



## **ACT Government Gazette**

**Gazetted Notices for the week beginning 31 May 2012**

**Executive Notices:**

**Education and Training**

**Contract Cessation**

**Trish Wilkes** – Director, Learning and Teaching (E475) 1 June 2012

**VACANCIES**

**Calvary Health Care ACT (Public)**

**Nursing and Midwifery Services**

**Nursing**

**Patient Flow Unit**

**After Hours Hospital Manager**

**Registered Nurse Level 4.1 \$98,122, Canberra (PN: 8985)**

Gazetted: 01 June 2012

Closing Date: 22 June 2012

We are seeking an individual with strong, dynamic leadership and management experience to join the Patient Flow Unit team. The Patient Flow Unit (PFU) will allow for improved management of available capacity and thereby enhance patient access to services, with a "24/7 patient care focus". The PFU will use evidence-based, best practice systems for bed management, patient flow and access, with the integration of a workable demand escalation tool to manage capacity, including Nursing Workforce Planning, with both strategic and short-term responsive measures that are clearly defined and actioned according to matched activity. The successful candidate will bring to this role: Demonstrated broad clinical and operational management experience within a complex health care environment: Demonstrated high level interpersonal and communication skills, including conflict resolution, the ability to liaise and negotiate effectively at all levels of work, and interact as part of a diverse professional team. o Demonstrated ability to provide efficient and effective management of human, financial and material resources Demonstrated knowledge and experience excellence in Information Management Systems. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. Applicants must address selection criteria. 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: Rowena Dyer (02) 6264 7080 rowena.dyer@calvary-act.com.au

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

**Nursing and Midwifery Services**

**Nursing**

**Patient Flow Unit**

**Discharge Liasion Officer**

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

Gazetted: 01 June 2012

Closing Date: 22 June 2012

We are seeking individuals with strong, dynamic leadership and case-management experience to join the Patient Flow Unit team. The Patient Flow Unit (PFU) will allow for improved management of available capacity and thereby enhance patient access to services, with a "24/7 patient care focus". The PFU will use evidence-based, best practice systems for bed management, patient flow and access, with the integration of a workable demand escalation tool to manage capacity, including Nursing Workforce Planning, with both strategic and short-term responsive measures that are clearly defined and actioned according to matched activity. The successful candidates will bring to this role: Demonstrated high level communication and negotiation skills, including developing presentations and reports: Demonstrated knowledge of external stakeholders and care providers: Ability to draw from the expertise of a multidisciplinary team in order to coordinate sustainable discharge plans that address patients' post hospital support needs in a holistic manner: Demonstrated clinical and/or management competence in an acute care environment with sound knowledge and understanding of discharge processes/case management with healthcare environment In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. Applicants must address selection criteria 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: Rowena Dyer (02) 6264 7080 rowena.dyer@calvary-act.com.au

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

**Nursing and Midwifery Services**

**Nursing**

**Perioperative Suite**

**Registered Nurse Level 1**

**Registered Nurse Level 1 \$53,688 - 72,545, Canberra (PN: Various)**

Gazetted: 01 June 2012

Closing Date: 15 June 2012

This is your chance to be part of a vibrant organisation that strives to provide Simply Better Care. Calvary Health Care ACT (CHCACT) is seeking Registered Nurses to fill the positions of Registered Nurse Level 1 - Theatres. The successful applicant

will be registered as a Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA); Have experience in the Perioperative Suite; Ability in utilising the nursing process in the provision of an excellent standard of nursing care, by abiding by Hospital policies, procedures and guidelines. Applicants who hold or are working towards relevant qualifications in perioperative nursing would be advantageous. To apply for this role, visit our website [www.calvary-act.com.au/career-vacancies](http://www.calvary-act.com.au/career-vacancies). All applications must address the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Debbie Dickinson (02) 6264 6892 [debbie.dickinson@calvary-act.com.au](mailto:debbie.dickinson@calvary-act.com.au)

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

#### **Centres**

##### **Central Support Centre**

##### **Operations Manager**

##### **Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 54156)**

Gazetted: 05 June 2012

Closing Date: 19 June 2012

Details: Manage and control campus operations including building and ground maintenance, security, safety and energy management. Provide technical assistance and advice to Manager Facilities on Institute policies and undertake policy development, manage control and coordinate human and physical resources on Institute campuses, prepare submissions and correspondence as required. Liaise and negotiate with ACT Government agencies, Commonwealth authorities and private contractors in connection with facilities management related managers.

Eligibility/Other Requirements: As Associate Diploma from an Australian Technical and Further Education (TAFE) institution, or an equivalent overseas qualification, which, in the opinion of the Chief Executive is appropriate to the duties of the office.

Notes: This is a temporary vacancy available for an a period of 12 months with the possibility of extension up to five years.

Contact Officer: Ivan Radic (02) 6207 3521 [ivan.radic@cit.edu.au](mailto:ivan.radic@cit.edu.au)

#### **Centres**

##### **Building and Environment**

##### **Horticultural Technical Officer**

##### **Technical Officer Level 3 \$59,080 - \$67,031, Canberra (PN: 54419)**

Gazetted: 01 June 2012

Closing Date: 15 June 2012

Details: We require a Horticultural Technical Officer who can work with limited guidance and as a member of a team to undertake a range of moderately complex technical duties including but not limited to: supervise the day to day running of classes, coordinate technical staff involved in class servicing and practical activities, prepare for and service designated classes in the program areas, attend to more complex development and maintenance of equipment and teaching aids. Investigate, evaluate and prepare specifications for plant and equipment, Capital and Minor works programs, arrange the proper application, storage and disposal of horticultural chemicals and oversee the safe operation of designated facilities, machinery and equipment.

Eligibility/Other Requirements: Completion of an appropriate horticulture trade certificate or diploma and/or relevant experience appropriate to the duties of the position is mandatory. Chemical application qualification and chainsaw operator's certificates.

Contact Officer: Jane Cottee (02) 6207 8744 [jane.cottee@cit.edu.au](mailto:jane.cottee@cit.edu.au)

#### **Centres**

##### **Centre for Health Community and Wellbeing**

##### **Casual Teacher**

##### **Casual Teacher \$49.29/\$78.04, Canberra (PN: Reg062012)**

Gazetted: 06 June 2012

Closing Date: 19 June 2012

Details: The Centre for Health, Community and Wellbeing is seeking Casual Teachers to teach in the following areas: Health Sciences requires professionals in Physiotherapy, Speech Pathology, Occupational Therapy and Massage Therapy. Sport and Fitness requires Fitness professionals.

Contact for Health Science and Sport and Fitness is James Dunstan 6207 3491 or email [james.dunstan@cit.edu.au](mailto:james.dunstan@cit.edu.au)

Human Services requires professionals in Nursing, Aged Care and Disability.

Contact Lilly Muthurajah 6205 7381 or email [lily.muthurajah@cit.edu.au](mailto:lily.muthurajah@cit.edu.au)

Children's Services requires Early Childhood teachers with current Industry experience.

Contact Rhonda Batty 6205 4143 or email [rhonda.batty@cit.edu.au](mailto:rhonda.batty@cit.edu.au)

Community Development requires Social Welfare workers.

