



## **ACT Government Gazette**

**Gazetted Notices for the week beginning 22 March 2012**

**Executive Notices**

**Treasury**

**Variation – Assignment**

**George Tomlins - Executive Director**, Shared Services Procurement (E357) Section 80A(1)(b) of the Public Sector Management Act 1994

**VACANCIES**

**ACT Auditor General's Office**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Performance Audit and Corporate Services**

**Corporate Services**

**Executive Support Officer**

**Audit Band 1 \$43,557 - \$84,727, Canberra (PN: 42815)**

Gazetted: 28 March 2012

Closing Date: 23 April 2012

We are looking for an energetic and enthusiastic person to provide support to the Executive of the Audit Office (the Auditor-General and Directors). The successful applicant will have high-level executive support skills and be reliable and motivated. Their friendly disposition will reveal their sound interpersonal and communication skills and internal customer service focus. The Executive Support Officer will help ensure our office runs smoothly and efficiently. They will provide executive assistance for the Auditor-General and Directors, including planning, co-ordinating and managing the Executive workflow into the Office and acting as first point of contact for the Executive. The Executive Support Officer will also process and finalise drafts of Auditor-General's reports for printing and tabling in the Legislative Assembly, undertake research for the Executive and managers as required and undertake a range of corporate and administrative tasks as needed. We would like to hear from you if you are: self-motivated, reliable and have an eye for detail; able to manage sensitive and confidential issues; confident in your interpersonal and communication abilities; confident in working with computer applications such as Microsoft Office; organised and able to work under pressure; and strongly team oriented, but with the ability to work autonomously.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience are an advantage. This is a security assessed position at the Baseline security clearance level.

Note: Please email or phone Maria Costanzo on (02) 6207 0825 if you feel that our job is for you. Alternately you can obtain documentation by emailing: [actauditorgeneral@act.gov.au](mailto:actauditorgeneral@act.gov.au) or at <http://www.audit.act.gov.au>.

Applications must address the selection criteria and be sent to: ACT Auditor-General's Office PO Box 275 CIVIC SQUARE ACT 2608, or emailed to: [maria.costanzo@act.gov.au](mailto:maria.costanzo@act.gov.au).

Contact Officer: Maria Costanzo (02) 6207 0825 [maria.costanzo@act.gov.au](mailto:maria.costanzo@act.gov.au)

**Calvary Health Care ACT (Public)**

**Corporate Services**

**Finance Department**

**Calvary Network Agreement**

**Contract Manager**

**Senior Officer Grade C \$86, 750 - \$93, 535, Canberra (PN: 7935)**

Gazetted: 28 March 2012

Closing Date: 11 April 2012

The opportunity exists for a motivated person to fill the position of Contract Manager for the Calvary Network Agreement. This temporary 3 year contract position is located in the Finance Department at Calvary Health Care ACT. The successful applicant will have: Demonstrated experience in the management of complex contracts including reporting; Demonstrated experience in the negotiation and resolution of issues related to contractual compliance, scope and performance; Demonstrated high level risk management identification and mitigation skills for complex contracts; Experience in financial management reporting.

To apply for this position or for any further information regarding Calvary Health Care ACT please visit our website

[www.calvary-act.com.au](http://www.calvary-act.com.au)

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Catherine Shadbolt (02) 6201 6464 [catherine.shadbolt@calvary-act.com.au](mailto:catherine.shadbolt@calvary-act.com.au)

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

**Allied Health**

**Pharmacy Department**

**Pharmacy Department**

**Clinical Pharmacy Mentor and Student Coordinator**

**Health Professional Level 4 \$72,543 - \$76,543, Canberra (PN: 7936)**

Gazetted: 22 March 2012  
Closing Date: 19 April 2012

Must have extensive experience and skill in the coordination, education and supervision of under-graduate, post-graduate and intern student programs. You will have experience in implementing quality improvement projects and research programs and mentoring of students and junior staff involved in the promotion of the quality use of medicines. You will provide professional supervision, mentoring and senior clinical leadership to staff, students and other health care professionals within the organization.

Eligibility/Other Requirements: Australian resident, Bachelor of Pharmacy (or equivalent) Ability to be registered with the National Pharmacy Board. Postgraduate qualifications highly desirable. Selection Criteria

Note: Part Time Position

Contact Officer: Liisa Nurmi (02) 6201 6269 liisa.nurmi@calvary-act.com.au

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

**Allied Health  
Pharmacy Department  
Pharmacist**

**Health Professional Level 3 \$72, 543 - \$76 543, Canberra (PN: 7937)**

Gazetted: 22 March 2012  
Closing Date: 19 April 2012

Calvary Health Care ACT Allied Health Pharmacy Department Pharmacist Health Professional Level 3. Duties: Provide pharmaceutical assessment and intervention to hospital inpatients 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. 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

**Corporate Services  
Facilities and Services Department  
Supply  
Supply and Procurement Manager**

**Administrative Services Officer Level 6 \$68,515 - \$78,705, Canberra (PN: 8665)**

Gazetted: 22 March 2012  
Closing Date: 5 April 2012

The opportunity exists for a motivated person to fill the position of Supply and Procurement Manager. This full time permanent position is located in the Facilities and Services Department at Calvary Health Care ACT. The successful applicant will have: Demonstrated experience in procurement and inventory management; Sound Knowledge of computerised purchasing, inventory and finance systems; Demonstrated ability in inventory data analysis and invoice acquittal.

To apply please visit our website [www.calvary-act.com.au](http://www.calvary-act.com.au)

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Catherine Shadbolt (02) 6201 6464 catherine.shadbolt@calvary-act.com.au

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

**Medical Services  
Medical Administration  
Medical Education Support Officer**

**Administrative Services Officer Level 5/6 - Registered Nurse 2/3, Level of occupancy will be applied depending on individual experience \$61,295 - \$87,312, Canberra (PN: 7934)**

Gazetted: 28 March 2012  
Closing Date: 11 April 2012

We are looking for a dynamic and organised person to join our Medical Services team. Initially a 12 month contract, with the possibility of extension, this person will be responsible for the coordination of the accreditation of Calvary Health Care ACT, to become a Level 1 Accredited Hospital with the Royal Australasian College of Physicians (RACP). Physicians within the Division of Medicine will provide support and assistance. In addition the Medical Education Support Officer will play an important ongoing role in assisting the Director of Physician Training (DPT) to deliver a cohesive training program for Basic Physician Trainees preparing for their Part I RACP Examination at Calvary Hospital. To be successful for this position, you will possess the following skills: Demonstrated well developed skills in the administration and management of services within a healthcare environment; Sound judgement and workload management skills; Proven ability to liaise and negotiate effectively with clinical and non-clinical staff and external agencies to achieve effective outcomes; Demonstrated ability in document management; Problem-solving abilities of a high order; Demonstrated high level organisational skills; Capacity to work with minimal direction and to undertake a diverse range of tasks. For selection documentation and further information about Calvary Health Care ACT visit our website at [www.calvary-act.com.au](http://www.calvary-act.com.au)

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Marcia Beere (02) 6264 7129 marcia.beere@calvary-act.com.au

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

**Nursing and Midwifery  
Clare Holland House  
Enrolled Nurse**

**Enrolled Nurse Level 1 \$48, 464 - \$51 - 948, Canberra (PN: Various)**

Gazetted: 22 March 2012

Closing Date: 30 March 2012

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains. Clare Holland House is looking for an Enrolled Nurse to fill the position of Enrolled Nurse within the Hospice. This is a part time permanent position.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kay Cooper (02) 6264 7300 kay.cooper@calvary-act.com.au

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

### **Corporate Services**

#### **Facilities and Services Department**

##### **Security**

##### **Security Administration Officer**

##### **Administrative Services Officer Grade 2/3 \$46, 372 - \$57, 004, Canberra (PN: 7709)**

Gazetted: 28 March 2012

Closing Date: 4 April 2012

Applications are sought for the position of Security Administration Officer. You will be selected for the role based on: Sound knowledge of the principles of work place equity, safety and injury prevention; Clerical experience in a busy office environment. Outstanding communication skills; Sound organisation and time management skill; Ability to adapt to and learn new skills.

