



## **ACT Government Gazette**

**Gazetted Notices for the week beginning 29 November 2012**

## **Executive Notices**

### **Community Services**

#### **Variation - Assignment**

**Kate Starick** – Director, National Disability Insurance Scheme Taskforce (E271) Section 80A(1)(b) of the Public Sector Management Act 1994

### **Justice and Community Safety**

#### **Engagement**

**Melissa Tierney** – Senior Executive, ICT Programs and Project Delivery, Corporate (E710) Section 72 of the Public Sector Management Act 1994

## **VACANCIES**

### **Calvary Health Care ACT (Public)**

#### **Nursing and Midwifery**

##### **Nursing**

##### **Emergency Department**

##### **Registered Nurse Level 3**

##### **Registered Nurse Level 3 \$82,990-\$89,834, Canberra (PN: 7488)**

Gazetted: 29 November 2012

Closing Date: 17 December 2012

An opportunity exists for a dynamic, motivated person to fill the position of Clinical Initiative Nurse in the Emergency Medicine at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated extensive competence and experience in an advanced nursing role in providing direct patient care for patients in an emergency department setting. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to patients who present for treatment to the Emergency Department at Calvary Public Hospital Bruce.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Susan Chambers (02) 6201 6093 [susan.chambers@calvary-act.com.au](mailto:susan.chambers@calvary-act.com.au)

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

#### **Nursing and Midwifery**

##### **Nursing**

##### **Mental Health Department**

##### **Registered Nurse Level 2**

##### **Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 9626)**

Gazetted: 29 November 2012

Closing Date: 7 December 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 Inpatients Mental Health at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Adult Mental Health Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to inpatients at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Contact Officers: Carmel Ronning, ADON, Mental Health. 0419 811 285; Kelly Howard, Clinical Nurse Consultant, Ward 2N, (02) 6201 6022

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

#### **Nursing and Midwifery**

##### **Nursing**

##### **Theatres (Anaesthetics)**

##### **Registered Nurse Level 1**

##### **Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 8927)**

Gazetted: 29 November 2012

Closing Date: 7 December 2012

Opportunities exist for dynamic and motivated Anaesthetic Registered Nurses Level 1 and Enrolled Nurses within the Perioperative suite. Our surgical specialties include General, Orthopaedics, Dental, Ophthalmic, Plastics, ENT, Obstetrics and Gynaecology. Come and work with a welcoming and committed team. The successful applicants will have demonstrated skills and knowledge in the field of anaesthetic nursing. The successful applicant will be contributing towards the skilled clinical team to provide excellence in nursing care to our patients in the Perioperative environment. In support, we will provide you generous

terms and conditions of employment, on-going professional development and the opportunity to excel. For further confidential enquiries please contact Debbie Dickinson (02) 6201 6892. For selection documentation 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: Debbie Dickinson (02) 6201 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)

### **Nursing and Midwifery**

#### **Nursing**

#### **Medical Nursing**

#### **Registered Nurse Level 4**

#### **Registered Nurse Level 4 \$101,556-\$115,948, Canberra (PN: 7592)**

Gazetted: 29 November 2012

Closing Date: 17 December 2012

Calvary Health Care ACT is seeking applications for the vacancy of Medical Nurse Unit Manager - Registered Nurse Level 4.3 This permanent full time position provides leadership and is responsible for the coordination of total patient care activities within Aged Care and rehabilitation Services, Ward 5E, Ward 5W and Zita Mary Clinic. The successful applicant will have a strong foundation in clinical practice, excellent people skills, commendable negotiating capabilities and be able to implement sound fiscal strategies. To apply for this position, view full selection criteria or for further information about Calvary Health Care ACT - Please visit our website [www.calvary-act.com.au](http://www.calvary-act.com.au). All applications must address the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Pauline Green (02) 6201 6882 [pauline.green@calvary-act.com.au](mailto:pauline.green@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**

#### **CIT Health, Community and Wellbeing**

#### **Sport and Fitness**

#### **Sport and Fitness Teacher**

#### **Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51174)**

Gazetted: 03 December 2012

Closing Date: 18 December 2012

Details: The Sport and Fitness area of CIT Health, Community and Wellbeing are seeking an individual who has demonstrated professional knowledge and practical skills appropriate to teaching aspects of fitness, sports coaching, sports administration, and/or exercise science.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and Appropriate industry competencies demonstrated by the following qualifications: - Bachelor Degree or equivalent in Physical Education, Sports Coaching, Exercise Sciences, Sports Administration, Fitness, or other relevant disciplines as appropriate to teaching to Diploma level. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Note: This position is for temporary employment for the period 29 January 2013 till 21 March 2014. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

Contact Officer: Richard Burgess (02) 6207 3879 [richard.burgess@cit.edu.au](mailto:richard.burgess@cit.edu.au)

### **Chief Minister and Cabinet**

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

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

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

#### **Policy and Cabinet**

#### **Social Policy**

#### **Policy Manager/Senior Policy Officer**

#### **Senior Officer Grade C/B \$89,786 - \$119,426, Canberra (PN: 30832)**

Gazetted: 03 December 2012

Closing Date: 10 December 2012

Details: By joining the Social Policy team, you will be providing strategic Whole-of-Government analysis and advice to government and leading innovative policy projects. The role requires an understanding of contemporary social policy issues, as well as a proven track record in critically analysing complex problems and developing strategic positions.

Eligibility/Other Requirements: Tertiary qualifications in relevant policy area an advantage.

Notes: This is a temporary position available ASAP until the 27 July 2013. The position will be offered at either the Senior Officer Grade C or B classification depending on the successful applicants skills and ability.

Contact Officer: Geoffrey Rutledge (02) 6207 8884 [geoffrey.rutledge@act.gov.au](mailto:geoffrey.rutledge@act.gov.au)

**Policy and Cabinet**

**Social Policy**

**Policy officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 21653)**

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: By joining the Social Policy team, you will be providing strategic Whole-of-Government analysis and advice to Government and leading innovative policy projects. The role requires an understanding of contemporary social policy issues, as well as a proven track record in critically analysing complex problems and developing strategic positions.

Eligibility/Other Requirements: Tertiary qualifications in a relevant policy area would be an advantage.