Contact Helga Rosenthal 6207 3339 or email [helga.rosenthal@cit.edu.au](mailto:helga.rosenthal@cit.edu.au)

Eligibility/Other Requirements: A qualification at and preferably above the level taught, industry experience and a current approved education qualification (e.g. Certificate IV in Training and Assessment TAA40104 or TAE40110), or a commitment to obtain it within 12 months of employment.

Note: For more information please contact the officer specific to the area of interest. To apply, register on line on the casual register at <http://cit.edu.au/about/employment>

### **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)**

**Culture and Communications**

**Centenary of Canberra**

**Finance Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 30588)**

Gazetted: 01 June 2012

Closing Date: 8 June 2012

Details: Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. This position is responsible for managing all aspects of the Centenary of Canberra budget, including monitoring project budgets, financial reporting, preparing briefings, and supervising the Centenary finance officer.

Note: This is a temporary position from June to December 2012, and is available on a full time or part time basis.

Contact Officer: Amy Kingham (02) 6207 0648 [amy.kingham@act.gov.au](mailto:amy.kingham@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)**

**Policy and Organisational Services**

**Media and Communications**

**Senior Manager**

**Senior Officer Grade A \$119,042, Canberra (PN: 23279)**

Gazetted: 06 June 2012

Closing Date: 13 June 2012

Details: Fancy dipping your toe in the water to get a taste of the role of senior manager of a media and communications team, or want to expand your skills in another directorate? This could be the role for you as Senior Manager of its media and communications team. This will suit an assistant manager looking to advance their skills or a current manager wanting to add a new directorate to their resume. You'll be in charge of managing all aspects of communications including media, speeches, advertising, online and publications. You'll work with a committed team of professionals and have liaised closely with the CSD executive and Ministers offices.

Eligibility/Other Requirements: Candidates should have good management skills, a good knowledge of media and also the workings of government. Applicants should also have tertiary qualifications or related experience in journalism, public relations or communications.

Note: This is a temporary vacancy anticipated to commence around 9 July for a four-week period.

Contact Officer: Kanchan Dutt (02) 6205 0282 [kanchan.dutt@act.gov.au](mailto:kanchan.dutt@act.gov.au)

**Disability ACT**

**Service Delivery**

**Services for Children and Young People**

**Individual Program Officer**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 26367)**

Gazetted: 04 June 2012

Closing Date: 11 June 2012

Details: The Individual Program Officer is responsible for assessing, planning, developing and monitoring individual support for children and young people. This work is undertaken with people with high and complex needs and living in community settings, under a range of funding programs and consistent with the Vision and Values of Disability ACT.

Eligibility/Other Requirements: A current driver's licence, Class CA is mandatory.

Note: This position is temporary commencing asap for six months with the possibility of extension.

Contact Officer: Simone Provost (02) 6205 2199 [simone.provost@act.gov.au](mailto:simone.provost@act.gov.au)

**Office for Children Youth and Family Support**

**Youth Directorate**

**Bimberi Youth Justice Centre**

**Administrative Support Officer**

**Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 10187)**

Gazetted: 04 June 2012

Closing Date: 11 June 2012

Details: Bimberi Youth Justice Centre requires someone to assist our small and busy administration team. The person we are looking for will be highly organised and enthusiastic with skills in maintaining spreadsheets, records management, reception duties and some basic finance and accounting.

Eligibility/Other Requirements: Experience in using basic software programs such as Outlook, Word and Excel would be an advantage.

Note: This is a temporary position available from 11 June 2012 to 11 September 2012 with the possibility of extension up to six months.

Contact Officer: Leanne Rourke (02) 6207 3384 [leanne.rourke@act.gov.au](mailto:leanne.rourke@act.gov.au)

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

**Youth Services**

**Bimberi Youth Justice Centre**

**Part-time Cook**

**General Service Officer Level 6 \$46,534 - \$48,740, Canberra (PN: 00066)**

Gazetted: 04 June 2012

Closing Date: 11 June 2012

Details: Bimberi Youth Justice Centre provides a state of the art youth detention facility which complies with current 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. This position provides assistance in the day to day operations of the kitchen including the planning and preparation of meals that are highly nutritional and meet the daily requirements of young people. The successful applicant will work day shift only. There will be some weekend work involved.

Eligibility/Other Requirements: Qualifications in Hospitality desirable and/or experience in preparing meals in a commercial standard kitchen.

Notes: Candidates will be subject to police checks. This is a part-time position at 27 hours per week. This is temporary position available from July 2012 until March 2013.

Contact Officer: Leanne Rourke (02) 6207 3384 [leanne.rourke@act.gov.au](mailto:leanne.rourke@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**

**Sport and Recreation Services**

**Client Services and Programs**

**Senior Project Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 10938)**

Gazetted: 04 June 2012

Closing Date: 11 June 2012

Details: Duties include contributing as a member of the Client Services and Programs team and coordinate with other senior SRS and EDD staff and stakeholders to ensure that key projects, contract arrangements, program sponsorships, partnerships and grants funding are delivered in a timely and efficient manner; prepare briefs, submissions and correspondence as required, inclusive of outcomes, identified risks, budgetary matters and matters affecting resolution of issues and completion of programs within the identified timeframes; research and analyse key sporting, recreation and social issues and risks, and contribute to the development of appropriate responses, solutions, plans and strategies; as required represent SRS, EDD and ACT Government in alliances and relationships with industry and community organisations; achieve quality outcomes and results through professionalism and leadership in applying public services values and work practices.

Contact Officer: Wayne Lacey (02) 6207 2080 [wayne.lacey@act.gov.au](mailto:wayne.lacey@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)**

**Finance and Corporate Support**

**Human Resources**

**HR Strategy**

**Manager**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 00090)**

Gazetted: 06 June 2012

Closing Date: 20 June 2012

Details: Education and Training Directorate's Human Resources branch is seeking applications from an enthusiastic, innovative and committed leader for our HR Strategy Section. HR Strategy is responsible for setting strategic directions within the branch and across the Directorate. These directions are based upon the collection, analysis and interpretation of workforce data in a manner that both informs and responds to Directorate needs within the context of the one ACT Public Service. The successful applicant will have a demonstrated ability to lead and manage a team, provide strategic advice, inform future practice, and lead the development and delivery of workplace policies, procedures and processes.

Eligibility/Other Requirements: Relevant tertiary qualifications in a related field is desirable.

Note: Due to a newly ratified Enterprise Agreement, a salary increase is expected in July 2012.

Contact Officer: Coralie McAlister (02) 6205 9202 [coralie.mcalister@act.gov.au](mailto:coralie.mcalister@act.gov.au)

**Tertiary Education and Performance**

**Executive Director's Office**

**Senior Policy Adviser**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 21915)**

Gazetted: 31 May 2012

Closing Date: 19 June 2012

Details: The Policy Advisor for the Tertiary Education and Performance Division will have a deep and broad understanding of, and experience in, vocational education and training and in working in government. This officer will be able to work autonomously and simultaneously, provide complex policy advice across a wide range of diverse issues in a demanding and ever changing environment. The position requires the officer to work to a range of senior officers across several branches and statutory authorities.