Highly desirable: - Knowledge of Forcefield Security Database functions. Logitech Webcam Software applications. Experience in Facilities related departments such as Mail room, Engineering, Assets and Communications. All applications must address the attached selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Wayne Hafner (02) 6201 6440 wayne.hafner@calvary-act.com.au

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

### **Nursing and Midwifery**

#### **Clare Holland House**

##### **Assistant in Nursing**

##### **Assistant in Nursing \$40, 734 - \$42, 197, Canberra (PN: Various)**

Gazetted: 22 March 2012

Closing Date: 6 April 2012

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains. Clare Holland House is looking for an Assistant in Nursing (AIN) to temporarily fill the position of AIN within the Hospice. This position is for a period of 12 months. All applications must provide a response to the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kay Cooper (02) 6264 7300 kay.cooper@calvary-act.com.au

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

### **Chief Minister and Cabinet**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Corporate Management**

#### **Corporate Development**

##### **Corporate Development Project Officer**

##### **Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 27780)**

Gazetted: 26 March 2012

Closing Date: 9 April 2012

Corporate Management is looking for a highly motivated and enthusiastic person to join the Corporate Development Team, in the role of Corporate Development Project Officer. This role involves research and analysis to interpret and apply legislation and policies to support the effective delivery of a range of corporate services, policies and programs. This will include a range of business improvement activities, human resource initiatives, and workplace health and safety programs. We are seeking a confident communicator with the ability to liaise effectively at all levels, who has sound analytical and problem solving skills, and the ability to work effectively in a busy diverse team managing multiple projects.

Contact Officer: Natalie Wise (02) 6207 5563 natalie.wise@act.gov.au

### **Community Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Office for Children, Youth and Family Services Care and Protection Services**

**Senior Project and Policy Advisor**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 26136)**

Gazetted: 26 March 2012

Closing Date: 10 April 2012

The Senior Projects and Policy Advisor will, under limited direction, develop a five year strategy for Out of Home Care services in the ACT. The successful applicant will have strong leadership, consultation and stakeholder management skills and the ability to undertake complex projects and policy development. The successful applicant will be required to work in partnership with a range of key government and community agencies. This position requires highly developed communication and negotiation skills. This position reports to Senior Management within Care and Protection Services.

Eligibility/Other Requirements: Tertiary qualifications in Social Work, Social Policy or related discipline. Experience and understanding of Out of Home Care services is desirable.

Note: This is a temporary position available until 31 December 2012 with a possibility of extension.

Contact Officer: Austin Kenney (02) 6205 2898 austin.kenney@act.gov.au

**Office for Children, Youth and Family Support**

**Care and Protection Services**

**Integrated Court Services**

**Senior Court Officer**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 22914)**

Gazetted: 28 March 2012

Closing Date: 17 April 2012

The occupant of this position will provide direct support to staff in care and protection court applications, which are consistent with Office for Children, Youth and Family Support (OCYFS) child protection and care policies, procedures and practices, and which are culturally appropriate. This includes representing and exercising the powers of the Director-General in all OCYFS matters before the court or administrative law matters according to legislative and policy requirements.

Eligibility/Other Requirements: A relevant tertiary qualification in law, social work or psychology essential. Eligibility to be admitted as a legal practitioner in the ACT, or eligibility for full membership of the Australian Association of Social Workers, or registration with the Psychologists Board (ACT) or State equivalent.

Note: This is a temporary position available until 30 July 2012 with the possibility of permanency from this process.

Contact Officer: Amanda Nuttall (02) 6205 5471 amanda.nuttall@act.gov.au

**Office for Children, Youth and Family Services**

**Youth Services**

**Bimberi Youth Justice Centre**

**Aboriginal and Torres Strait Islander Family Engagement Officer**

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

**Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 07829)**

Gazetted: 27 March 2012

Closing Date: 10 April 2012

Bimberi Youth Justice Centre (the Centre) provides a state of the art youth detention facility which complies with human rights requirements. It accommodates children and young people (10 to 20 years old) who have been refused bail or are sentenced to a period of detention by the Children's or Supreme Courts of the ACT. The position is a key senior role within the Centre, designed to assist engagement of families of young people and to promote Aboriginal and Torres Strait Islander perspectives in the day to day functions of the Centre. The position reports directly to the Senior Manager of the Centre. Duties: Support and engage families of young people in custody at Bimberi Youth Detention Centre; Be a point of contact and communication for services wishing to engage and support young people in custody, in particular those services supporting Aboriginal and Torres Strait Islander young detainees; Provide advice to staff at Bimberi Youth Detention Centre and other services working with young detainees, on the cultural and other needs of young Aboriginal and Torres Strait Islander detainees and their families; Identify service gaps for young detainees and their families, in particular those of Aboriginal and Torres Strait Islander descent, and where possible, assist in developing strategies to meet these gaps.

Eligibility/Other Requirements: Current driver's licence. For employment at the HP3 classification, relevant tertiary qualifications are essential and a minimum of two years relevant experience. For employment at the ASO6 classification, tertiary qualifications and a minimum of two years relevant experience are highly desirable.

Note: This position will be filled at either an ASO6 or HP3 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Greg Corben (02) 6207 3341 greg.corben@act.gov.au

**Governance, Advocacy and Community Policy**

**Policy and Organisational Services**

**Organisational Governance**

**Assembly Liaison Officer**

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

Gazetted: 28 March 2012

Closing Date: 4 April 2012

The successful applicant will be responsible for the coordination and management of the Directorate's Assembly and Cabinet business, including preparation for Question Time, monitoring of Assembly Sittings, the business of Assembly Committee's and providing support across the area. A strong knowledge of, and demonstrated experience in, Assembly and Cabinet Business and procedures would be an advantage. The successful applicant will be responsible to the Manager, Organisational Governance and will have significant contact with the Directorate's officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach to tight deadlines.

Contact Officer: Nathan Costigan (02) 6205 0457 nathan.costigan@act.gov.au

**Housing and Community Services**

**Asset Management**

**Contract Management**

**Project Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 20048, several)**

Gazetted: 27 March 2012

Closing Date: 10 April 2012

The successful applicant will assist the Policy section with revising existing and creating new processes and policies for the Contract Management Team. The successful applicant will also provide assistance to the managers of the Asset Management Branch with a range of activities including managing contracts, managing consultancies, undertaking projects and preparing briefs and reports.

Eligibility/Other Requirements: A knowledge of Territory planning and/or experience and expertise in contract management and project management is highly desirable. Applicants are to provide a resume and a two page response to the selection criteria and contact details for two referees.

Note: These are temporary positions available from 23 April 2012 to 19 October 2012.

Contact Officer: Cindy Elliott (02) 6205 0195 cindy.elliott@act.gov.au

**Housing and Community Services**

**Executive Unit**

**Executive Assistant**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 11641)**

Gazetted: 22 March 2012

Closing Date: 5 April 2012

The successful applicant will provide high level administrative support, manage the workflow of Directors in Housing and Community Services and support the work of the Executive Support Unit. The position occupant will require excellent interpersonal, administrative and coordination skills, and have the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with Government and non Government officers.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnnes@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.

**Cultural Facilities Corporation**

**Canberra Theatre Centre**

**Marketing**

**Marketing Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 011)**

Gazetted: 28 March 2012

Closing Date: 11 April 2012

We are looking for a marketing manager with at least eight years experience in the performing arts industry and a substantial part of that period devoted to generation of revenue through ticket sales. The Marketing Manager heads up the Canberra Theatre Centre (CTC) marketing department which provides a direct customer service interface with patrons, presenters, the media and promoters connections. Experience in budget and financial responsibilities in relation to both strategic marketing and general operating requirements as well as direction and mentoring of staff is essential. The successful candidate will have an extensive network within the performing arts industry.