Note: This is temporary position available until 17 May 2013.

Contact Officer: Geoffrey Rutledge (02) 6207 8884 geoffrey.rutledge@act.gov.au

**Commerce and Works**

**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 ICT**

**Executive Unit**

**Executive Assistant**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 14624)**

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: To provide administrative support to the Executive Director Shared Services ICT.

Note: This is a temporary position available from December 2012 until June 2013.

Contact Officer: Sarbjit Sidhu (02) 6207 6489 sarbjit.sidhu@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**

**Organisational Services**

**Injury Prevention and Management**

**Safety and Wellbeing Advisor**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30589)**

Gazetted: 04 December 2012

Closing Date: 11 December 2012

Details: The Community Services Directorate is seeking applications from suitably experienced and enthusiastic team players to join the Directorate as the Safety and Wellbeing Advisor. The Safety and Wellbeing Advisor is required to work under limited direction from the Senior Work Safety Advisor and Manager. The Safety and Wellbeing Advisor will be responsible for assisting the Directorate to implement and maintain a Directorate-wide health and wellbeing program to create a safe work environment, and improve the overall health of Directorate staff. The Safety and Wellbeing Advisor will also be involved in the development of innovative health and safety practices, policies and processes. The Safety and Wellbeing Advisor will have the opportunity to work with a broad range of clients, workplaces and activities. They will also be responsible for supporting Executives Management to implement wellbeing activities within their business areas and at times provide legislative advice to internal clients to assist them in understanding and executing their responsibilities in relation to work health and safety.

Eligibility/Other Requirements: Qualifications and/or experience in Allied Health, work safety or other related fields are highly desirable.

Note: Applicants may be assessed on applications and referee reports only. If interviews are required applicants are requested to be available for interview in December.

Contact Officer: James Hogben (02) 6205 0448 james.hogben@act.gov.au

**Cultural Facilities Corporation**

**Canberra Theatre Centre**

**Canberra Ticketing**

**Manager, Canberra Ticketing**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 012)**

Gazetted: 04 December 2012

Closing Date: 28 February 2013

Are you passionate about customer service? Want to lead a dynamic sales and call centre team? Would you like to play a leading business development and managerial role at the Canberra Theatre Centre? Canberra Theatre Centre's box office, Canberra Ticketing, sells tickets for over 200 events each year. Leading a dynamic team of full time and casual staff, you are passionate about customer service, excel at managing a team of staff, have private sector working experience and are keen to play a crucial role in the development of Canberra Theatre Centre's ticketing business and contribute to Canberra Theatre Centre's success. You are skilled at process management, and care deeply about quality assurance. Tech savvy and analytical, you learn new systems quickly and understand the importance of fulfilment, customer service and data acquisition to Canberra Theatre Centre's marketing activities. Canberra Theatre Centre is an exciting place to exercise your managerial and customer service skills, if this ad sounds like you, it is guaranteed to be a rich and rewarding experience.

Note: Applicants must address the selection criteria. Three year temporary contract with the possibility of permanent appointment

Contact Officer: Hong Tsai (02) 6243 5754 [hongtsai@act.gov.au](mailto:hongtsai@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](mailto: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)**

#### **Exhibition Park Corporation**

##### **Venue Operations Team**

##### **Senior Venue Operations Manager**

**Senior Officer Grade A \$123,208, Canberra (PN: 31486)**

Gazetted: 29 November 2012

Closing Date: 20 December 2012

Details: Exhibition Park (in Canberra) is managed by the Exhibition Park Corporation. The Corporation is governed by a Board established by the *Exhibition Corporation Act 1976*. Exhibition Park Corporation is placed under the Economic Development Division portfolio of the ACT Government. EPC is seeking a Senior Venue Operations Manager to lead the Venue Operations Team. This position is responsible for the ongoing safe operational management of the venue, including buildings and grounds and event operations. The successful applicant will also develop and maintain appropriate policies and procedures for the effective management of Exhibition Park's day to day operational business, including compliance and regulatory requirements. The successful applicant will have extensive experience in managing the operations and maintenance of major facilities in the entertainment or event industry; including strategic asset maintenance planning and delivery; tender and contract preparation. Eligibility/Other Requirements: At least three to five years experience in venue management at a senior level.

Contact Officer: Liz Clarke (02) 6205 5091 [liz.clarke@act.gov.au](mailto:liz.clarke@act.gov.au)

#### **Economic Development, Policy and Governance**

##### **Ministerial, Cabinet and Policy/Business Development**

##### **Executive Assistant**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 24450)**

Gazetted: 05 December 2012

Closing Date: 12 December 2012

Details: Expressions of interest are sought from a highly organised and enthusiastic person to undertake the role of Executive Assistant to the Executive Director, Ministerial, Cabinet and Policy and the Executive Director, Business Development. The successful applicant will provide administrative support including diary management, records management and coordination of all correspondence.

Note: This is a temporary position available from 12 December 2012 to 12 April 2013. Expressions of interest should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Ian Cox (02) 6207 2004 [ian.cox@act.gov.au](mailto:ian.cox@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)**

#### **Learning, Teaching and Student Engagement**

##### **Learning and Teaching**

##### **Curriculum and Vocational Education in Schools**

##### **Senior Manager**

**School Leader A \$138,520, Canberra (PN: 02598)**

Gazetted: 04 December 2012

Closing Date: 18 December 2012

Details: Applications are sought from a dynamic, high performing school leader to join the Learning, Teaching and Student Engagement Division. As a pivotal member of the Division Leadership Team the successful applicant will provide critical support to the Director, Learning and Teaching in delivering on commitments related to the implementation of the Australian Curriculum, assessment and reporting and Vocational Education and Training in Schools.

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

Notes: This is an office based position and school stand-down periods do not apply.

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.

Contact Officer: Ms Leanne Wright (02) 6205 9205 [leanne.wright@act.gov.au](mailto:leanne.wright@act.gov.au)

#### **Learning, Teaching and Student Engagement**

##### **Learning and Teaching**

##### **Quality Teaching and Contemporary Practice**

**Senior Manager**

**School Leader A \$138,520, Canberra (PN: 09727)**

Gazetted: 04 December 2012

Closing Date: 18 December 2012

Details: Applications are sought from a dynamic, high performing school leader to join the Learning, Teaching and Student Engagement Division. As a pivotal member of the Division Leadership Team the successful applicant will provide critical support to the Director, Learning and Teaching in delivering on commitments related to the implementation of Literacy and Numeracy initiatives, the Quality Teaching model and working with schools to embed innovative pedagogical practices.