Eligibility/Other Requirements: The successful applicant will have very highly developed written and oral communication skills and strong negotiation skills with parallel expertise in working with stakeholders at all levels.  
Contact Officer: Jayne Johnston (02) 6205 9116 jayne.johnston@act.gov.au

**Office for Schools  
South/Weston Network  
Duffy Primary School  
Executive Teacher  
School Leader C \$97,350, Canberra (PN: 27167)**

Gazetted: 06 June 2012

Closing Date: 20 June 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: Kim Darcy (02) 6205 6022 kim.darcy@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.

**Learning, Teaching and Student Engagement  
Aboriginal and Torres Strait Islander Education and Student Support  
Aboriginal and Torres Strait Islander Education  
Student Aspirations Coordinator**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 16970)**

Gazetted: 04 June 2012

Closing Date: 22 June 2012

Details: The successful applicant is required to work in a small team to support the implementation of a program initiative aimed at improving educational outcomes and pathways for high achieving Aboriginal and Torres Strait Islander students in Years 5-12. Duties include facilitating interagency meetings and monitoring action items as they relate to education and training pathways for Aboriginal and Torres Strait Islander students in the Student Aspirations Program. Managing and undertaking liaison and negotiation with students, parents and caregivers, training providers and employer groups on matters relating to Aboriginal and Torres Strait Islander student aspirations.

Eligibility/Other Requirements: A current driver's licence is essential. Relevant experience in an educational setting or related field and a relevant tertiary qualification e.g. Certificate IV or Social Science degree is desirable.

Note: This is an Aboriginal and Torres Strait Islander identified position.

Contact Officer: Ginibi Robinson (02) 6205 9195 ginibi.robinson@act.gov.au

**Learning, Teaching and Student Engagement  
Aboriginal and Torres Strait Islander Education and Student Engagement  
Aboriginal and Torres Strait Islander Education  
Assistant Manager (Policy)**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 19498)**

Gazetted: 01 June 2012

Closing Date: 22 June 2012

Details: The successful applicant, under the guidance of the Manager, Aboriginal and Torres Strait Islander Education will be required to work in a small team to lead reporting and policy development requirements relating to Aboriginal and Torres Strait Islander education. Duties include the ability to negotiate, report, and analyse programs relating to the objectives and activities of the Aboriginal and Torres Strait Islander Education Matters: Strategic Plan 2010-2013 and the National Aboriginal and Torres Strait Islander Education Action Plan 2010-2014.

Eligibility/Other Requirements: Possession of a current driver's licence. Relevant experience in an educational setting or related field and a relevant tertiary qualification desirable.

Notes: Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Ginibi Robinson (02) 6205 9195 ginibi.robinson@act.gov.au

**Tertiary Education and Performance  
Training and Tertiary Education  
Business Processes and Systems  
Industry Liaison Officer  
Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 02371)**

Gazetted: 01 June 2012

Closing Date: 15 June 2012

Details: The successful applicant will manage liaison between the Training and Tertiary Education Branch and all associated stakeholders. They will use high level public relation skills to implement, and continuously improve, a structured, client focussed communication strategy. They will also be responsible for high quality web based information, use of social media, provision of written briefs, resolution of complaints and proactive response to emerging issues.

Eligibility/Other Requirements: Relevant tertiary qualifications in public relations or communication is desirable.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

**Office for Schools  
South/Weston Network  
Narrabundah College  
Business and Facilities Manager  
Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 32749)**

Gazetted: 31 May 2012

Closing Date: 14 June 2012

Details: Narrabundah College is seeking an enthusiastic Business and Facilities Manager to provide high level support to the Principal in developing policies and procedures relating to the management of the College. The successful applicant will be responsible for the preparation of budgets, monitoring of expenditure and management of buildings, grounds and facilities.  
Contact Officer: Kerrie Grundy (02) 6205 6999 kerrie.grundy@ed.act.edu.au

**Finance and Corporate Support  
Human Resources  
HR Strategy  
Project Officer  
Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 13340)**

Gazetted: 05 June 2012

Closing Date: 19 June 2012

Details: Education and Training Directorate's HR Strategy team is seeking an enthusiastic, innovative and committed team player who will manage and interpret Directorate data in order to inform workforce planning. The successful applicant will have a demonstrated ability to manipulate and interpret data with confidence and clarity, provide strategic advice, draft correspondence, and assist with the development of workplace policies, procedures and processes.  
Contact Officer: Kim Parrott (02) 6205 8208 kim.parrott@act.gov.au

**Tertiary Education and Performance  
Training and Tertiary Education  
Office of the Director  
Finance Officer  
Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 32737, expected vacancy)**

Gazetted: 01 June 2012

Closing Date: 19 June 2012

Details: The Office of the Director Section is seeking a suitable Finance Officer. The successful applicant will be responsible for the delivery of effective financial management for the Training and Tertiary Education branch of the Education and Training Directorate. Duties also include the preparation of financial and management accounting reports, budget development, managing branch recruitment processes, developing and implementing internal systems and procedures and liaising effectively with a wide range of stakeholders.

Eligibility/Other Requirements: Accounting qualifications desirable.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

**Office for Schools  
South/Weston Network  
Canberra College  
Teacher  
Classroom Teacher \$56,350 - \$84,350, Canberra (PN: 15359)**

Gazetted: 01 June 2012

Closing Date: 15 June 2012

Details: Specialist Maths Year 11-12 and additional Maths classes. Training in International Baccalaureate desirable or interest in undertaking IB training.

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 position will commence Monday 23 July 2012.

Contact Officer: Jacob Woolley (02) 6205 5786 jacob.woolley@ed.act.edu.au

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

**Office for Schools  
Belconnen Network  
Hawker College  
Information Technology Officer  
Information Technology Officer Class 1 \$55,076 - \$62,974, Canberra (PN: 17686)**

Gazetted: 04 June 2012

Closing Date: 11 June 2012

Details: Hawker College is seeking an enthusiastic Information Technology Officer. The successful applicant will be required to liaise with the School IT Coordinator in relation to all aspects of the development, implementation and management of PC systems on LANS and WANS across the school. Identify and rectify hardware problems, manage user accounts, maintain the school's IT asset database and provide technical support/assistance with IT security for the school.

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

Note: This is a temporary position from 9 July 2012 until 21 December 2012 with the possibility of extension. 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. Contact Officer: John van de Rhee (02) 6205 7757 john.vanderhee@ed.act.edu.au

**Office for Schools  
South/Weston Network  
Red Hill School  
Classroom Teacher**

**Classroom Teacher \$51,178 - \$78,837, Canberra (PN: 07241)**

Gazetted: 01 June 2012

Closing Date: 15 June 2012

Details: Red Hill School is an International Baccalaureate (IB) World School offering the Primary Years Program to all students. All our teachers plan and teach collaboratively using inquiry learning. The school has a relational school culture. We are looking to recruit a teacher for an upper primary class. Applicants do not need to have IB experience however experience with inquiry learning or an interest in the IB would be valued. Red Hill has a large and diverse population of students. Our school has an enrolment of approximately 660 students. Applicants interested in applying for this position should contact the school.

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).

Note: This position is temporary commencing 23 July 2012 to 26 January 2013.