Eligibility/Other Requirements: Degree or equivalent relevant qualification in marketing, journalism, communications and and/or public relations is desirable.

Note: Applications must address the selection criteria. Three year contract.

Contact Officer: Bruce Carmichael (02) 6243 5705 bruce.carmichael@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

**Economic Development**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded**

**from: <http://www.jobs.act.gov.au/>**

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Tourism, Events and Sport**

**Territory Venues and Events**

**Events**

**Manager, Marketing and Communications**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 28819)**

Gazetted: 23 March 2012

Closing Date: 10 April 2012

Economic Development Directorate is seeking a dynamic and experienced person to fill the position of Manager, Marketing and Communications to lead the development and execution of fully integrated marketing and communication campaigns across the Venue and Events Branch. The successful applicant will be required to develop and manage a range of marketing activities across a suite of events at a local, national and international level, and is also required to undertake a variety of public information and communication activities. On an operational level, the successful applicant will also be responsible for managing and directing a small, dedicated, multi-disciplinary team.

Eligibility/Other Requirements: Relevant experience or qualifications in marketing, communications, business or a related field are desirable.

Contact Officer: Dianne Ireland (02) 6207 5369 [dianne.ireland@act.gov.au](mailto:dianne.ireland@act.gov.au)

**Economic Development, Policy and Governance**

**Business Development**

**Business Innovation**

**Assistant Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 00622, expected vacancy)**

Gazetted: 26 March 2012

Closing Date: 10 April 2012

Economic Development Directorate is seeking an experienced person to deliver industry development programs and activities. Excellent policy development, program management, communication and liaison skills will be highly regarded.

Eligibility/Other Requirements: Tertiary qualifications in economics or a business related discipline would be well regarded.

Contact Officer: David George (02) 6207 3291 [david.george@act.gov.au](mailto:david.george@act.gov.au)

**Economic Development, Policy and Governance**

**Business Development**

**Manager, Business Development and Engagement**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 27827)**

Gazetted: 26 March 2012

Closing Date: 10 April 2012

The Business Development Branch is seeking a motivated officer to work in a small team whose key role is to manage emerging issues and opportunities in the business development area and to ensure a Whole-of-Government approach. The position involves developing, implementing and/or managing the development programs and activities; undertaking research and providing policy advice on development initiatives; and establishing effective partnerships and relationships that support implementation of the Government's enterprise, industry and regional development programs.

Contact Officer: Ross James (02) 6207 1893 [ross.james@act.gov.au](mailto:ross.james@act.gov.au)

**Economic Development, Policy and Governance**

**Business Development**

**Business Programs**

**Client Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 55854)**

Gazetted: 23 March 2012

Closing Date: 10 April 2012

Economic Development Directorate (EDD) is seeking an experienced person to deliver enterprise and trade development programs. Excellent program management, client service, communication and liaison skills will be highly regarded.

Eligibility/Other Requirements: Tertiary qualifications in Economics or a business related discipline would be well regarded.

Contact Officer: Glen Hassett (02) 6205 5346 [glen.hassett@act.gov.au](mailto:glen.hassett@act.gov.au)

**Economic Development, Policy and Governance**

**Business Development**

**Business Programs**

**Client Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 14506)**

Gazetted: 23 March 2012

Closing Date: 10 April 2012

Economic Development Directorate (EDD) is seeking an experienced person to deliver enterprise and trade development programs. Excellent program management, client service, communication and liaison skills will be highly regarded.

Eligibility/Other Requirements: Tertiary qualifications in Economics or a business related discipline would be well regarded.

Contact Officer: Glen Hassett (02) 6205 5346 [glen.hassett@act.gov.au](mailto:glen.hassett@act.gov.au)

**ACT Gambling and Racing Commission**

**Compliance and Investigations**

**Authorised Officer**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 42503)**

Gazetted: 27 March 2012

Closing Date: 10 April 2012

The ACT Gambling and Racing Commission is an independent Statutory Authority established under the *Gambling and Racing Control Act 1999* to control, supervise and regulate gambling and racing in the ACT. The Commission is seeking an enthusiastic and highly motivated person with demonstrated experience in regulatory and compliance activities. This temporary position will provide a wide range of experience in a busy and multi-faceted compliance and investigations team. As an Authorised Officer, you will assist with the delivery of the Commission's compliance programs by conducting compliance inspections at gaming venues across the ACT including the casino, gaming machine licensees, lotteries and race and sports bookmakers. You will also conduct investigations into more complex patron complaints and investigate and report on complex breaches of the ACT Gaming Laws.

Note: This is a temporary position available until 22 January 2013 with the possibility of extension or permanent filling.

Contact Officer: Bruce Waugh (02) 6207 0195 [bruce.waugh@act.gov.au](mailto:bruce.waugh@act.gov.au)

**ACT Gambling and Racing Commission  
Compliance and Investigations  
Authorised Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 02768)**

Gazetted: 27 March 2012

Closing Date: 10 April 2012

The ACT Gambling and Racing Commission is an independent Statutory Authority established under the *Gambling and Racing Control Act 1999* to control, supervise and regulate gambling and racing in the ACT. The Commission is seeking an enthusiastic and highly motivated person with experience in regulatory and compliance activities who is seeking to further develop their skills in a busy and multi-faceted compliance and investigations team. As an Authorised Officer, you will assist with the delivery of the Commission's compliance programs by conducting compliance inspections at gaming venues across the ACT including the casino, gaming machine licensees, lotteries and race and sports bookmakers. You will also conduct investigations into patron complaints and investigate and report on breaches of the ACT Gaming Laws.

Contact Officer: Bruce Waugh (02) 6207 0195 [bruce.waugh@act.gov.au](mailto:bruce.waugh@act.gov.au)

**Tourism, Events and Sport  
Territory Venues and Events  
Events**

**Manager, Strategy and Major Projects**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 28836)**

Gazetted: 23 March 2012

Closing Date: 10 April 2012

Economic Development Directorate is seeking a dynamic and experienced person to fill the position of Manager, Strategy and Major Projects to lead the strategic planning, development and management of policy and programs for the ACT Government relating to events and the events sector. The successful applicant will lead and manage a range of strategic, policy and event development programs undertaken by the Venue and Events branch including the Events Assistance Program and the ACT Festival Fund. On an operational level, the successful applicant will also be responsible for managing and directing a small, dedicated, multi-disciplinary team.

Eligibility/Other Requirements: Relevant experience or relevant qualifications in event management or related field or industry are desirable.

Contact Officer: Dianne Ireland (02)6207 5369 [dianne.ireland@act.gov.au](mailto:dianne.ireland@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](mailto:jobs@act.gov.au)**

**Tertiary Education and Performance  
Training and Tertiary Education  
Training and Skills Development  
Manager**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 04410)**

Gazetted: 23 March 2012

Closing Date: 6 April 2012

The successful applicant will develop and manage the implementation of policies and programs to achieve Government priorities and targets for vocational education and training activity in the ACT. They will use their excellent communication skills and high level leadership ability to lead the development and management of the Branch communications strategy, focussing on stakeholder liaison in particular.

Contact Officer: Ann Goleby (02) 6205 2683 [ann.goleby@act.gov.au](mailto:ann.goleby@act.gov.au)

**Executive Director Corporate Services  
Finance and Corporate Support  
Corporate Support  
Assistant Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 16308, expected vacancy)**

Gazetted: 22 March 2012

Closing Date: 5 April 2012

Under limited direction, the successful applicant will manage and develop Directorate policies in relation to cleaning contracts and general procurement, and provide support services in relation to licence agreements and surplus space in schools. The position requires strong representational, negotiating and liaison skills at Directorate level, supported by equally strong skills in the preparation of reports, briefings, ministerial replies and correspondence to senior management.

