums and assist agencies through the provision of advice and training on complex employment matters.

Eligibility/Other Requirements: Qualifications in a HR related discipline and/or conducting investigations are desirable, however not essential.

Contact Officer: Michelle Tranda (02) 6205 3397 michelle.tranda@act.gov.au

Revenue Management Division

ACT Revenue Office

Advice and Assessments

Administrative Service Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 00086, several)

Gazetted: 25 October 2012

Closing Date: 13 November 2012

Details: These positions require people who can, under general direction, provide professional customer service to clients and undertake operational and administrative tasks in the ACT Revenue Office Call Centre and Customer Service Centre.

Contact Officer: Peter Denton (02) 6207 0332 peter.denton@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.

APPOINTMENTS

Canberra Institute of Technology

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

Abu Barkat Ullah 827-14559, Section 68(1), 23 October 2012

Teacher Band 1 \$62,403 - \$83,963

Samuel Mills 820-79241, Section 68(1), 24 October 2012

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 20 of the ACT Public Sector Services, Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013.

Education and Training

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

David Fleming 835-89075, Section 68(1), 29 October 2012

Environment and Sustainable Development

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

Catherine Carbone 835-67212, Section 68(1), 1 November 2012

Health

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

Suzanne Elkhaliqi 835-87088, Section 68(1), 26 October 2012

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

Sinda Paul 825-49805, Section 68(1), 8 November 2012

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

Anastacia Waweru 824-31647, Section 68(1), 25 October 2012

Registered Nurse Level 2 \$78,157 - \$82,990

Neville Young 824-32228, Section 68(1), 24 October 2012

Territory and Municipal Services

General Service Officer Level 7 \$52,078 - \$55,114

John Cant 835-88355, Section 68(1), 1 November 2012

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

Katrina Lauro 835-87942, Section 68(1), 1 November 2012

Treasury

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

Yang Dai 820-76331, Section 68(1), 24 September 2012

TRANSFERS

Community Services

Jane Sands: 772-38674

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

Community Services

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

Community Services, Canberra (PN. 04375)
This transfer is to a non advertised position.

Health

Christeen Barraclough: 752-27410

From: Registered Nurse Level 2 \$78,157 - \$82,990
Health
To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 27012) (Gazetted 30 August 2012)

Treasury

Phang-Chun Lim: 773-03712

From: Senior Officer Grade A \$123,208
Treasury
To: Senior Officer Grade A \$123,208
Treasury, Canberra (PN. 02830) (Gazetted 3 May 2012)

PROMOTIONS

Economic Development

Land Development

Urban Renewal

Sustainability and Innovation

Jessica Anne Wagner Stewart: 827-40634

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. 18805) (Gazetted 12 September 2012)

Education and Training

Office for Schools

Office for Schools Support

Keren Michelle Briggs: 755-73049

From: Classroom Teacher \$54,951 - \$86,881
Education and Training Directorate
To: †School Leader C \$100,271
Education and Training, Canberra (PN. 09530) (Gazetted 16 August 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.

Office for Schools

Belconnen Network

Miles Franklin Primary School

Scott Michael Pearce: 798-36117

From: Classroom Teacher \$54,951 - \$86,881
Education and Training
To: †School Leader C \$100,271
Education and Training, Canberra (PN. 08962) (Gazetted 6 September 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

Regulation and Services

Sustainability Programs

Sustainability Programs

Warren David Geeves: 821-08356

From: Senior Officer Grade C \$89,786 - \$96,809
Environment and Sustainable Development
To: †Senior Officer Grade B \$106,086 - \$119,426
Environment and Sustainable Development, Canberra (PN. 30614) (Gazetted 26 September 2012)

Health

Canberra Hospital and Health Services

Women, Youth and Children

WCH Operational

Tarryn Albrecht: 820-78679

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Health
To: †Senior Officer Grade C \$89,786 - \$96,809
Health, Canberra (PN. 30675) (Gazetted 21 June 2012)

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Ciaran Bird: 829-67724**

From: Registered Nurse Level 2 \$78,157 - \$82,990
Health
To: †Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 23556) (Gazetted 16 August 2012)

**Strategy and Corporate
Business and Infrastructure
Client Services, Security and Emergency**

Joshua Cantwell: 817-45185
From: Administrative Services Officer Class 2/3 \$46,372 - \$57,004
Health
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Health, Canberra (PN. 12187) (Gazetted 23 August 2012)

**Strategy and Corporate
People Strategy and Services
Staff Development**

Linden Joy Chapman: 261-29136
From: Registered Nurse Level 3.1 \$89,834 - \$93,531
Health
To: †Registered Nurse Level 3.2 \$101,556
Health, Canberra (PN. 22371) (Gazetted 27 September 2012)

**Strategy and Corporate
Business and Infrastructure
Infrastructure Support**

Daniel Farias: 762-88135
From: Health Service Officer Level 7 \$52,078 - \$55,114
Health
To: Health Service Officer Level 10 \$70,913 - \$81,460
Health, Canberra (PN. 21567) (Gazetted 6 September 2012)

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Walk-in Centre**

Michelle Lambert: 749-69615
From: Registered Nurse Level 3.1 \$89,834 - \$93,531
Health
To: †Registered Nurse Level 3.2 \$101,556
Health, Canberra (PN. 18530) (Gazetted 30 August 2012)

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Deborah Reynolds: 762-84097**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Health, Canberra (PN. 18965) (Gazetted 20 September 2012)

Treasury

**Finance and Budget Division
Budget Coordination and Reporting**

Natasha Bourke: 820-88842
From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Treasury
To: †Senior Officer Grade A \$123,208
Treasury, Canberra (PN. 43386) (Gazetted 26 July 2012)

**Shared Services ICT
Customer Relations
Health ICT - Projects
Verity Leeper: 766-13807**

From: Information Technology Officer Class 2 \$70,913 - \$81,460
Treasury
To: †Senior Officer Grade C \$89,786 - \$96,809
Treasury, Canberra (PN. 13231) (Gazetted 2 July 2012)

Shared Services

Human Resources

Information and Data

Janinne Monger: 787-40308

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Treasury
To: †Senior Officer Grade C \$89,786 - \$96,809
Treasury, Canberra (PN. 08255) (Gazetted 2 October 2012)

Shared Services

Shared Services ICT

Customer Relations

Layla Tabaja: 827-29013

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Treasury
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Treasury, Canberra (PN. 24319) (Gazetted 28 August 2012)

CORRIGENDA

Health

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Ciaran Bird: 829-67724

From: Registered Nurse Level 2 \$78,157 - \$82,990
Health

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 23556) (Gazetted 16 August 2012)

Incorrectly notified in gazette 25 October 2012. Correct date of effect 8 November 2012.