Contact Officer: Kate McMahon (02) 6205 7144 kate.mcmahon@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](mailto:jobs@act.gov.au)**

**Planning Policy**

**Design Policy**

**Strategic City planning and Design**

**Senior Urban Planner/Designer**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 15193)**

Gazetted: 04 June 2012

Closing Date: 18 June 2012

Details: Strategic City Planning and Design within the Environment and Sustainable Development Directorate undertakes and reviews strategic policy and research that informs and guides the urban form of Canberra. A key part of the Section's work is preparing planning and design studies under the Government's Master Plan program and identifying strategic initiatives for urban renewal. We are seeking a suitably qualified person to undertake a key role in the development and project management of master plans for commercial centres and public transport corridors. Applicants should demonstrate analytical, conceptual and research skill as well as project management and communication skills and a demonstrated ability to work within a small team. A strong understanding of design concepts is also necessary.

Eligibility/Other Requirements: Qualifications and experience in architecture or landscape architecture or town planning or urban design or environmental planning is essential.

Note: This position may be filled using application and referee reports only. This is a temporary position available until 28 June 2013.

Contact Officer: Craig Egle (02) 6205 1818 craig.egle@act.gov.au

**Planning Policy, City Planning**

**Transport Planning**

**Transport Planning and Projects**

**Transport Engineer/Planner**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 11530)**

Gazetted: 04 June 2012

Closing Date: 11 June 2012

Details: Looking for an opportunity to apply your analytical ability in the exciting area of sustainable transport planning and projects? Keen to expand your skills in project management in a team environment? The Transport Planning team is looking for a Transport Engineer/Planner with good analytical and communications skills who enjoys working as part of a small team. The Transport Planning Branch develops and implements transport policy, integrates transport planning with urban and land use planning, plans transport networks for all modes in an integrated manner and coordinates the Transport for Canberra policy and program. Equipped with traffic/transport planning knowledge, the Transport Engineer/Planner will support and manage sustainable transport projects and strategic studies.

Eligibility/Other Requirements: Tertiary qualifications relevant to the position (e.g. transport/civil engineering, mathematics, planning) highly desirable.

Note: This is a temporary position available until 30 June 2012. Applications are sought from potential candidates and should include a full statement of claims against the selection criteria, a current curriculum vitae and contact details of at least two referees.

Contact Officer: Justinieta Balberona (02) 6207 5539 justinieta.balberona@act.gov.au



### **City Planning**

#### **Strategic City Planning and Design**

##### **Support officer**

##### **Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 15310)**

Gazetted: 05 June 2012

Closing Date: 12 June 2012

Details: Strategic City Planning and Design in the Environment and Sustainable Development Directorate undertakes and reviews strategic policy and research that informs and guides the urban form of Canberra. Under the government's master plan program, the section's work includes preparing planning and design studies, managing consultants, undertaking community and stakeholder engagement and producing master plans. The section is seeking a self motivated and enthusiastic person to assist the master plan team with its coordination, administration and community engagement work.

Eligibility/Other Requirements: Skills sufficient to enable performance of the range of tasks are required. Refer to Duty Statement and Selection Criteria. Qualifications and/or experience in office management and consultation are desirable.

Note: This is a temporary position available asap to the 8 August 2012 with possibility of extension up to six months.

Contact Officer: Catherine Keirnan (02) 6207 1791 catherine.keirnan@act.gov.au

### **Policy Corporate and Regulation**

#### **Regulation and Services**

##### **Sustainability Programs**

##### **Administration Officer**

##### **Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 27907)**

Gazetted: 01 June 2012

Closing Date: 8 June 2012

Details: The Environment and Sustainable Development Directorate, Sustainability Programs Branch delivers a range of programs to the business, home and school communities within the ACT. The Business Unit manages the ACTSmart Business and Office Recycling programs to sites across the ACT and into Queanbeyan. The Directorate is seeking an administration officer to support delivery of these programs to the business community.

Eligibility/Other Requirements: Current driver's licence

Notes: This is a temporary position available from 4 July 2012 until 31 December 2012 with the possibility of extension. This is a part-time position at 14.70 hours per week.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@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>**

#### **Strategy and Corporate**

##### **Performance and Innovation**

##### **Reporting and Analysis**

##### **Manager, Health Performance Unit**

##### **Senior Officer Grade A \$119,042, Canberra (PN: 24749)**

Gazetted: 07 June 2012

Closing Date: 14 June 2012

Details: The Health Performance Unit is responsible for providing information about the performance of the ACT's public health services to the Minister, the public, senior executives, and managers. As the manager of the unit, you will lead a small and dynamic team and liaise with officers across the Health Directorate to ensure that health system information is accurate, timely and easy to comprehend. The Health Performance Unit is part of the Performance and Innovation Branch which is tasked with improving the nature, timeframes and formats of health system reports, including the establishment of a central data repository for the Health Directorate and the development of automated reporting mechanisms. As manager of the Health Performance Unit, you will represent the Branch in a range of local and national forums and meetings.

Eligibility/Other Requirements: Experience in providing services in a health care setting would be 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: Phil Ghirardello (02) 6205 0549

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

#### **Rehabilitation, Aged and Community Care**

##### **Aged Care**

##### **Residential Aged Care Liaison Nurse**

##### **Registered Nurse Level 3.1 \$86,796 - \$90,368, Canberra (PN: 25943)**

Gazetted: 07 June 2012

Closing Date: 14 June 2012

Details: A position exists for a Registered Nurse to facilitate continuity of care for the elderly by liaising and developing a network of contacts with relevant Residential Aged Care facilities across the ACT region. The role is responsible for providing advice on the availability of residential services for aged clients in consultation with Aged Care Service providers. The Residential Aged Care Liaison Nurse acts as a resource person for ACT public hospital based clients and their relatives to assist with placement within high level Residential Aged Care facilities across the Territory.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Driver's licence is essential. Formal qualification in Gerontology or working towards the same 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: Naree Stanton 0403 050 967

**Director General Reports**

**Quality and Safety**

**Patient Safety and Quality**

**Riskman Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 17231, expected vacancy)**

Gazetted: 07 June 2012

Closing Date: 18 June 2012

Details: An opportunity exists for an experienced and dynamic person to lead the Riskman Incident Management System within the Quality and Safety Unit. The person we are looking for will have knowledge of, or a keen interest and capacity to learn incident reporting, consumer feedback and its relationship to continuous improvement in a health setting. You will become the organisation's subject matter expert of the Riskman application, ensuring product functionality is fully exploited and aligned to the organisation's safety and corporate agenda.

Eligibility/Other Requirements: Completion of tertiary or further educational studies in one or more of the fields of Communication, IT Business Analysis and Applied Sciences in the health sector.

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: Peter Pharaoh (02) 6205 0301 peter.pharaoh@act.gov.au

**Canberra Hospital and Health Services**

**Operational Support**

**Acute Care**

**Senior Dietitian**

**Health Professional Level 4 \$86,750 - \$93,535, Canberra (PN: 20802)**

Gazetted: 07 June 2012

Closing Date: 14 June 2012

Details: The Health Directorate is seeking an experienced and enthusiastic Senior Dietitian to join the Acute Support Nutrition Team at the Canberra Hospital. The successful applicant will have good clinical reasoning skills, be an excellent communicator and have an ability to provide leadership and support to a team of clinical dietitians and nutrition support staff. They will also be part of the senior dietitian team who provide leadership and direction for Nutrition and Dietetics across the acute sector and ACT Government Health Directorate.