Eligibility/Other Requirements: Experience in contracting and procurement practices essential. Strong interpersonal and negotiating skills essential.

Note: This position is now being readvertised as an expected vacancy, previous applicants must reapply.

Contact Officer: Wendy English (02) 6205 3599 [wendy.english@act.gov.au](mailto:wendy.english@act.gov.au)

**Office for Schools  
North/Gungahlin Network and South/Weston Network  
Black Mountain and The Woden School  
Youth Support Worker**



**School Assistant 4 \$52,236 - \$56,715, Canberra (PN: 10998 and 10999)**

Gazetted: 27 March 2012

Closing Date: 3 April 2012

An exciting opportunity exists for a Youth Support Worker at Black Mountain and The Woden School sites. This unique position involves working across two secondary specialist school settings. The successful applicant will be required to develop, implement and review programs appropriate for young adolescents with special needs. These programs are focused on engaging students in their total educational program and in particular the acquisition of social skills, personal development, and transition to future educational and vocational settings. The applicant should possess sound knowledge and understanding of current issues affecting young people with special needs.

Eligibility/Other Requirements: Tertiary qualifications in a Youth Work or related field are desirable.

Note: School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation.

Contact Officer: Kathryn Taylor (02) 6205 6377 kathryn.taylor@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](mailto:jobs@act.gov.au)**

**Policy**

**Nature Conservation**

**Conservation Planning and Research**

**Section Manager**

**Senior Professional Officer Grade A \$119,042, Canberra (PN: 00489)**

Gazetted: 28 March 2012

Closing Date: 17 April 2012

This position requires managing staff and resources of the Conservation Planning and Research Section. The Section undertakes strategic planning for conservation for all lands in the ACT, including through park management plans and threatened species action plans. The Section provides scientific advice on matters relating to natural resource management and land use planning, particularly in relation to the protection of ecological systems and threatened plants and animals. A major role of the position is to manage research projects, monitoring programs, resources and people to provide a sound scientific basis for policy, planning and management decisions.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Contact Officer: Heather Tomlinson (02) 6205 8560 heather.tomlinson@act.gov.au

**Regulation and Services**

**Construction Occupations**

**Utilities, Land and Lease Regulation**

**Team Leader**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 19535)**

Gazetted: 23 March 2012

Closing Date: 6 April 2012

The occupant of this position will lead a range of inspectorate functions to provide consistency in the exercise of investigation activities. This position will provide a critical link between the investigation of breaches, breach management, enforcement and case tracking, and will manage the operation, performance and quality of a team of inspectors conducting investigations of breaches of planning and building laws. This will include: Managing investigation/inspection scheduling, staff development, training, performance assessment and continuous improvement; Overseeing complex investigations and assisting the case management of breaches of relevant law administered by the Construction Services Branch; Undertaking complex audits and providing advice and reports on issues relating to the work of the Construction Services Branch including enforcement matters; Assisting in representing the Authority in matters involving the exercise of statutory powers, administrative review, judicial review and prosecution; Providing specific expertise and input in relation to the review and development of policy; and contribute to developing procedures to govern the functions of the Construction Services Branch. The position covers investigations under the *Construction Occupations (Licensing) Act*, the *Building Act* and the *Planning and Development Act*. The role includes effectively exercising relevant functions and powers delegated under planning and building laws, in particular the exercise of powers to obtain information, evidence and inspect premises.

Contact Officer: Sean Moysey (02) 6205 0873 sean.moysey@act.gov.au

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

**Regulation and Services**

**Environment Protection and Water Regulation**

**Environment Protection**

**Environment Protection Officer**

**Technical Officer Level 4 \$68,515 - \$78,705, Canberra (PN: 09915, expected vacancy)**

Gazetted: 27 March 2012

Closing Date: 10 April 2012

We are seeking an experienced person to develop and implement Government legislation and programs on environment protection and water regulation issues. The successful applicant will assist with the administration of the *Environment Protection Act 1997* and other Acts administered by the Environment Protection and Water Regulation Branch including the preparation of ministerial correspondence and briefs for prosecutions relating to breaches of legislation. The successful applicant will also assist with the supervision and training of staff in relation to legislation, interpretation and implementation of environmental law enforcement practises and procedures and environmental assessment and investigations. The incumbent

should have sound communication and liaison skills and the ability to prioritise and deliver works programs within a specified time frame. Demonstrated knowledge of legislative processes, a working knowledge of the *Environment Protection Act 1997*, *Lakes Act 1976*, *Water Resources Act 2007* and *Fisheries Act 2000* and the ability to implement legislation including undertaking investigations is highly desirable.

Eligibility/Other Requirements: A tertiary qualification and/or experience in environmental management or other relevant qualifications are highly desirable. Qualifications and/or experience in investigation practices and experience in environmental noise measurement and assessment are highly desirable.

Contact Officer: Rodney Dix (02) 6207 2586 rodney.dix@act.gov.au

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

## **Policy**

### **Nature Conservation Policy**

#### **Conservation Planning and Research**

##### **Aquatic Ecologist**

##### **Professional Officer Class 2 \$68,515 - \$78,705, Canberra (PN: 13740)**

Gazetted: 23 March 2012

Closing Date: 6 April 2012

Applicants must have a strong scientific background in fish biology and aquatic ecology. Demonstrated technical ability to plan and conduct fish species and aquatic vertebrate surveys, including survey design, data collection, analysis and report writing is essential.

Eligibility/Other Requirements: A tertiary qualifications in a field of environmental management or biological science, preferably including studies in aquatic ecology and/or zoology is essential.

Note: This position may be filled using written applications and referee reports only.

Contact Officer: Lisa Evans (02) 6207 2117 lisa.evans@act.gov.au

## **Health**

**Selection documentation for the following positions may be downloaded from**

**<http://www.health.act.gov.au/employment>.**

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

### **Canberra Hospital and Health Services**

#### **Surgery and Oral Health**

##### **Medical Staff**

##### **Director of Pain Medicine**

##### **Staff Specialist Band 1-5 \$137,660-\$169,877, Senior Specialist \$185,984, Canberra (PN: 29779)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

The Position: Applications are invited for the position of Director of Pain Medicine to join the Department of Anaesthesia and Pain Management at Canberra in the Australian Capital Territory. Applicants for this position should be qualified medical graduates with Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or equivalent. The position is a staff specialist tenured position. The Director position is for a period of three years in the first instance with the possibility of extension following mutual agreement. The Pain Management Unit is well established, serving the Territory and the surrounding region. It is a truly multidisciplinary team consisting of Doctors in Anaesthesia and Rehabilitation Medicine, of Psychologists, Physiotherapists, Occupational Therapists and well experienced and dedicated nursing staff. The opportunity for procedural work is available. There is an opportunity for staff specialists to work a day per week in the private system. The Pain Management Unit runs a range of multidisciplinary educational sessions as well as an established two-weeks pain management program. The Unit takes part in the undergraduate and postgraduate training program of the Australian National University and University of Canberra and is included in the training of anaesthetic registrars as part of the pain module. The preferred applicant will be expected to have a considerable clinical background and a commitment to management, clinical review and quality assurance, teaching, and research. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$137,660-\$169,877 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$223,841 - \$296,752.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency and Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or an equivalent higher specialist qualification.

Contact Officer: Barbara Reid, Executive Director, Surgery and Oral Health (02) 6244 3515

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

### **Canberra Hospital and Health Services**

#### **Mental, Justice, Alcohol and Drug Services**

##### **Adult Community and Older Person**

##### **Mental Health Registered Nurse**

##### **Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 23288)**

Gazetted: 29 March 2012

Closing Date: 12 April 2012

Older Persons Mental Health Community Team is a contemporary evidence-based service providing high quality mental health care guided by recovery principles. The Team aims to provide collaborative care involving the consumer, their carers, General Practitioners and Community Agencies. Clinicians have access to professional development activities and participation in clinical supervision to support their contribution as a valued member of the multidisciplinary team.