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

Notes: This is an office based position and school stand-down periods do not apply.

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.

Contact Officer: Ms Leanne Wright (02) 6205 9205 leanne.wright@act.gov.au

**Office for Schools**

**North/Gungahlin Network**

**Bonner Primary School**

**Executive Teacher - SLC**

**School Leader C \$100,271, Canberra (PN: 31539)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the leadership team of a new and innovative primary school (P-Yr 6). Bonner Primary School will open in term 1 2013. Central to the school's curriculum will be its Aboriginal and Torres Strait Islander Cultural and Learning Centre within the environment centre. The school will value learning in and through the Arts. The building of community with an underpinning focus on respectful relationships practice will be a key ethos of the school. The school is seeking an executive teacher who is an outstanding educational practitioner focussed on high level student engagement and outcomes, with particular expertise in building the pedagogical practice and curriculum knowledge of teaching staff.

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: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

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

**Office for Schools**

**North/Gungahlin Network**

**Bonner Primary School**

**Executive Teacher - SLC**

**School Leader C \$100,271, Canberra (PN: 30933)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the Leadership Team of a new and innovative primary school (P-Yr 6). Bonner Primary School will open in Term 1, 2013. Central to the school's curriculum will be its Aboriginal and Torres Strait Islander Cultural and Learning Centre within the Environment Centre. The school will value learning in and through the Arts. The building of community with an underpinning focus on respectful relationships practice will be a key ethos of the school. The school is seeking an Executive Teacher who is an outstanding educational practitioner focussed on high level student engagement and outcomes, with particular expertise in building the pedagogical practice and curriculum knowledge of teaching staff.

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 or eligibility to register with the ACT Teacher Quality Institute.

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

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

**Tertiary Education and Performance**

**Training and Tertiary Education**

**Business Processes and Systems**

**Compliance Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27806)**

Gazetted: 04 December 2012

Closing Date: 18 December 2012

Details: The Business Processes and Systems section is seeking a Compliance Manager. The successful applicant will manage the planning, scope and scheduling of audits of Registered Training Organisations which deliver funded training programs. As an experienced auditor this manager will lead audit teams in execution of this audit schedule, report on audit findings and provide structured feedback and advice to audited organisations. In this position the successful applicant will also manage liaison with the Australian Skills Quality Authority (ASQA) and provide advice on opportunities for continuous improvement for all stakeholders in delivery of high quality vocational education and training.

Eligibility/Other Requirements: Desirable: Diploma of Quality Auditing or equivalent, and/or a minimum of at least three years audit experience.

Notes: This position is being re-advertised. Previous applicants will need to re-apply.  
Contact Officer: Ross Hughes (02) 6205 8452 ross.hughes@act.gov.au

**Corporate Services  
Schools Capital Works  
Strategy and School Improvements  
Senior Project Officer -  
Environmental Sustainability  
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31570)**

Gazetted: 05 December 2012

Closing Date: 10 January 2013

Details: Schools Capital Works are seeking an Environmental Sustainability expert to assist the branch in the coordination and delivery of Environmental Sustainability projects, initiatives, policies and procedures at ACT Public Schools.

Eligibility/Other Requirements: Relevant Tertiary qualification and/or experience in environmental sustainability. Possession of a "White Card" or the willingness to obtain would be desirable.

Contact Officer: John Wynants (02) 6205 3173 john.wynants@act.gov.au

**Tertiary Education and Performance  
Training and Tertiary Education  
Business Processes and Systems  
Audit Officer  
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31375)**

Gazetted: 03 December 2012

Closing Date: 19 December 2012

Details: The Training and Tertiary Education branch is seeking a Audit Officer to support the planning, scope and scheduling of audits of funded Vocational Education and Training (VET) programs and continuous improvement of the associated information and reporting systems. The successful applicant will work as a member of audit teams to carry out the scheduled audit program according to specified requirements, and write up comprehensive report of the audit findings.

Eligibility/Other Requirements: Desirable: Experience and formal training in compliance and auditing.

Notes: This temporary position is available until 31 December 2013.

Contact Officer: Ross Hughes (02) 6205 8452 ross.hughes@act.gov.au

**Office For Schools  
North/Gungahlin Network  
Bonner Primary School  
Learning Support Assistant  
School Assistant 2/3 \$39,431 - \$48,474, Canberra (PN: 30852)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Bonner Primary School opening 2013. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will work closely with, and receive direction from, the teacher by assisting with the implementation of education programs and assist with the management and learning of students with special needs. As part of a team will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions, and any specialised medical requirements. Provide high-level personal and educational support to students with special needs and severe disabilities. May be responsible for the physical well being of a student or groups of students.

Eligibility/Other Requirements: First Aid and Epi pen qualification or willingness to undertake appropriate training is desirable.

Notes: This is a temporary position available until 20 December 2013 with the possibility extension or that this process may lead to permanency under the provisions of clause R1.1 -R1.4 ACT Public Service Education and Training Directorate Enterprise Agreement 2011-2013.

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

**Office For Schools  
North/Gungahlin Network  
Franklin Early Childhood School  
Learning Support Assistant  
School Assistant 2/3 \$39,431 - \$48,474, Canberra (PN: 30866)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Franklin Early Childhood School opening 2013. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will work closely with, and receive direction from, the teacher by assisting with the implementation of education programs and assist with the management and learning of students with special needs. As part of a team will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions, and any specialised medical requirements. Provide high-level personal and educational support to students with special needs and severe disabilities. May be responsible for the physical well being of a student or groups of students.

Eligibility/Other Requirements: First Aid and Epi pen qualification or willingness to undertake appropriate training would be desirable.

Note: This is a part-time position at 15:40 hours per week.