Eligibility/Other Requirements: Current driver's licence. Eligible to hold Dietitians Association of Australia Accredited Practising Dietitian Credential.

Note: This is a permanent full-time position, however part-time or flexible work arrangements may be considered within operational requirements. This position may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Narelle Luff (02) 6244 2211

**Canberra Hospital and Health Services**

**Pathology**

**Haematology**

**Supervising Scientist**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 30570)**

Gazetted: 07 June 2012

Closing Date: 14 June 2012

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

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Current Curriculum Vitae and written referee reports must accompany the applications.

Shortlisted applicants will be required to attend a further assessment.

Contact Officer: Gus Koerbin (02) 6244 2835 gus.koerbin@act.gov.au

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Rehabilitation**

**Exercise Physiologist**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 23806)**

Gazetted: 07 June 2012

Closing Date: 14 June 2012

Details: An opportunity exists for an enthusiastic and suitably qualified Health Professional to join our team within the Exercise Physiology Department. The role involves covering a clinical load, supervision and coordination of university student placements and filling the Workplace Safety Representative role.

Eligibility/Other Requirements: The successful applicant will require a degree in Human Movement/Exercise Science or the equivalent from a recognised tertiary institution. Have or be eligible for accreditation with Exercise and Sports Science Australia (ESSA). Current driver's licence.

Note: This position is temporary full time, commencing in September 2012 for a period of 12 months. This position may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sarah Howard (02) 6244 3616 sarah.howard@act.gov.au

#### **Director General Reports**

##### **Quality and Safety**

##### **Patient Safety and Quality**

##### **Consumer Feedback and Engagement Coordinator**

##### **Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 18389)**

Gazetted: 07 June 2012

Closing Date: 14 June 2012

Details: Do you recognise how important it is for consumers to provide feedback about Health Directorate services? Are you a good listener and communicator? Are you committed to providing excellence in customer service in the health sector?

As a Consumer Feedback and Engagement Team Coordinator in the Health Directorate's Quality and Safety Unit, you will be responsible for working with the team leader, consumers, clinicians and managers to proactively coordinate feedback. You will also assist in project planning, management and implementation activities to improve consumer feedback, engagement and participation across the organisation.

Contact Officer: Emma Awizen (02) 6205 5029

#### **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: 07 June 2012

Closing Date: 14 June 2012

Details: Applications are sought from highly motivated and pro-active people to provide under limited direction, administrative and secretarial support to the Director's of Nursing Surgery and Oral Health and other members of the Executive Administration team as directed. Duties may include: Organising and maintain the appointment and meeting diary for the DON's, maintain an office filing system and office equipment, draft and prepare correspondence as necessary and on occasion arrange travel, conferences and meetings and prepare agendas. Other duties are maintaining liaison with internal and external agencies to ensure the efficient coordination of the sectional activities, assist the DON's and other members of the Executive with minor research and project tasks as required and the coordination and registration of customer enquiries.

Qualifications/Other Requirements: High level communication skills, proven ability to provide secretarial support. High level keyboard skills and extensive experience in the use of 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: Nicole Burke (02) 6244 4175

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

##### **Operational Support**

##### **Nursing Administration**

##### **2013 Registered Nurse Graduate Program**

##### **Registered Nurse Level 1 \$53,688 - \$72,545, Canberra (PN: 34141, several)**

Gazetted: 07 June 2012

Closing Date: 30 July 2012

Details: ACT Government Health Directorate invites applications from Registered Nurses for the 2013 Graduate Nurse Program.

Health Directorate offers a twelve-month, structured program that provides a supportive framework for Registered Nurses during their first year of clinical practice.

The Health Directorate provides a dynamic work environment and recognises that support and the opportunity to learn is essential to the personal and professional development of the Graduate Nurse. It is globally recognised that quality improvement must be the organising principle underpinning the delivery of all healthcare, and quality is integrated across the Directorate as our everyday usual business. We are keen to hear from nurses who are passionate about driving out any variability in care and are motivated by the culture and values of a multi-professional quality improvement framework to ensure the round the clock delivery of the best possible care.

Full-time or part-time employment will be offered to assist Registered Nurse Graduates with transition into the workforce. The Registered Nurse Graduate Program will provide participants with support and dynamic learning opportunities that are offered through the diversity of services available within the Health Directorate. The twelve-month program will generally incorporate three rotations throughout clinical areas or within a speciality or Foundation Program.

Relocation assistance is available for interstate applicants if arranged prior to commencement.

Contact Officer: Deborah Moore (02) 6244 3066 deborah.moore@act.gov.au

#### **Strategy and Corporate**

**Business and Infrastructure  
Biomedical Support Services  
Clinical Engineering Technician  
Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 28582)**

Gazetted: 07 June 2012

Closing Date: 21 June 2012

Details: Applications are invited for a Health Professional to join a dynamic, progressive and enthusiastic team within Biomedical Support section of ACT Public Service Health Directorate. The Biomedical Support section of the Health Directorate provides clinical support services to the stakeholders and clients of the Health Directorate. It comprises of a team of professional and technical experts in the field of Clinical Engineering, Medical Physics and Radiation Engineering, and Sterilising Services. The successful candidate will be motivated team player with good communication skills. The increase use of technology and biomedical equipment to improve patient outcomes brings the need to support and maintain these devices. This interesting and challenging position is primarily responsible for preventative maintenance and repairs on biomedical devices in consultation with stakeholders providing value for money outcome for ACT Health Directorate.

Eligibility/Other Requirements: Associate Diploma or equivalent in a relevant Mechanical/Electronic/Biomedical Engineering discipline and/or training/experience which in the opinion of the director enable you to perform the duties of the office.

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: John Brown (02) 6244 2466 john.brown@act.gov.au

**Operational Support  
Nursing Administration  
2013 EN Graduate program  
Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 04510, several)**

Gazetted: 07 June 2012

Closing Date: 30 July 2012

Details: ACT Government Health Directorate invites applications from Enrolled Nurses for the 2013 Graduate Nurse Program. Health Directorate offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. The Health Directorate provides a dynamic work environment and recognises that support and the opportunity to learn is essential to the personal and professional development of the Enrolled Nurse Graduate. It is globally recognised that quality improvement must be the organising principle underpinning the delivery of all healthcare, and quality is integrated across the Directorate as our everyday usual business. We are keen to hear from nurses who are passionate about driving out any variability in care and motivated by culture and values of a multi-professional quality improvement framework to ensure the round the clock delivery of the best possible care. Full-time or part-time employment will be offered to assist Enrolled Nurse Graduates with transition into the workforce. The Enrolled Nurse Graduate Program will provide participants with support and dynamic learning opportunities that are offered through the diversity of services available within the Health Directorate. The twelve-month program will generally incorporate two rotations throughout the clinical areas. Eligibility/Other Requirements: Registered or eligible to register as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. To be considered for these positions, applicants must be either an Australian Citizen or have Permanent Resident status. Positions on offer are permanent pending a three month probation period. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by the Directorate.