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

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

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Clinical Development Nurse, New Graduate Program**

**Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 10062)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

An exciting opportunity exists for a Registered Nurse to work within a dynamic team to facilitate, mentor and assist New Graduate Registered Nurses within the New Graduate Nurse Program at The Canberra Hospital. If you are interested in joining the New Graduate Nurse Program team, please submit a two page application addressing the selection criteria, a recent curriculum vitae and a list of two referees.

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

Working towards or holds relevant qualifications either at a certificate or postgraduate level.

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 is being readvertised; previous applicants to vacancy reference 002FW will be considered and need not reapply.

Contact Officer: Kendra Kemister (02) 6244 2265 or Debbie Moore (02) 6244 3066

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Medical Imaging**

**Clinical Development Nurse, Medical Imaging**

**Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 18535)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

Applications are invited from innovative and committed registered nurses with demonstrated advanced clinical competence in the field of Medical Imaging nursing. This is an exciting role which involves actively contributing to the professional development, learning and teaching of nurses/midwives in the workplace. The applicant will have an operational responsibility to the Clinical Nurse Consultant in Medical Imaging and undertake professional liaison with the Clinical Development Nurse Coordinator. Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes within the clinical practice setting of the relevant specialty. The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/Other Requirements: Eligible for registration as a nurse with the Nursing and Midwifery Board of Australia (AHPRA) and holds or is working towards a Certificate IV in Training and Assessment.

Note: This position is temporary for a period commencing in April 2012 until January 2013. Selection may be based on written address to the selection criteria and written referee reports alone. 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: Greg Morley 0439 492 056

**Canberra Hospital and Health Services**

**Mental, Justice, Alcohol and Drugs**

**Child and Adolescent Mental Health Service**

**Registered Nurse**

**Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 17461)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

The Child and Adolescent Mental Health Service (CAMHS) has a vacancy for a permanent full-time Registered Nurse Level 2 at The Cottage Day Program. The Cottage comprises a multidisciplinary team of mental health professionals who provide intensive services for adolescents with identified moderate to severe mental health issues. The Cottage Day Program has a recovery focus that aims to assist the adolescent and improve their functional capacity in areas of schooling, social function and reduction of problematic symptoms.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Experience in the delivery of mental health services to adolescents. Experience working in a day program or delivering group programs 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.

Contact Officer: Elloise Barry (02) 6205 1128

**Canberra Hospital and Health Services**

**Mental Health, Justice, Alcohol and Drug Services**

**Justice Health**

**Youth Nurse**

**Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 28419)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

An exciting opportunity exists for an experienced Youth Nurse with excellent communication and interpersonal skills. The position is part-time. The successful applicant will have the appropriate skills, qualifications and attributes to provide primary health care to young people in custody at the Bimberi Youth Justice Centre.

Eligibility/Other Requirements: Registered or eligible for registration with the AHPRA. Venepuncture experience. Previous experience working with young people in custody is desirable.

Note: This is a part-time position at 24 hours a week.

Contact Officer: Gayle Berthold (02) 6207 2841

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Allied Health**

**Dietitian**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 29100)**

Gazetted: 29 March 2012

Closing Date: 13 April 2012

Applications are sought from suitably qualified Dietitians to fill the temporary position of Community Dietitian. The successful applicant will work within a multidisciplinary team to provide nutrition assessment and counselling services in a community setting. Applicants are required to have good communication skills, experience in enteral feeding, and the demonstrated ability to work in a team environment to coordinate nutrition care for clients with complex needs. This is an exciting opportunity to work in a progressive and rewarding Program, providing health care to the residents of Canberra, in their homes and health centre clinics.

Eligibility/Other Requirements: Degree in Science with qualifications in Nutrition and Dietetics, or equivalent. Eligible for Accredited Practising Dietitian status with 'Dietitians Association of Australia'. Current driver's licence.

Note: This is a temporary vacancy available from 2nd May 2012 to 23rd June 2013. Applicants must prepare responses to the Selection Criteria as a document to be uploaded and included with their application. It is recommended that interested applicants contact the Contact Officer prior to applying. Applicants seeking part-time employment will also be considered.

Contact Officer: Ana O'Rourke (02) 6205 1103

**Canberra Hospital and Health Services**

**Operational Support**

**Acute Support**

**Social Worker**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 20762, several)**

Gazetted: 29 March 2012

Closing Date: 12 April 2012

Applications are invited from experienced Social Workers interested in working in an ever-changing and challenging acute hospital environment. The successful applicants will work within a social work clinical prioritisation framework providing service to one or a number of adult, maternity and paediatric inpatient and outpatient units. Opportunities exist to initiate quality improvement activities, provide professional supervision, rotate areas of clinical responsibility, participate in professional development activities and undertake further education.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Previous hospital practical experience is highly desirable.

Note: There are two permanent part-time positions available, one at 18:22 hours per week and the other at 29:24 hours per week.

Contact Officer: Madeline Clark (02) 6244 2155

**Canberra Hospital and Health Services**

**Operational Support**

**Acute Care**

**Senior Acute Orthopaedic Physiotherapist**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 27522)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

An opportunity exists to fill a temporary vacancy as the full-time Senior Acute Orthopaedic Physiotherapist for a period six months with the possibility of extension. This position involves both individual and group interventions, inpatients and outpatients and early graduate and student supervision.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Eligible for ACT Registration.

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 be required to participate in an overtime roster. This is a temporary position for a period six months with the possibility of extension.

Contact Officer: Lisa Gilmore (02) 6244 2154

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Cancer Stream Administration**

**Operational Policy and Project Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 28277)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

We are seeking a highly organised and motivated team member to be responsible for providing high level administration and system support for key programs and projects related to the management of the National Health Call Centre Network, and other projects within Capital Region Cancer Service Executive Administration as directed.

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: Martin Goodisson (02) 6174 5639

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Surgical Administration**

**PA to Director of Nursing**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 25066)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

Applications are sought from highly motivate and pro-active people to provide under limited direction, administrative and secretarial support to the Director's of Nursing (DON) Critical Care and Diagnostics, Director of Nursing Surgery and Oral Health and other members of the Executive Administration team as directed.

Eligibility/Other Requirements: High level communication skills, proven ability to provide secretarial support. High level keyboard skills and extensive experience in the use of a variety of computer software including Outlook, Word and Excel.

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: Tara Ross (02) 6244 4175

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Administration**

**Administration Support Officer**

**Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 16498)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

Applications are sought for the position of Administration Support Officer within the division of Rehabilitation, Aged and Community Care (RACC). The successful applicant will be required to have a high level of experience with customer service both face to face and over the phone, experience with Microsoft office, have data entry skills with good attention to detail, ability to maintain appropriate records, efficient database skills for input of patient details and receptionist skills. Other duties required of the successful applicant will include answering telephone enquiries, resolving customer complaints and providing assistance to health professionals and other staff within RACC.

Note: This is a part-time position, working between the hours; Saturday 8:00 – 12:00pm, Sunday 8:00am – 12:00pm and two hours during the week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. A suitable applicant may be determined from application and referee reports only.

Contact Officer: Belinda Howard (02) 6207 0486

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Medical Oncology**

**Receptionist**

**Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 15663)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

A position exists for a Receptionist within the busy Medical Oncology, Haematology Outpatient Department. A knowledge of the ACTPAS computer system would be advantageous although training will be given to the successful applicant.

Eligibility/Other Requirements: Previous experience in a hospital or similar environment and ability to work in a clinical care area is desirable.

Note: It is important that two referee reports are submitted with application, one from your current supervisor. 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: Marilyn Cooper (02) 6244 2220

**Canberra Hospital and Health Services**

**Pathology**

**Microbiology**

**Scientist Microbiology**

**Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 21472, several)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures. The successful applicant will be required to undertake duties associated with performance of clinical microbiological testing including specimen

set-up, culture plate reading, organism identification and interpretation of susceptibility results. ACT Pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in this area.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. A minimum 12 months professionally relevant laboratory experience is required. A commitment to own personal development and availability to work out of hours and on weekends is essential.