Contact Officer: Julie Cooper (02) 6142 1110 julie.cooper@ed.act.edu.au

**Office For Schools  
North/Gungahlin Network  
Bonner Primary School  
Learning Support Assistant  
School Assistant 2/3 \$39,431 - \$48,474, Canberra (PN: 30854)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Bonner Primary School opening 2013. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will work closely with, and receive direction from, the teacher by assisting with the implementation of education programs and assist with the management and learning of students with special needs in the Early Intervention Unit and, as part of a team, will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions, and any specialised medical requirements. Provide high-level personal and educational support to students with special needs and severe disabilities. May be responsible for the physical well being of a student or groups of students.

Eligibility/Other Requirements: First Aid and Epi pen qualification or willingness to undertake appropriate training is desirable.

Notes: This position is part-time at 15:37 hours per week.

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

**Office For Schools  
North / Gungahlin Network  
Bonner Primary School  
School Secretary  
School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 30782)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Bonner Primary School opening 2013. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will assist in the set up of a new school, providing administrative and secretarial support to the Principal and staff throughout the school and under general direction assist with Receipting of Monies, filing, photocopying, reception duties and general computing tasks. The position includes liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered.

Eligibility/Other Requirements: Desirable: First Aid and Epi pen qualification or willingness to undertake appropriate training.

Note: This position is available at 31:15 hours per week.

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

**Office For Schools  
North/Gungahlin Network  
Bonner Primary School  
Preschool Assistant  
School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 31566, several)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Bonner Primary School opening 2013. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will work closely with, and receive direction from, the teacher by assisting with the management and learning of children in a preschool program. As part of a team will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions, and any specialised medical requirements.

Eligibility/Other Requirements: From 1 January 2012 all ACT school preschool units will be subject to requirements under the *Education and Care Services National Law (ACT) Act 2011*. Under this legislation, from the start of 2014 all ACT public school preschool unit assistants will be required to have, or be working towards a minimum qualification requirement as detailed in the *Education and Care Services National Law (ACT) Act 2011* and regulations. Minimum requirement is Certificate III in Children's Services or Certificate III in Education Support. Desirable: First Aid and Epi pen qualification or willingness to undertake appropriate training.

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

**Office For Schools  
North/Gungahlin Network  
Bonner Primary School  
General Assistant  
School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 31569)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Bonner Primary School opening 2013. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will provide general support to the



teaching, administrative staff and students across a variety of areas including the library, classroom activities, front office, sporting and cultural activities. The position includes liaising with a diverse client group including students, parents, members of the public, teaching staff, ensuring a high quality customer service is delivered.

Eligibility/Other Requirements: First Aid and Epi pen qualification or willingness to undertake appropriate training is desirable.

Notes: This is a part-time position at 25:00 hours per week.

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

#### **Office For Schools**

##### **North/Gungahlin Network**

##### **Franklin Early Childhood School**

##### **School Secretary**

**School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 30784)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Franklin Early Childhood School opening 2013. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will assist in the set up of a new school, providing administrative and secretarial support to the Principal and staff throughout the school and under general direction assist with Receipting of Monies, filing, photocopying, reception duties and general computing tasks. The position includes liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered.

Eligibility/Other Requirements: First Aid and Epi pen qualification or willingness to undertake appropriate training is desirable.

Contact Officer: Julie Cooper (02) 6142 1110 julie.cooper@ed.act.edu.au

#### **Office For Schools**

##### **North/Gungahlin Network**

##### **Franklin Early Childhood School**

##### **Preschool Assistant**

**School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 31567, several)**

Gazetted: 29 November 2012

Closing Date: 10 December 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Franklin Early Childhood School opening 2013. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will work closely with, and receive direction from, the teacher by assisting with the management and learning of children in a preschool program. As part of a team will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions, and any specialised medical requirements.

Eligibility/Other Requirements: From 1 January 2012 all ACT school preschool units will be subject to requirements under the *Education and Care Services National Law (ACT) Act 2011*. Under this legislation, from the start of 2014 all ACT public school preschool unit assistants will be required to have, or be working towards a minimum qualification requirement as detailed in the *Education and Care Services National Law (ACT) Act 2011* and regulations. Minimum requirement is Certificate III in Children's Services or Certificate III in Education Support. Desirable: First Aid and Epi pen qualification or willingness to undertake appropriate training.

Contact Officer: Julie Cooper (02) 6142 1110 julie.cooper@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)**

#### **Director-General**

**Executive Level 3.10 \$332,431 to \$352,046 depending on current superannuation arrangements, Canberra (PN: E907)**

Gazetted: 05 December 2012

Closing Date: 18 December 2012

Details: The ACT Government wishes to appoint an outstanding leader to the position of Director-General, Environment and Sustainable Development Directorate. The Directorate is responsible for promoting sustainable living and resource use, strengthening the Territory's response to climate change, and providing a planning and land use system that contributes to the sustainable development of the ACT.

The Directorate's aim is to lead the Territory in developing and implementing targeted policies and programs that address environment protection and sustainability, nature conservation, heritage, water and energy security, sustainable urban design, and sustainable transport and spatial planning.

The Director-General will work with the ACT Government towards achieving the following policy priorities for the Directorate and the Canberra community:

- progressing a light rail network for Canberra
- implementing greenhouse gas reduction targets
- management of energy efficiency initiatives
- development of policy and planning capability on climate change, energy, water and environmental sustainability across the ACT
- implementation of a planning strategy for the ACT
- The Directorate has a budget of approximately \$112 million and 450 staff.

- The Director-General also holds the concurrent appointment of Chief Planning Executive and consequently will need to demonstrate appropriate planning and management experience or expertise to exercise the functions of the Chief Planning Executive in accordance with the *Planning and Development Act 2007*.
- The ACT is in the process of establishing a new generation of quality leaders at the highest levels of the public sector. This position requires an individual who offers superior capabilities and experience in three distinct areas:
  - directing the operations of one of the Territory's most complex directorates.
  - advising the Minister on key strategic and policy issues.
  - working with other agencies across Government to advance the Government's agenda.
  - The role provides a unique leadership opportunity to make a significant contribution to the sustainable development of Canberra into the future, and includes the opportunity to represent the ACT at interjurisdictional forums.
- The role also involves working with the Head of Service and other Directors-General as part of the Strategic Board of the ACT Public Service on strategic priorities, cross-cutting policy and program design and delivery, and stewardship of the ACT Public Service as a whole.