Note: Relocation assistance is available for interstate applicants if arranged prior to commencement.

Application Process: Applicants are required to submit the following:

1. Completed written application form inclusive of a two page statement reflecting on the duties of the Enrolled Nurse (See section 5 in the Application form), describing how you demonstrate the ACT Government Health Directorate core values of Care, Excellence, Collaboration and Integrity, including how you deliver quality health care in your practice as an Enrolled Nurse.
2. Curriculum Vitae including a current academic transcript of results.
3. Two written professional referee reports using the referee template form supplied (not academic referees).

Please Note: Incomplete or late applications *will not* be considered.

Selection process: Short listing will take place from the above submitted documentation.

Short listed applicants will be invited to attend an interview and assessment centre in August 2012 (dates to be advised). At this time all elements of the application process will be considered including performance at interview and assessments undertaken at the assessment centre. Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and assessment centre analysis. Please do not hesitate to get in touch with a contact officer if you have any queries related to the application process.

Contact Officer: Maxine Jordan (02) 6244 3382 maxine.jordan@act.gov.au

**Canberra Hospital and Health Services  
Mental, Justice Alcohol and Drugs  
Adult Community and Older Persons  
Administrative Officer  
Administrative Services Officer Class 2 \$44,804 - \$49,683, Canberra (PN: 19970 expected vacancy)**

Gazetted: 07 June 2012

Closing Date: 14 June 2012

Details: City Mental Health Unit 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 this position will provide administrative support to the clinical staff of all teams in the Program with a focus on providing quality customer service to mental health consumers.

Eligibility/Other Requirements: An understanding of recovery principles and an ability to work with persons impacted by mental illness using these principles. Current driver's licence required. Medical erminology would be an advantage.

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: Bruno Aloisi (02) 6205 1067

**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)**

**Legislation and Policy**

**Justice Planning and Programs**

**Senior Policy Advisor**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 42649)**

Gazetted: 06 June 2012

Closing Date: 22 June 2012

Details: Legislation and Policy Branch seeks a motivated Senior Policy Officer to join the Justice Planning and Programs team at the Senior Officer Grade B level. The team has a key role in managing the ACT Policing Purchase Agreement; participating in and coordinating the development of criminal justice reforms including policy relevant to victims of crime and indigenous justice; and coordinating crime strategies that invoke a whole-of-government and community approach to identifying and responding to priority crime and safety concerns. Important functions of the position include co-managing the section, developing and promoting positive relationships with key stakeholders including the local Aboriginal and Torres Strait Islander community, managing service agreements and new projects.

Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, and/or experience in Aboriginal and Torres Strait Islander justice policy matters and working with Aboriginal and Torres Strait Islander community.

Contact Officer: Andrew McIntosh (02) 6207 0550 [andrew.mcintosh@act.gov.au](mailto:andrew.mcintosh@act.gov.au)

**Legislation and Policy**

**Justice Planning and Programs**

**Senior Policy Advisor**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 45988)**

Gazetted: 06 June 2012

Closing Date: 20 June 2012

Details: Legislation and Policy seeks a motivated Senior Policy Officer to join the Justice Planning and Programs Team at the Senior Officer Grade B level. The Team has a key role in managing the ACT Policing Purchase Agreement; participating in and coordinating the development of criminal justice reforms, including policy relevant to victims of crime and indigenous justice; and coordinating crime strategies that invoke a Whole-of-Government and community approach to identifying and responding to priority crime and safety concerns. Important functions of the position include co-managing the Section, developing and promoting positive relationships with key stakeholders, managing service agreements and new projects.

Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable.

Contact Officer: Andrew McIntosh (02) 6207 0550 [andrew.mcintosh@act.gov.au](mailto:andrew.mcintosh@act.gov.au)

**Legislation and Policy**

**Transport and Road Safety Policy**

**Policy Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 09578)**

Gazetted: 06 June 2012

Closing Date: 20 June 2012

Details: Legislation and Policy is looking for a talented and motivated Policy Officer to work on a wide range of interesting and relevant issues within the Transport and Road Safety Policy Team. If you have a passion for law and policy, want to make a difference to the community and want to work with a great team, this is the place to work. Legislation and Policy covers a diverse range of legal and policy issues that impact the ACT, including although not restricted to, preparation of briefs for the Attorney General, prepare related reports and correspondence, development of legislation, manage projects, engage in consultation with the community, Government and participate in national forums. Important functions of the position include developing and promoting positive relationships with key stakeholders and providing high level advice to the Government on questions of legal policy.

Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable.

Note: This is a temporary position available for six months.

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

**ACT Corrective Services**

**Business Policy and Coordination**

**Policy**

**Senior Policy Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 43743)**

Gazetted: 06 June 2012

Closing Date: 26 June 2012

Details: Develop correctional policy and review, research, analyse, evaluate and report on matters relating to ACT Corrective Services. Assist in developing, implementing and evaluating policies and procedures relating to ACTCS.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field, e.g. Law, Criminology, Social Sciences would be an advantage. A Police Record Check will be required.

Note: This is a temporary position available from 27 July 2012 until 22 July 2013.

Contact Officer: Jane Curnow (02) 6207 1040 jane.curnow@act.gov.au

### **Legislation and Policy**

#### **Justice Planning and Programs**

##### **Senior Policy Advisor**

##### **Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 42755)**

Gazetted: 06 June 2012

Closing Date: 20 June 2012

Details: Legislation and Policy Branch seeks a motivated Legal Policy Officer to join the Justice Planning and Programs team at the ASO5 level. The team has a key role managing the ACT Policing Purchase Agreement; participating in and coordinating the development of criminal justice reforms, including policy relevant to victims of crime and indigenous justice; and coordinating crime strategies that invoke a whole of government and community approach to identifying and responding to priority crime and safety concerns. Important functions of the position include promoting positive relationships with key stakeholders, liaising with staff within the Directorate, other Directorates and Agencies at all levels, and under supervision progressing and supporting key justice program initiatives.

Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice environment would be desirable.

Contact Officer: Andrew McIntosh (02) 6207 0550 andrew.mcintosh@act.gov.au

### **ACT Electoral Commission**

#### **Election Project Manager**

##### **Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 43018)**

Gazetted: 04 June 2012

Closing Date: 11 June 2012

Details: The position of Staffing Manager is required to manage the recruitment and appointment of about 800 casual polling officials to work at around 80 polling places across Canberra on Election Day and at 5-7 pre-poll voting centres, and in the Elections ACT office. Liaise with SSC payroll to ensure the staff are paid correctly. Coordinate training sessions. Answer HR enquiries from casual staff.

Note: This is a temporary position available from 01 July 2012 to 16 November 2012

Contact Officer: Oanh Nguyen (02) 6205 0342 oanh.nguyen@act.gov.au

### **Legislation and Policy**

#### **Criminal Law Group**

##### **Senior Policy Advisor**

##### **Legal 1/Senior Officer Grade C \$52,575 - \$107,797, Canberra (PN: 42761, expected vacancy)**

Gazetted: 05 June 2012

Closing Date: 19 June 2012

Details: Legislation and Policy Branch seeks a motivated Senior Policy Officer to join the Criminal Law Group. The position will cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT, including although not restricted to, preparation of briefs for the Attorney General and Minister for Corrections, prepare related reports and correspondence, manage justice related projects, engage in consultation with the community, government and participate in national forums.