Note: Applicants may be assessed on written application and referee reports only, and should address the selection criteria. Current curriculum vitae and referee reports must accompany the applications. 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: Susan Bradbury (02) 6244 2510

#### **Canberra Hospital and Health Services**

##### **Capital Region Cancer Services**

##### **Health Centre Management**

##### **Health Centre Administration Officer**

##### **Administrative Services Officer Class 2 \$44,804 - \$49,683, Canberra (PN: 24272, expected vacancy)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

Applications are sought from suitably qualified applicants for an expected vacant Administrative Support Officer (ASO2) position within Health Centre Administration.

The position involves working in a small team environment to provide excellent customer service through answering telephone calls, generating appointments (using our Patient Administration system), receptionist duties and maintaining both electronic and hard copy records in accordance with approved records management practices and relevant legislation. The successful applicant will have high quality customer service, problem solving and interpersonal and communication skills, and have an awareness of the importance of data integrity. Health Centre Administration staff are also required to undertake the necessary training as set down by the Needle Syringe Exchange Program.

Eligibility/Other Requirements: Current ACT driver's licence 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. May be required to work in various Community Health locations within the ACT.

Contact Officer: Jann Reardon (02) 6205 1786

#### **Canberra Hospital and Health Services**

##### **Mental Health, Justice Health, Alcohol and Drug Service**

##### **Access and Acute Care**

##### **Ward Clerk**

##### **Administrative Services Officer Class 2 \$44,804 - \$49,683, Canberra (PN: 27077)**

Gazetted: 29 March 2012

Closing Date: 5 April 2012

An opportunity exists with Mental Health, Justice Health, Alcohol and Drug for a part-time Ward Clerk to work in the new Adult Mental Health Unit. The position will be responsible for patient records, admission and discharge procedures and provide reception services for the unit. This role provides essential support to clinical staff and will be central to the welcome of visitors to the new unit.

The successful applicant will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and have well developed organisational skills.

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: This is a permanent part-time position at 18.22 hours per week. This position requires the successful applicant to work as part of a team covering a 12 hour rotating roster (8am – 8pm), including weekends. 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) 6205 1062

#### **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](mailto:jobs@act.gov.au)**

#### **Legal Policy Branch**

##### **Transport and Road Safety Policy**

##### **Strategic Projects**

##### **Senior Legal Policy Officer**

##### **Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 12055)**

Gazetted: 23 March 2012

Closing Date: 6 April 2012

The Transport Regulation Strategic Projects section is seeking a motivated and enthusiastic Legal Policy Officer for legislative policy work related to transport law, with a particular emphasis on road transport legislation and road safety.

Eligibility/Other Requirements: Legal qualifications highly desirable.

Contact Officer: Amanda Casimir (02) 6205 4188 [amanda.casimir@act.gov.au](mailto:amanda.casimir@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.

#### **Transport Regulation**

### **Road User Services**

#### **Business Development and Information**

#### **Manager, Business Support and Training**

#### **Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 20042)**

Gazetted: 27 March 2012

Closing Date: 10 April 2012

Under the limited direction of the Manager, Business Development and Information the successful applicant will lead a team in the analysis, development and implementation of new procedures including rego.act system enhancements as a result of legislation and policy changes. Offer high level advice and assistance to end users in the functionality of the rego.act system, including monitoring existing procedures, performance and functions and reviewing and/or amending as required to achieve maximum quality. Lead a team in the ongoing development and delivery of training of Road Transport business rules and rego.act functionality. Provide assistance to all team members and assess and recommend on individual staff development and training needs. Investigate and approve corrections to the rego.act system transactions and authorise refunds within prescribed limits. Facilitate stakeholder meetings and participate in working groups to ensure the ongoing operational efficiency of the rego.act system. Manage the preparation and distribution of communication plans, staff instructions and other notices to ensure that end users and stakeholders are kept updated and informed of changes to road transport policies and procedures. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Indran Naidoo (02) 6205 1573 indran.naidoo@act.gov.au

### **Public Advocate of the ACT**

#### **Guardianship**

#### **Advocate/Guardian**

#### **Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 27453)**

Gazetted: 23 March 2012

Closing Date: 30 March 2012

The successful applicant will be required to assist the Public Advocate administer functions of the Public Advocate to guardianship clients; provide high level advice to the Principal Advocate/Guardian, under supervision advocate and liaise with service providers on behalf of clients, prepare reports and manage a case load in the guardianship area.

Eligibility/Other Requirements: Tertiary qualifications in relevant discipline such as Law, Social Work, Human Service or Nursing are desirable.

Note: This is a temporary position available from 30 April 2012 until 30 April 2013. This is a position of trust and applicants must be aware of confidentiality and privacy provisions.

Contact Officer: Marion Pearce (02) 6207 0707 marion.pearce@act.gov.au

### **Strategic Finance**

#### **Strategic Finance Officer**

#### **Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 10264)**

Gazetted: 23 March 2012

Closing Date: 6 April 2012

As part of a team, duties will include preparation of accurate and timely capital, asset, financial/management and performance indicator reporting and analysis of performance to senior management. Assist in the coordination and preparation of the Directorate's internal and external budget allocation process. Assist with the preparation and coordination of the annual asset stocktake. Prepare regular capital reporting to meet the Directorate's and Treasury requirements. Undertake capital project reconciliation and reporting. Assist with annual financial reporting, special purpose reporting and other duties as required.

Eligibility/Other Requirements: Experience in a financial work environment and advanced Excel spreadsheets for financial modelling. Relevant accounting qualifications or significant progress towards them are highly desirable.

Note: Applications are to address the Selection Criteria and provide a Curriculum Vitae, including contact details for two referees.

Contact Officer: Leanne Thomas (02) 6205 8217 leanne.thomas@act.gov.au

### **Corporate**

#### **Capital Works and Infrastructure**

#### **Infrastructure**

#### **Environment and Heritage Officer**

#### **Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 12946, expected vacancy)**

Gazetted: 27 March 2012

Closing Date: 10 April 2012

An exciting opportunity exists to join the Capital Works and Infrastructure Unit of Justice and Community Safety, Corporate. The Unit is seeking applications for an Environment and Heritage Officer to coordinate the development, implementation and review of policies and procedures relating to sustainable environmental practices, develop and manage the Directorate's Resource Management Plan and arrange audits and maintain various registers relating to Disabled Access, Heritage, Environment Sustainability and Hazardous Materials. The position facilitates the Justice and Community Safety Sustainability Committee, undertakes capital upgrade projects relating to Environment Sustainability Initiatives and analyses and reports on energy consumption patterns. Applicants should be motivated, committed to achieving outcomes, possess excellent interpersonal skills and have demonstrated experience in environment management and property management.

Contact Officer: Adrienne McRae (02) 6205 0284 adrienne.mcrae@act.gov.au

### **ACT Law Courts and Tribunal Administration**

#### **Registry**

#### **Team Leader**

#### **Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 44047)**

Gazetted: 26 March 2012  
Closing Date: 10 April 2012

The ACT Law Courts and Tribunal Administration is seeking applications from individuals who are interested in working as a Team Leader within the various units of the Courts and ACT Civil and Administrative Tribunal. Responsibilities will involve supervision of small teams, assisting Unit Managers with more complex enquiries and correspondence relating to Court and Tribunal practice and procedure, and liaising with clients and exercising the statutory appointment of a Deputy Registrar as required. The successful person for this position should have a flexible and helpful approach, and be able to work within set timeframes.

Eligibility/Other Requirements: Knowledge and understanding of the role of the Law Courts and Tribunal in the ACT community, Court and Tribunal practice and procedure and related legislation would be an advantage.

Note: This is a temporary position available from 28 April 2012 to 5 December 2012. The successful applicant may be placed in any vacant Team Leader position and may be rotated throughout the business unit as required.

Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

**Corporate  
Capital Works and Infrastructure  
Infrastructure  
Operations Officer**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 43784)**

Gazetted: 26 March 2012

Closing Date: 9 April 2012

An exciting opportunity exists to join the Capital Works and Infrastructure Unit of Justice and Community Services, Corporate. The Unit is seeking applications for an Operations Officer to act as a site contact, facilitating the engagement of established appropriate external service providers relating to a range of facilities maintenance, property related services and contracts and carrying out inspections for quality assurance purposes. Applicants should be motivated, committed to achieving outcomes, possess excellent interpersonal skills and have demonstrated experience in a facilities maintenance environment.

Eligibility/Other Requirements: Experience in facilities management, property and accommodation and Certificate IV/Diploma in Project Management are desirable. A current driver's licence is essential.

Contact Officer: Kendall Lewer (02) 6207 8380 kendall.lewer@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](mailto:jobs@act.gov.au)**

**Parks and City Services**

**Libraries ACT**

**Lifelong Learning Officer**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 20112)**

Gazetted: 23 March 2012

Closing Date: 10 April 2012

The successful candidate will facilitate an alliance between learning providers in Canberra with the aim of embedding lifelong learning principles in the community.

Eligibility/Other Requirements: Appropriate tertiary qualifications are desirable.

Contact Officer: Vanessa Little (02) 6207 6695 vanessa.little@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**

**Place Management**

**Leading Hand Floriade**

**General Service Officer Level 5/6 \$44,103 - \$48,740, Canberra (PN: 46022)**

Gazetted: 28 March 2012

Closing Date: 4 April 2012

Place Management has a temporary vacancy as a General Service Officer 5/6. Skills and experience required for this role include: Lead and work as part of a team of employees engaged in the horticultural presentation of Floriade. Coordinate the use of resources to implement work programs and projects. Assist in the implementation of day-to-day work programs, oversee quality control and maintain records. Liaise effectively with management, staff and members of the public regarding work being carried out. Assist in staff training including the training and coordination of Apprentices and provide induction training for new and temporary staff. Undertake all work tasks in accordance with City Maintenance's, Horticulture/Cleaning Maintenance Standards and the Service Level Agreement with Australian Capital Tourism and Occupational, Health and Safety (OH and S) Legislation.

Eligibility/Other Requirements: Medium Rigid truck licence and Horticulture Trade qualifications.

Note: This is a temporary vacancy available from 2 April 2012 to 24 December 2012 with the possibility of extension.

Contact Officer: Andrew Forster (02) 6207 7300 or 0438 357 443 andrew.forster@act.gov.au

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

**Treasury**



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

**Shared Services  
Human Resources  
Territory Records Office  
Director**

**Senior Officer Grade A \$119,042, Canberra (PN: 10487)**

Gazetted: 27 March 2012

Closing Date: 10 April 2012

An exceptional career opportunity has become available as the Director of Territory Records within the ACT Government. This is a key position supporting the ACT Government's commitment to Open Government. The Director leads a team that provides leadership, direction and guidance to all agencies across the ACT Government. The role is critical in implementing the ACT Government Standards for Records Management, as well as providing leadership in the increasingly important digital environment in which the Government operates. As the head of the Territory Records Office this position also manages Archives ACT, the community access point to older ACT Government records.

Note: This position is a Ministerial appointment which sits within Shared Services as part of the Treasury Directorate.

Contact Officer: David Wardle (02) 6207 0194

**Shared Services  
Shared Services ICT  
Customer Relations  
Manager, Directorate ICT Operations**

**Senior Officer Grade A \$119,042, Canberra (PN: 05086)**

Gazetted: 28 March 2012

Closing Date: 17 April 2012

The successful applicant will be required to oversee and lead the effective provision of customer focussed operational ICT services to directorates through the Customer ICT Management teams. Effectively lead and manage all Shared Services ICT Managers within the Customer Relations Branch. Foster strong business relationships and consultation frameworks with Directorates, ICT Managers, Shared Services Strategic Relationship Managers and Shared Services ICT.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Contact Officer: Chris Tully (02) 6207 9678 [chris.tully@act.gov.au](mailto:chris.tully@act.gov.au)

**Shared Services  
Shared Services ICT  
Customer Relations/Service Management  
Service Manager**

**Senior Officer Grade A \$119,042, Canberra (PN: 14538)**

Gazetted: 23 March 2012

Closing Date: 10 April 2012

The successful applicant will be required to oversee and lead the effective provision of customer focussed ICT services through Incident Management, Problem Management and Service Level Management along with providing executive support functions for the Customer Relations Branch. Ensure that policies, procedures and strategies relating to Incident, Problem and Service Level Management and related activities are developed in line with agreed ITIL framework and remain current.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Contact Officer: Chris Tully (02) 6207 9678 [chris.tully@act.gov.au](mailto:chris.tully@act.gov.au)

**Shared Services  
Shared Services ICT  
Customer Relations/JACS ICT  
JACS ICT Manager**

**Senior Information Technology Officer Grade B \$102,499 - \$115,387, Canberra (PN: 00763, expected vacancy)**

Gazetted: 27 March 2012

Closing Date: 10 April 2012

The successful applicant will be required to lead and manage all Shared Service ICT employees and contractors based in the nominated directorate ICT Section. Manage the provision of Shared Services ICT administration services within the Directorate, including asset management, purchasing and contract arrangements associated with ICT.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Contact Officer: Di Neville (02) 6207 4267 [di.neville@act.gov.au](mailto:di.neville@act.gov.au)

**APPOINTMENTS**

**Canberra Institute of Technology**

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

Paul Jurak 816-86779, Section 68(1), 16 March 2012

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 21 of the Canberra Institute of Technology Teachers' Enterprise Agreement 2009-2011.