Remuneration: The position attracts a total remuneration package of \$332,431 or \$352,046 per annum (depending on existing superannuation); including \$280,212 cash component, a private plated vehicle, parking and superannuation benefits.

Contract of Employment: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contacts: Selection documentation and other relevant material is available from Michelle O'Donnell on (02) 620 50241.

Andrew Cappie-Wood, Head of Service may be contacted by potential applicants where necessary after obtaining the selection material, by phone on (02) 620 50246.

Applications: Applications close on 18 December 2012 and should be addressed to Mr Andrew Cappie-Wood, Head of Service, PO Box 158, Canberra City ACT 2601 or by email to [michelle.odonnell@act.gov.au](mailto:michelle.odonnell@act.gov.au)

Contact Officer: Michelle O'Donnell (02) 6205 0241 [Michelle.ODonnell@act.gov.au](mailto:Michelle.ODonnell@act.gov.au)

### **City Planning**

#### **Transport Planning**

#### **Transport Policy Coordination**

#### **Manager of the Transport Policy Coordination Branch**

#### **Senior Officer Grade A \$123,208, Canberra (PN: 19434)**

Gazetted: 29 November 2012

Closing Date: 18 December 2012

Details: The Transport Planning Team is seeking a motivated enthusiastic individual to fill the role of Manager of the Transport Planning and Projects Branch. The Transport Planning Branch develops and implements transport policy programs, 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. Reporting to the Executive-Director of the City Planning Division, the Manager of the Transport Policy Coordination section is responsible for managing and delivering effective transport programs, projects, policies and reports. Providing strategic transport policy advice and briefings, the Manager has an overarching coordination role across Government for transport issues including: community transport; active travel; public transport; freight; vehicles; pricing; parking and travel demand management, including social marketing programs to influence travel choice.

Eligibility/Other Requirements: A Tertiary qualification related to policy development and experience relevant to the duties of the position.

Contact Officer: Dr Erin Brady (02) 6207 7226 [erin.brady@act.gov.au](mailto:erin.brady@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**

#### **Service and Capital Plan**

#### **Health Infrastructure Program**

#### **Director Client Services, Security and Emergency**

#### **Senior Officer Grade A \$123,208, Canberra (PN: 09735)**

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Details: ACT Government, Health Directorate, Business and Infrastructure branch is seeking a dynamic program leader in the Client Services, Security and Emergency unit. Demonstrated achievement delivering in a large and complex organisation is required. The successful candidate will have recent experience and responsibility for delivering a diverse range of client services and compliance with legislation. This position requires an in-depth understanding of customer service, business acumen and experience providing support services to the clinical environment. A proven track record in the management of significant human and financial resources within a changing and dynamic environment is a must.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field for the position highly desirable.

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

Contact Officer: Rosemary Kennedy (02) 6205 0606 [rosemary.kennedy@act.gov.au](mailto:rosemary.kennedy@act.gov.au)

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

#### **Critical Care and Imaging**

**Intensive Care**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$101,556, Canberra (PN: 14147)**

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Details: The Clinical Nurse Consultant for the Intensive and High Dependency Care Unit is responsible for operational management and leadership, within the clinical environment. Applicants must have demonstrated high level of management, communication, leadership and expertise in coordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles and within a collaborative and multidisciplinary framework.

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

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: Karen O'Brien (02) 6174 5094

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Child Youth and Women's Health Program**

**Education Coordinator-Child Protection**

**Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 28898)**

Gazetted: 06 December 2012

Closing Date: 13 December 2012

Details: The position is based in ACT Health, 1 Moore St, Canberra City. The Child Protection - Education Coordinator is responsible for coordinating and managing a small team responsible for the development, presentation and evaluation of education and training programs and strategies in the broad area of child protection for the Health Directorate.

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

Experience in the delivery of training programs. 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: Sue Byrnes (02) 6205 2142

**Strategy and Corporate**

**Professional Leadership, Research and Education**

**Allied Health Adviser**

**Project Officer**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 31557)**

Gazetted: 06 December 2012

Closing Date: 13 December 2012

Details: The Allied Health Advisors Office is seeking applications from suitably qualified and experienced health professionals to undertake research into the scope of practice of the existing assistant workforce in the ACT Health Directorate. The aim of the project is to identify the existence of, or potential for, an advanced assistant role and to determine the accompanying educational competencies required to design a pathway that provides skills escalation and career development to a Diploma or equivalent level qualification.

The project officer will need to have an interest in the assistant workforce, project management skills and an awareness of education and competency frameworks. The project officer will be supported by a team of Allied Health professionals in the Advisors office.

Eligibility/Other Requirements: Degree or Diploma in an Allied Health profession. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA), or eligibility for membership of the relevant professional association. Postgraduate experience in health related research or social research methods. Working towards, willingness to work towards, or holds relevant qualifications at either a certificate or postgraduate level in education and training would be highly desirable. Current driver's licence.

Note: This is a temporary part-time position available for six months at 26 hours per week. Starting date to be negotiated for early 2013. 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: Leanne Pagett (02) 6207 2081 leanne.pagett@act.gov.au

**Strategy and Corporate**

**Service and Capital Planning**

**Health Planning**

**Senior Planning Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30393)**

Gazetted: 06 December 2012

Closing Date: 13 December 2012

Details: Expressions of interest are sought from applicants keen to be involved with planning for health services in the ACT and the Health Infrastructure Program. The position of Senior Planning Officer in the Health Services Planning Unit is based at the Canberra Hospital.

Note: This is a full-time temporary vacancy available until 30 June 2016. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jacinta George (02) 6205 0525

**Strategy and Corporate  
People Strategy and Services  
Employment Services  
Employment Inclusion Officer  
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14498)**

Gazetted: 06 December 2012

Closing Date: 13 December 2012

Details: This role is to assist the Health Directorate and its managers increase the diversity of staff who are employed within the Health Directorate. In particular, providing support to the Aboriginal and Torres Strait Islander Employment Program and the Disability Employment Program. You will be expected to maintain the traineeship program, assist in the selection process and monitor the performance of the trainees. You will liaise with managers to assist the managers and trainees in resolving any workplace issues.