Eligibility/Other Requirements: To be employed as a Legal 1; A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office is mandatory.

Note: This position will be filled at either the Legal 1 or Senior Officer Grade C dependent on the skills and experience of the successful applicant.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@act.gov.au

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

#### **ACT Civil and Administrative Tribunal**

##### **Registry**

##### **Support Officer**

##### **Administrative Services Officer Class 2 \$44,804 - \$49,683, Canberra (PN: 42400, expected vacancy)**

Gazetted: 05 June 2012

Closing Date: 14 June 2012

Details: A unique and exciting opportunity exists as a Registry Support Officer in the Law Courts and Tribunal. The successful applicant will assist Team Leaders in performing administrative registry duties, provide procedural advice to clients and relevant agencies, process applications and court documents when received.

Contact Officer: Stephen Foldi (02) 6207 1438 stephen.foldi@act.gov.au

### **Legislative Assembly Secretariat**

#### **Corporate Services**

##### **Assistant Manager HR and Work Environment**

##### **Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: CORP410)**

Gazetted: 05 June 2012

Closing Date: 12 June 2012

Details: Applications are invited for the position of Assistant Manager HR and Work Environment, Corporate Services Office in the Legislative Assembly Secretariat. The Corporate Services Office is responsible for servicing and advising non-executive members, their staff, the Clerk and Secretariat staff in relation to a range of administrative, financial and human resource issues. The key responsibilities of the assistant Manager HR and Work Environment position are: coordinating and managing the human resource and work environment function; regularly reviewing and developing related policies and procedures; providing advice to members and their staff concerning employment under the Legislative assembly *Members Staff Act 1989*; overseeing the payroll function, providing advice on complex employment conditions; developing policies and procedures relating to workplace health and safety; coordinating the performance and development program; working in partnership with managers and members to implement early intervention activities and support injured and ill employees in the workplace. Notes: This is a temporary position available for the period of six months. Applicants will have a detailed knowledge and understanding of human resource management, employment conditions administration and payroll issues, will need to be highly skilled communicators.

Contact Officer: Ian Duckworth (02) 6205 0181 [ian.duckworth@parliament.act.gov.au](mailto:ian.duckworth@parliament.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)**

### **Business Enterprises**

#### **ACT NOWaste**

#### **Contracts and Procurements**

#### **Manager, Contracts**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 21743)**

Gazetted: 06 June 2012

Closing Date: 19 June 2012

Details: The position manages the unit's procurement activities including contract research, industry consultation, contract development, tender development, tender assessment and recommendations and award of relevant contracts. Service contracts are of a long-term nature and significant effort and rigor is invested to ensure they will deliver on strategic and operational outcomes. The incumbent will also manage the contracts team to efficiently and effectively administer a range of waste related service contracts and general operations.

Eligibility/Other Requirements: Current driver's licence.

Notes: Applicants may be assessed on applications and referee reports only. Interviews may not be required.

Contact Officer: Chris Ware (02) 6207 2840 [chris.ware@act.gov.au](mailto:chris.ware@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**

#### **Libraries ACT**

#### **Programs Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 42104)**

Gazetted: 05 June 2012

Closing Date: 12 June 2012

Details: The successful applicant will manage a team which includes, early literacy and adult literacy specialists; community engagement activities; public awareness programs and will be able to demonstrate high levels of competency in staff management, service delivery, relationship management, planning and continuous improvement.

Eligibility/Other Requirements: Appropriate tertiary qualifications are desirable.

Note: This is a temporary position available from 02 July 2012 to 17 August 2012.

Contact Officer: Karen Hansen (02) 6207 6721 [karen.hansen@act.gov.au](mailto:karen.hansen@act.gov.au)

### **Parks and City Services**

#### **Libraries ACT**

#### **Regional Library Manager, Northern Suburbs**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 24712)**

Gazetted: 04 June 2012

Closing Date: 29 June 2012

Details: Our dynamic and changing library service needs someone who has excellent leadership and communication skills.

They will manage library staff and operations; community engagement activities; public awareness programs and will be able to demonstrate high levels of competency in staff management, service delivery, relationship management, planning and continuous improvement.

Eligibility/Other Requirements: Appropriate tertiary qualifications are required.

Contact Officer: Karen Hansen (02) 6207 6695 [karen.hansen@act.gov.au](mailto:karen.hansen@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.

### **Roads and Public Transport**

#### **ACTION Bus Services**

#### **Marketing Communication**

#### **Marketing Communication Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 19637)**

Gazetted: 31 May 2012

Closing Date: 7 June 2012

Details: The position of Marketing Communication Manager sits within the Office of the Director, ACTION. The major activities required to be undertaken under limited direction include developing innovative and creative marketing and communication strategies to improving existing channels and developing new channels to reach key stakeholders both internal and external; project management of all passenger information and lead the adoption of new media technologies to communicate with key stakeholders.

Eligibility/Other Requirements: A tertiary qualification in public relations, communications or marketing highly desirable. At least five years experience in public relations, communications, marketing or a related discipline.

Notes: This is a temporary position for 14 months commencing August 2012. Selection may be based on application and referee reports only. This is an ACTION administrative position which falls under the Territory and Municipal Services enterprise agreement.

Contact Officer: Amanda Peake (02) 6207 7134 amanda.peake@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**

### **Parks and Conservation Service**

#### **Fire Management**

#### **Bushfire Operations Plan Team Leader**

#### **General Service Officer Level 7 \$50,317 - \$53,250, Canberra (PN: 20111, expected vacancy)**

Gazetted: 31 May 2012

Closing Date: 19 June 2012

Details: The Parks and Conservation Service is a branch within the Parks and City Services Division responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire Management Section is looking to recruit a suitably qualified person to manage a team to implement bushfire mitigation activities under the TAMS Bushfire Operations Plan (BOP) including physical removal works, hazard reduction activities and access maintenance. The BOP Team Leader is a key frontline position within the Fire Management structure and is responsible for the supervision of a permanent BOP implementation crew. The position has the central role in managing the day to day operations associated with staff supervision, job allocation and planning and implementation of BOP works programs. In addition, an order of merit will be created to fill future vacancies that may occur in the next 12 months.

Eligibility/Other Requirements: Bushfire related activities, including bushfire suppression, are a mandatory component of the position. Appointment / promotion / transfer to the position is conditional upon successful completion of a nationally recognised fire fighting task-based fitness assessment.

Notes: This position is classified as a Designated Fire Position under the TAMS Collective Agreement. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform.

Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

## **Roads and Public Transport**

### **Roads ACT**

#### **Road Maintenance Services**

#### **Road Worker**

#### **General Service Officer Level 5/6 \$44,103 - \$48,740, Canberra (PN: 01886)**

Gazetted: 01 June 2012

Closing Date: 19 June 2012

Details: Road Maintenance Services is seeking a suitable candidate who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include line marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment.

Eligibility/Other Requirements: Current driver's licence, RTA Traffic Control Certificate and Occupational Health and Safety Industry induction, or progress towards attainment of these.