### Community Services

**Administrative Services Officer Class 3/4 \$51,032 - \$61,750**

Samuel Anau 835-63043, Section 68(1), 14 March 2012

**Health Professional Level 2 \$52,574 - \$72,925**

Kira Barbaric 827-50007, Section 68(1), 23 March 2012

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

David Thomas Devoy 827-61734, Section 68(1), 29 March 2012

**Administrative Services Officer Class 3/4 \$51,032 - \$61,750**

Ryan Cullen Robert Donnelly 827-61611, Section 68(1), 13 March 2012

**Health Professional Level 1 \$49,178 - \$63,212**

Laura Ingham 835-67554, Section 68(1), 26 March 2012

**Administrative Services Officer Class 3/4 \$51,032 - \$61,750**

Angela Little 827-61232, Section 68(1), 13 March 2012

**Administrative Services Officer Class 3/4 \$51,032 - \$61,750**

Carrie Ann O'Donovan 827-53988, Section 68(1), 16 March 2012

**Administrative Services Officer Class 3/4 \$51,032 - \$61,750**

Joshua Wylucki 827-61224, Section 68(1), 13 March 2012

**Administrative Services Officer Class 3/4 \$51,032 - \$61,750**

Belinda Young 827-61240, Section 68(1), 15 March 2012

### Education and Training

**School Assistant 3 \$43,394 - \$46,835**

Louise Mary Copple 835-62657, Section 68(1), 27 March 2012

### Health

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

Kymerly Barrington-Knight 834-53493, Section 68(1), 21 March 2012

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

Miriam Blackburn: 829-56152, Section 68(1), 19 March 2012

**Administrative Services Officer Class 2/3 \$44,804 - \$55,076**

Benjamin Lee Thomas Campbell 831-21771, Section 68(1), 26 March 2012

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

Bridget Flannery 834-53637, Section 68(1), 5 March 2012

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

Logan Haggan 831-24139, Section 68(1), 28 March 2012

**Health Professional Level 2 \$52,574 - \$72,925**

Ellen Hunt 825-48255, Section 68(1), 2 February 2012

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

Jini John 824-32316, Section 68(1), 29 March 2012

**Senior Specialist, \$185,984**

Pravin Kumar: 813-16858, Section 68(1), 5 March 2012

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

Marilyn Manoharan 824-32439, Section 68(1), 29 March 2012

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

Hannah Minehan 827-25493, Section 68(1), 29 March 2012

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

Sally Newsome: 829-56136, Section 68(1), 19 March 2012

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

Ian Pennell 835-67474, Section 68(1), 26 March 2012

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

Felicity Quirk 834-51957, Section 68(1), 26 March 2012

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

Susan Wigg: 829-56144, Section 68(1), 27 February 2012

**Justice and Community Safety**

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

Neena Kumar 835-67546, Section 68(1), 19 March 2012

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

Nadzeya Malakhava 827-32167, Section 68(1), 23 March 2012

**Treasury**

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

Amanda Ball 827-56556, Section 68(1), 28 March 2012

**Information Technology Officer Class 2 \$68,515 - \$78,705**

Damian Fuller 827-20027, Section 68(1), 26 March 2012

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

Tracy Matthews 827-41119, Section 68(1), 27 March 2012

**TRANSFERS**

**Community Services**

**Amy Holland: 821-19135**

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

To: Administrative Services Officer Class 5 \$63,440 - \$67,269  
Community Services, Canberra (PN. 29164) (Gazetted 11 January 2012)

**Economic Development**

**Sonia Louise Gallo: 799-92259**

From: Administrative Services Officer Class 6 \$68,515 - \$78,505  
Treasury

To: Administrative Services Officer Class 6 \$68,515 - \$78,505  
Economic Development, Canberra (PN. 27965) (Gazetted 2 February 2012)

**Leanne Martens: 527-65654**

From: Senior Officer Grade B \$102,499 - \$115,387  
Chief Minister and Cabinet

To: Senior Officer Grade B \$102,499 - \$115,387  
Economic Development, Canberra (PN. 29108) (Gazetted 30 January 2012)

**Justice and Community Safety**

**Kylie Edwards: 719-06352**

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

To: Administrative Services Officer Class 6 \$68,515 - \$78,705  
Justice and Community Safety, Canberra (PN. 20055) (Gazetted 5 October 2011)

**PROMOTIONS**

**Canberra Institute of Technology**

**Centres**

**Fyshwick Trade Skills Centre**

**Brian Dennis Coates: 719-28818**

From: Teacher Band 2 \$97,504  
Canberra Institute of Technology  
To: Teacher Band 3 \$115,531

Canberra Institute of Technology, Canberra (PN. 14847) (Gazetted 27 January 2012)

**Community Services**

**Governance, Advocacy and Community Policy**

**Policy and Organisational Services**

**Organisational Governance**

**Nathan Costigan: 821-08831**

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

Community Services

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

Community Services, Canberra (PN. 55630) (Gazetted 20 February 2012)

**Economic Development**

**Economic Development, Policy and Governance**

**Ministerial, Cabinet and Policy**

**Christopher Beer: 816-79704**

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

Environment and Sustainable Development

To: †Senior Officer Grade A \$119,042

Economic Development, Canberra (PN. 27909) (Gazetted 20 January 2012)

**Policy and Governance**

**Workforce and Governance**

**Human Resources**

**Sally Draper: 542-05933**

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

Economic Development

To: †Senior Officer Grade B \$102,499 - \$115,387

Economic Development, Canberra (PN. 11689) (Gazetted 30 January 2012)

**Education and Training**

**Office for Schools**

**Tuggeranong Network**

**Wanniassa School**

**Ann Maree Hayres: 772-18315**

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

Education and Training

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

Education and Training, Canberra (PN. 24470) (Gazetted 10 February 2012)

**School Improvement**

**Tuggeranong Network**

**Monash Primary School**

**Tracey Stewart: 755-75490**

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

Education and Training

To: †School Leader B \$98,077

Education and Training, Canberra (PN. 25235) (Gazetted 18 August 2011)

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

**School Improvement**

**Belconnen Network**

**Canberra High School**

**Robyn Joan Tilley: 710-28596**

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

Education and Training

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

Education and Training, Canberra (PN. 00158) (Gazetted 3 February 2012)

**Health**

**Director General Reports**

**Population Health**

**Health Protection Service**

**Paul Cortese: 817-33790**

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

Justice and Community Safety

To: †Senior Officer Grade C \$68,750 - \$93,535

Health, Canberra (PN. 23696) (Gazetted 26 January 2012)

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**CC-Nursing**

**Katrina Macpherson: 503-32011**

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

Health

To: Registered Nurse Level 2 \$75,514 - \$80,184  
Health, Canberra (PN. 22778) (Gazetted 23 February 2012)

**Chief Executive  
Financial Management**

**Patricia O'Rourke: 260-97330**  
From: Administrative Services Officer Class 4 \$56,879 - \$61,756  
Health  
To: Administrative Services Officer Class 6 \$68,515 - \$78,705  
Health, Canberra (PN. 22347) (Gazetted 15 March 2012)

**Chief Executive  
Financial Management**

**Narelle Proud: 537-53567**  
From: Administrative Services Officer Class 4 \$56,879 - \$61,756  
Health  
To: Administrative Services Officer Class 5 \$63,440 - \$67,269  
Health, Canberra (PN. 01978) (Gazetted 16 February 2012)

**Strategy and Corporate  
Performance and Innovation  
Health Performance**

**David Smith: 817-42814**  
From: Administrative Services Officer Class 5 \$63,440 - \$67,269  
Health  
To: Administrative Services Officer Class 6 \$68,515 - \$78,705  
Health, Canberra (PN. 11233) (Gazetted 23 February 2012)

**Strategy and Corporate  
Keren Willcox: 607-61776**

From: Administrative Services Officer Class 4 \$56,879 - \$61,756  
Health  
To: †Administrative Services Officer Class 6 \$68,515 - \$78,705  
Health, Canberra (PN. 28552) (Gazetted 16 February 2012)

**Justice and Community Safety**

**Legislation and Policy  
Administration**

**Catherine Millett: 545-60628**  
From: Administrative Services Officer Class 4 \$56,879 - \$61,756  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$68,515 - \$78,705  
Justice and Community Safety, Canberra (PN. 42680) (Gazetted 8 February 2012)

**Territory and Municipal Services**

**Roads and Public Transport  
Public Transport Systems**

**Jason Harold Voutos: 821-24006**  
From: Administrative Services Officer Class 2 \$44,804 - \$49,683  
Justice and Community Safety  
To: †Administrative Services Officer Class 3 \$51,032 - \$55,076  
Territory and Municipal Services, Canberra (PN. A11022) (Gazetted 1 December 2011)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Treasury**

**Investment and Economics  
Treasury**

**David Creelman: 827-28731**  
From: Administrative Services Officer Class 4 \$56,879 - \$61,756  
Treasury  
To: Administrative Services Officer Class 5 \$63,440 - \$67,269  
Treasury, Canberra (PN. 14099) (Gazetted 8 December 2011)

**Finance and Budget  
Budget Management and Analysis**

**Adam Christopher Deering: 827-28985**  
From: Administrative Services Officer Class 4 \$56,879 - \$61,756  
Treasury  
To: Administrative Services Officer Class 5 \$63,440 - \$67,269  
Treasury, Canberra (PN. 55793) (Gazetted 8 December 2011)

**Finance and Budget**

**Budget Management and Analysis**

**Elizabeth Gascoin Hall: 827-32976**

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

Treasury

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

Treasury, Canberra (PN. 14099, several) (Gazetted 8 December 2011)

**Investment and Economics**

**Economics**

**Bronwyn Meek: 827-38278**

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

Treasury

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

Treasury, Canberra (PN. 14089) (Gazetted 8 December 2012)

**Investment and Economics**

**Economics**

**Michael Pepperell: 827-28715**

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

Treasury

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

Treasury, Canberra (PN. 14087) (Gazetted 8 December 2011)