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: Sean McDonnell (02) 6205 1090

**Strategy and Corporate  
Service and Capital Plan  
Health Infrastructure Program  
Capital Works Project Officer  
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31492)**

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. For further information go to [www.health.act.gov.au/yhop](http://www.health.act.gov.au/yhop). An exciting opportunity is available for a highly motivated, enthusiastic and skilled Capital Works Project Officer. It is highly desirable that the successful applicant has experience and or a strong understanding of electrical infrastructure and electrical legislative requirements. The position involves monitoring and managing complex electrical and infrastructure projects in collaboration with clinical divisions and the Senior Manager of Staging and Decanting. The successful applicants will need to show highly developed resource management skills in a complex project environment, excellent leadership skills, demonstrate good written and outstanding oral communication skills with team members and stakeholders, be able to meet deadlines and set priorities, and show they can apply solution focused organisational and planning skills.

Eligibility/Other Requirements: Experience and or a strong understanding of electrical infrastructure and electrical legislative requirements.

Note: This is a temporary position available for a period of one year with the possibility of extension. 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: Priya Grovenor (02) 6207 5710

**Canberra Hospital and Health Services**

**Pathology  
Cytogenetics  
Cytogeneticist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21536)**

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Details: The Cytogenetics Department, ACT Pathology, Canberra Hospital has a vacancy for an experienced cytogeneticist. This position offers an excellent opportunity to work in a laboratory that performs cytogenetics on all tissue types. The successful applicant would be involved in the cell preparation, harvesting and analysis of peripheral blood, prenatal and oncology samples, including FISH investigations and molecular karyotyping. A supervisory role within the department would be anticipated. Continuing education and development towards certification within the Human Genetics Society of Australasia (HGSA) is strongly encouraged.

Eligibility/Other Requirements: Bachelor degree in science from a tertiary institution. Relevant experience in cytogenetics laboratory and experience in at least one aspect of cytogenetics is essential. MHGSA certification or equivalent 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: Nicole Chia (02) 6244 3449

**Strategy and Corporate  
Service and Capital Plan  
Health Infrastructure Program  
Administrative Officer, Facility Planning  
Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 18674)**

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Details: Expressions of interest are sought from applicants keen to be involved with planning for the Health Infrastructure Program and to develop skills in facility planning. The position is based at the Canberra Hospital. Applicants will work within a small team working with clinicians, executive and support staff to describe and document how the hospital of the future will work, for the information of the architects of the new hospital buildings. The work involves setting up, attending and

documenting the outcomes of meetings and cross checking the outcomes of the various planning processes to check that the intent of service planning and process redesign is carried through to building design. This position will also assist with developing, maintaining and updating toolkits and resource materials for future processes of developing models of clinical service delivery.

Notes: This is a full-time temporary position available until 30 June 2014. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jacinta George (02) 6205 0525

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

##### **Medicine**

##### **Neurology**

##### **Office Manager Department of Neurology**

##### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 19715)**

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Details: A position is available as Office Manager in the Department of Neurology at Canberra Hospital. The position provides administrative and office management support to the Unit Director and medical staff. The successful applicant will possess excellent interpersonal skills, enjoy working as part of a team and have highly developed organisational skills with the ability to prioritise workloads.

Eligibility/Other Requirements: Holds or is working towards a medical terminology certificate is desirable.

Note: This is a permanent part-time position at 35.53 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please submit your application with your CV and two referee reports. Selection may be based on written applications and referee reports only and candidates should bear this in mind when preparing their applications.

Contact Officer: Jean Robertson (02) 6244 2063 [jean.i.robertson@act.gov.au](mailto:jean.i.robertson@act.gov.au)

#### **Strategy and Corporate**

##### **Business and Infrastructure**

##### **Strategic Support**

##### **Stores Officer**

##### **Health Service Officer Level 4 \$43,599 - \$45,346, Canberra (PN: 19959, several)**

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Details: The Supply Services unit forms part of the Strategic Support Section within the Business and Infrastructure Branch of ACT Health, delivering customer focused supply chain solutions to the Directorate. The position reports to the Stores Supervisor. To be successful in this position you will need to have proven experience working in a large warehouse environment operating a computerised inventory control system and a strong customer service focus.

Note: Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application. An order of merit will be established from this selection process and may be utilised to fill any full-time, part-time or temporary positions, which occur within the following twelve months.

Contact Officer: Wayne McIlhatton (02) 6205 0817

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

##### **Operational Support**

##### **Support Services**

##### **Ward Services Support Pool Coordinator**

##### **Health Service Officer Level 4 \$43,599 - \$45,346, Canberra (PN: 20564)**

Gazetted: 06 December 2012

Closing Date: 6 December 2012

Details: Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Wardsperson to work within Ward Services Operational Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services offers: Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters; Permanent full-time or part-time positions. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills.

Eligibility/Other Requirements: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes. Excellent interpersonal skills, ability to lead, supervise and train staff.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Ability to work Monday to Friday or shift work as required (eight and eleven hour shifts). Selection may be based on application and referee reports only.

Contact Officer: Matthew Fitzpatrick (02) 6244 2610

#### **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 Safety Programs**

##### **Manager Road Safety**

##### **Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 03234)**

Gazetted: 04 December 2012  
Closing Date: 18 December 2012

Details: The Justice Planning and Safety Programs Group is responsible for developing policy and programs related to: policing services for the ACT; Crime prevention; Justice statistics; Aboriginal and Torres Strait Islander justice; Victims of Crime; Sexual Assault; and Road Safety. Additionally the Group is responsible for 11 national forums and four Ministerially appointed bodies. Key projects include managing the policing contract; development of criminal justice and road safety reforms; and coordinating strategies that involve a whole-of-government and community approach to identifying and responding to priority crime and safety concerns.

Eligibility/Other Requirements: Experience in road safety policy matters, including knowledge of safe system principles would be preferable.