Notes: This is a temporary position available from June 2012 to June 2013 and may lead to a permanent appointment. Position may be filled on application and referee reports only.

Contact Officer: Shane Holden (02) 6213 0754 shane.holden@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](mailto:jobs@act.gov.au)**

### **Shared Services**

#### **Shared Services ICT**

#### **Customer Relations**

#### **Problem Manager**

#### **Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 14512)**

Gazetted: 05 June 2012

Closing Date: 26 June 2012



Details: The successful applicant will be required to develop and implement relevant policies, processes and systems relating to the problem management process. Monitor, track and report on the achievement of problem analysis and resolution activities and investigate and undertake proactive steps to prevent incidents from becoming problems.  
Contact Officer: Pat Biden (02) 6207 5635 patrick.biden@act.gov.au

**Shared Services ICT  
Operations**

**Desktop and Applications Delivery  
Implementation Manager**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 20414)**

Gazetted: 01 June 2012

Closing Date: 15 June 2012

Details: The successful applicant will provide support for projects undertaken in the ACT Standard Operating Environment (ACTSOE) Refresh Program team within Desktop and Applications Delivery including establishment and maintenance of project and document control procedures, the development, monitoring and management of multiple project and activity plans, milestones and deliverables plus associated resources as well as the manipulation of information ready for upload into the Configuration Management Data Base (CMDB).

Note: This is a temporary position available from 2 July 2012 until 2 July 2013.

Contact Officer: Larissa Wurzer (02) 6207 5929 larissa.wurzer@act.gov.au

**APPOINTMENTS**

**Canberra Institute of Technology**

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

Matthew Coleman 827-15818, Section 68(1), 28 May 2012

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

Penny Tsekenis 774-26624, Section 68(1), 5 June 2012

**Community Services**

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

Paul Stephen McGuinness 835-79467, Section 68(1), 1 June 2012

**Economic Development**

**Senior Officer Grade B \$102,499 - \$115,387**

Gregory Alexander Burghardt 820-92497, Section 68(1), 4 June 2012

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

Brent Chick 795-69869, Section 68(1), 4 June 2012

**Health**

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

Robyn DeBressac 835-71369, Section 68(1), 21 May 2012

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

Sian Finch 836-53700, Section 68(1), 25 June 2012

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

Anna Ganci 834-51308, Section 68(1), 28 May 2012

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

Tristian Grove 817-49119, Section 68(1), 21 June 2012

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

Simmone Groves 833-46102, Section 68(1), 1 June 2012

**Technical Officer Level 1 \$46,331 - \$48,672**

Rebecca Harman 831-23507, Section 68(1), 31 May 2012

**Technical Officer Level 4 \$68,515 - \$78,705**

Hugh Johnston 835-71297, Section 68(1), 4 June 2012

**Technical Officer Level 1 \$44,764 - \$47,026**

Doris Jones 780-54738, Section 68(1), 28 June 2012

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

Louise MacNab 831-21958, Section 68(1), 25 May 2012

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

Megan Mickenbecker 835-71406, Section 68(1), 4 June 2012

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

Brenda Moules 834-52028, Section 68(1), 30 May 2012

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

Elizabeth Nguyen 835-67941, Section 68(1), 4 June 2012

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

Carolyn Sakkara 827-83536, Section 68(1), 24 May 2012

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

Selin Sebastian 824-32578, Section 68(1), 31 May 2012

**Justice and Community Safety**

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

Holly Pither 827-49866, Section 68(1), 6 June 2012

**Senior Officer Grade B \$102,499 - \$115,387**

Kaye Elizabeth Yen 828- 60804, Section 68(1), 2 July 2012

**Territory and Municipal Services**

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

Luke Williams 827-48476, Section 68(1), 1 June 2012

**Treasury**

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

Tishen Balea 835-79168, Section 68(1), 4 June 2012

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

Antonio John Martiniello 835-80409, Section 68(1), 4 June 2012

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

Andrew John Youll 827-57196, Section 68(1), 30 May 2012

**TRANSFERS**

**Health**

**Dominic Peter Furphy: 821-09279**

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

Health

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

Health, Canberra (PN. 29722) (Gazetted 3 May 2012)

**PROMOTIONS**

**Education and Training**

**Office for Schools**

**Tuggeranong Network**

**Richardson Primary School**

**Jade Nardine Uttley: 799-94510**

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

Community Services

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

Education and Training, Canberra (PN. 28130) (Gazetted 3 May 2012)

**Health**

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

**Nerrienne Bullman: 817-33416**

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

To: †Registered Nurse Level 4.2 \$105,078  
Health, Canberra (PN. 05083) (Gazetted 19 April 2012)

**Canberra Hospital and Health Services  
Pathology**

**Calvary Laboratory**

**Louise Nauenburg: 261-02857**

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

To: Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)  
Health, Canberra (PN. 27046) (Gazetted 3 May 2012)

**Justice and Community Safety**

**Emergency Service Agency**

**ACT Fire Brigade**

**Glenn Brewer: 754-05387**

From: FB5 (Senior Fire Fighter) \$74,749

Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Justice and Community Safety, Canberra (PN. 49006)

**Emergency Service Agency**

**ACT Fire Brigade**

**Simon Fensom: 702-71789**

From: FB5 (Senior Fire Fighter) \$74,749

Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Justice and Community Safety, Canberra (PN. 48059)

**ACT Corrective Services**

**Business, Policy and Coordination**

**Anthony Thomas Malone: 820-85932**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 28756) (Gazetted 19 April 2012)

**Legislation and Policy**

**Justice Planning and Programs**

**Andrew McIntosh: 747-88240**

From: Senior Professional Officer Grade B \$102,499 - \$115,387

Justice and Community Safety

To: †Senior Officer Grade A \$119,042

Justice and Community Safety, Canberra (PN. 08107) (Gazetted 3 November 2010)

**Treasury**

**Shared Services**

**Shared Services ICT**

**Customer Relations/Service Management**

**Patrick Biden: 773-04133**

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

Treasury

To: †Senior Officer Grade A \$119,042

Treasury, Canberra (PN. 14538) (Gazetted 23 March 2012)

**Shared Services**

**Shared Services ICT**

**Customer Relations/ESA ICT**

**Ashwin Reddy Gurralla: 816-83965**

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

Treasury

To: Information Technology Officer Class 2 \$66,198

Treasury, Canberra (PN. 28550) (Gazetted 17 February 2012)

**Shared Services**

**Shared Services ICT**

**Customer Relations**

**Dianne Neville: 735-71074**

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

Treasury

To: †Senior Officer Grade A \$119,042

Treasury, Canberra (PN. 05086) (Gazetted 28 March 2012)

**CORRIGENDA**

**Education and Training**

**Office for Schools**

**North Canberra/Gungahlin Network**

**Franklin Early Childhood School**

Julie Elizabeth Cooper: 713-23050

From: School Leader B \$113,350

Education and Training

To: †School Leader A \$104,283-\$142,362, Canberra (PN: 29135)

Education and Training, Canberra (PN. 29135) (Gazetted 4 April 2012)

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

**Health**

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

Johanna Kok: 833-47447, Section 68 (1), 01 June 2012

Note: Correction to Appointment date.