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

**Transport Regulation**  
**Road User Services**  
**Business Development and Information**  
**Software Test Manager**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 03186)**

Gazetted: 30 November 2012  
Closing Date: 14 December 2012

Details: Under the limited direction of the Manager, Business Development and Information: Lead members of the Test Team, manage testing resources and tools, co-ordinate workload and assign priorities for testing, measure performance and delivery against work plans, take corrective action where necessary and plan and undertake all tasks associated with the management of the testing of improvements and/or developments to the rego.act system; Prepare test strategies and plans, develop new and maintain existing manual and automated test cases, scenarios and scripts, and be actively involved in evolving and improving test methodologies to ensure the application of best practices and to drive continuous process improvement; offer high level advice and assistance to end users and external agencies in the functionality of the rego.act system, monitor performance and record defects for prioritisation and resolution to achieve maximized system quality; participate in stakeholder meetings and working groups to ensure the ongoing operational efficiency of the rego.act system; manage user access and administration of the rego.act system, run and monitor batch processes, update system parameters, fees and code changes and provide end user support; maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Relevant qualifications with several years experience in software testing or management experience with a good knowledge of software testing processes is highly desirable.

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

**ACT Ambulance Service**  
**Support Services**

**Workforce Support Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 09961)**

Gazetted: 29 November 2012  
Closing Date: 13 December 2012

Details: The Workforce Support Officer role provides roster and workforce support to ACT Ambulance Services. To succeed in the role you must have excellent customer service and interpersonal skills and an ability to work as part of a small team in a time-sensitive environment.

Eligibility/Other Requirements: ACTAS Typing competence of 30 wpm at 95% accuracy. Demonstrated computer literacy with experience in the use of Windows based computer applications. Experience with electronic rostering systems, and payroll management, and relevant qualifications for the position desirable.

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

Contact Officer: Marnie Edwards (02) 6205 0669 [marnie.edwards@act.gov.au](mailto:marnie.edwards@act.gov.au)

**Emergency Services Agency**  
**ACT State Emergency Service**  
**Community Liaison Coordinator**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 07765)**

Gazetted: 03 December 2012  
Closing Date: 10 December 2012

Details: A Community Liaison Coordinator is required for the ACT State Emergency Service (SES). The main function of the SES is to undertake planning and response operations for storms and floods. The SES also undertakes civil defence planning and civil defence operations; assists other agencies, such as the Police, Fire Brigade, Ambulance Service in emergencies; and assists the Police and Air Services Australia to undertake operations in relation to searches. The SES provides support for community organisations where this assists the training of SES staff and volunteers, and where there is a definite benefit to the community. The successful applicant will work under the direct supervision of the Manager, Policy and Planning. Duties include assisting with volunteer recruitment, selection and induction processes; the development and implementation of relevant standards in regards to work health and safety; assist with the coordination of ACTSES related events such as media campaigns and award ceremonies; coordinate the community education team and community activities; administer, coordinate and provide statistical reporting of community attendance; contribute to the ACTSES Business Plan.

Notes: This is a temporary position available from Jan 2013 for a period of nine months 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 against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Tracey Allen (02) 6207 4527 [tracey.allen@act.gov.au](mailto:tracey.allen@act.gov.au)

**Office of Regulatory Services**

**WorkSafe ACT**

**WorkSafe Admin Support**

**Admin Support Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 05078)**

Gazetted: 30 November 2012

Closing Date: 7 December 2012

Details: Provide advice in accordance with relevant legislation. Receive and coordinate responses to incoming enquiries and complaints in accordance with procedures. Promote health and safety awareness and practices within workplaces to minimise work related injuries and illness. Draft correspondence, reports and other written material relating to occupational health and safety and workers compensation issues. Contribute to the targets and objectives of the team work plan. Contribute to efficient work practices. Contribute to the Office of Regulatory Services (ORS) operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain records in accordance with the *Territory Records Act 2002*.

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

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

**Office of Regulatory Services**

**WorkSafe ACT**

**Workers Compensation**

**Administrative Officer**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 13862)**

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: Under the general direction of Manager, Regulatory Services, conduct enquiries to establish compliance with the *Workers' Compensation Act 1951*, *Workers Compensation Regulation 2002*, and *Long Service Leave Act 1976* by employers, insurers and self insurers. Prepare a range of written documents including correspondence and reports for clients and senior staff. Respond to telephone, counter, website and mail enquiries from clients seeking information or advice with regard to workers compensation and labour regulation legislation. Contribute to the ongoing development of procedures, guidelines and publication material in relation to customer service and administrative activities to maintain and improve service standards. Assist in external investigations and compliance activities, including writing case summaries and recommendations to senior managers. Participate in Team planning and training activities, including assisting with the operations of the Office of Regulatory Services. Enter data into database and maintain and update case and file information as required. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence. Participate in after hours compliance activities if required. Wearing a uniform is a requirement of the position.

Contact Officer: Chris Bartram (02) 6205 2558 chris.bartram@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)**

**Roads and Public Transport**

**Roads ACT**

**Road Maintenance Services**

**Project Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00824)**

Gazetted: 03 December 2012

Closing Date: 18 December 2012

Details: Roads ACT is seeking a suitable candidate to plan and organise delivery of its routine road and stormwater maintenance services program.

Eligibility/Other Requirements: Extensive experience and/or technical qualification relevant to the delivery of municipal services.

Contact Officer: Ken Marshall (02) 6213 0762 ken.marshall@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**

**Executive**

**Executive Assistant**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 09258)**

Gazetted: 05 December 2012

Closing Date: 12 December 2012

Details: A vacancy exists for an Assistant to the Executive Director of Parks and City Services. The successful applicant will provide high level confidential administrative and secretarial services to the Executive Director and the Division.

Contact Officer: Ross Burden (02) 6207 2307 ross.burden@act.gov.au

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

## **APPOINTMENTS**

### **Canberra Institute of Technology**

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

Alexandra Whitfield 821-01488, Section 68(1), 5 December 2012

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 20 of the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise

### **Chief Minister and Cabinet**

#### **Senior Officer Grade B \$106,086 - \$119,426**

Ian Hayes 816-64692, Section 68(1), 26 November 2012

### **Community Services**

#### **Health Professional Level 1/2 \$50,899 - \$75,477**

Tara Goli 835-69621, Section 68(1), 28 November 2012

### **Director of Public Prosecutions**

#### **Prosecutor Grade 3 \$105,878 - \$117,079**

Sara Jane Gul 835-87926, Section 68(1), 3 December 2012

### **Economic Development**

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

Daniel Josifovski 835-68311, Section 68(1), 24 October 2012

### **Health**

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

Denise Daunt 835-90690, Section 68(1), 6 December 2012

#### **Health Professional Level 4 \$89,786 - \$96,809**

Vaughan Davies 835-89841, Section 68(1), 3 December 2012

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

Julie Douglas 835-93285, Section 68(1), 3 December 2012

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

Natasha Parkinson 829-69121, Section 68(1), 27 November 2012

#### **Dentist Level 1-5, \$64,864-\$119,426**

Gagandeep Sandhu: 82956056, Section 68(1), 27 November 2012

#### **Administrative Services Officer Class 2/3 \$46,372 - \$57,004**

Katrina Steel 835-93592, Section 68(1), 6 December 2012

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

Jorge Tapar 825-49274, Section 68(1), 27 November 2012

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

Sheeja Thomas 833-47543, Section 68(1), 29 November 2012

#### **Radiation Therapist Grade 2 \$56,797 - \$79,302**

Chun Wong 836-56573, Section 68(1), 3 December 2012

### **Justice and Community Safety**

#### **Intensive Care Paramedic 1 \$72,959 - \$81,066 plus penalties**

Paul Haines 835-92987, Section 68(1), 3 December 2012

#### **Ambulance Paramedic \$62,520 - \$70,593 plus penalties**

Scott Lang 835-92338, Section 68(1), 3 December 2012

#### **Correctional Officer Class 1 \$53,417 - \$64,102**

Eric Mullis 835-87897, Section 68(1), 3 December 2012



**Intensive Care Paramedic 1 \$68,108 - \$75,676 plus penalties**  
Daniel O'Sullivan 835-88398, Section 68(1), 3 December 2012

**Administrative Services Officer Class 4 \$58,870 - \$63,917**  
Leone Whittaker 827-26429, Section 68(1), 30 November 2012

**Correctional Officer Class 1 \$53,417 - \$64,102**  
Joshua Woodland 835-87643, Section 68(1), 3 December 2012

#### **Territory and Municipal Services**

**Bus Operator - Training \$58,463**  
Peter Bakker 140-815, Section 68(1), 30 November 2012

**Senior Professional Officer Grade B \$106,086 - \$119,426**  
Robyn Jane Hawkins 835-92186, Section 68(1), 18 December 2012

**Bus Operator - Training \$58,463**  
Shane Maher 140-816, Section 68(1), 30 November 2012

**Bus Operator - Training \$58,463**  
Stephen Nelson 140-818, Section 68(1), 30 November 2012

**Bus Operator - Training \$58,463**  
Gurpreet Saini 140-813, Section 68(1), 30 November 2012

**Bus Operator - Training \$58,463**  
Mubashar Shah 140-812, Section 68(1), 30 November 2012

**Bus Operator - Training \$58,463**  
David Todd 140-814, Section 68(1), 30 November 2012

#### **PROMOTIONS**

##### **Canberra Institute of Technology**

###### **Centres**

###### **Student Services Hub**

###### **Rhonda Fuzzard: 789-12296**

From: Teacher Band 2 \$104,449

Canberra Institute of Technology

To: †Senior Officer Grade B \$106,086 - \$119,426

Canberra Institute of Technology, Canberra (PN. 54836) (Gazetted 7 November 2011)

This promotion is to a non-advertised vacancy and is made in accordance with Section 71 of the Public Sector Management Standards (Promotion after acting for twelve months).

##### **Chief Minister and Cabinet**

###### **Finance and Budget**

###### **Budget Management and Analysis**

###### **Srimal Abeysekera: 820-83339**

From: Senior Officer Grade B \$106,086 - \$119,426

Chief Minister and Cabinet

To: †Senior Officer Grade A \$123,208

Chief Minister and Cabinet, Canberra (PN. 31563) (Gazetted 17 September 2012)

###### **Policy and Cabinet**

###### **Cabinet and Intergovernmental Relations**

###### **Assembly**

###### **Ashanthan Felix Balaretnaraja: 799-84953**

From: Administrative Services Officer Class 6 \$70,913 - \$81,460

Commerce and Works

To: Senior Officer Grade B \$106,086 - \$119,426

Chief Minister and Cabinet, Canberra (PN:09138) (Gazetted 19/10/2012)

##### **Commerce and Works**

###### **Shared Services**

###### **Human Resources**

**Information and Data**

**Elizabeth Aguilera: 821-24962**

From: Administrative Services Officer Class 3 \$52,818 - \$57,004  
Commerce and Works

To: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Commerce and Works, Canberra (PN. 05755) (Gazetted 28 September 2012)

**Shared Services**

**Shared Services Finance**

**Reporting Team**

**Chi Nguyen: 799-90405**

From: Administrative Services Officer Class 3 \$52,818 - \$57,004  
Commerce and Works

To: †Administrative Services Officer Class 5 \$65,660 - \$69,623  
Commerce and Works, Canberra (PN. 07306) (Gazetted 20 September 2012)

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

**Economic Development**

**Land Development**

**Business Operations and Strategy**

**Business Support**

**Cassia Claire Carron Payne: 793-38257**

From: Administrative Services Officer Class 1 \$40,974 - \$45,283  
Economic Development

To: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Economic Development, Canberra (PN. 18785) (Gazetted 10 October 2012)

**Tourism, Events and Sports**

**Venues and Event Services**

**Venues**

**Christopher Reynolds: 795-64916**

From: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Economic Development

To: †Senior Officer Grade C \$89,786 - \$96,809  
Economic Development, Canberra (PN. 29588) (Gazetted 7 September 2012)

**Land Development**

**Estate Development**

**Gungahlin Unit**

**Grant Leigh Rootes: 820-91160**

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Economic Development, Canberra (PN. 45189) (Gazetted 2 November 2012)

**Health**

**Director General Reports**

**Megan Carey: 545-62041**

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

To: †Senior Officer Grade B \$106,086 - \$119,426  
Health, Canberra (PN. 09954) (Gazetted 11 October 2012)

**Canberra Hospital and Health Services**

**Operational Support**

**Support Services**

**Geraldine Grayland: 827-19575**

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

To: †Senior Officer Grade C \$89,786 - \$96,809  
Health, Canberra (PN. 13137) (Gazetted 11 October 2012)