



ACT Government Gazette

Gazetted Notices for the week beginning 21 July 2011

VACANCIES

ACT Auditor General's Office

Performance Audit and Corporate Services

Corporate Services

Corporate Services Officer

Audit Band 1 \$50,000 - \$60,000, Canberra (PN: 42813)

Gazetted: 27 July 2011

Closing Date: 15 August 2011

The Corporate Services Officer will help ensure our office runs smoothly and efficiently. He or she will provide support for the Office's financial management systems (using MYOB) as well as personnel support by coordinating and managing HR/personnel matters. As the Office's Information Officer, the Corporate Services Officer will be our primary contact with the outsourced IT provider for day-to-day IT operations and will maintain the Office's records management policy, program and procedures. The Corporate Services Officer will also perform a range of other corporate and administrative functions as needed.

Eligibility/Other Requirements: Security assessed position at the Highly Protected clearance level.

Contact Officer: Ms Maria Costanzo 6207 0825 actauditorgeneral@act.gov.au Applications can be forwarded to: ACT Auditor-General's Office PO BOX 275 CIVIC SQUARE ACT 2601 EMAIL: actauditorgeneral@act.gov.au

Canberra Institute of Technology

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

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

Centres

Student Services Hub

Counselling and Equity

Student Counsellor (Psychologist/Social Worker)

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 54346, several)

Gazetted: 22 July 2011

Closing Date: 5 August 2011

Various part-time positions exist for student counsellors at the Canberra Institute of Technology (CIT). CIT is looking for highly motivated psychologists or social workers who can provide a professional counselling service to a student cohort with diverse needs across three major campuses.

Eligibility/Other Requirements: Tertiary qualifications in Psychology/Social Work - Psychologists - registration with the Australian Health Practitioner Regulation Agency (Psychology Board of Australia). Social Workers - eligibility for membership of the AASW.

Note: Selection may be made on the basis of application and referee reports only. The advertised positions will be offered at 14:42 hours per week and 29:24 hours per week.

Contact Officer: Christina Esser (02) 6207 3289 christina.esser@cit.edu.au

Centres

Learning Centre

Learning Centre Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 07501)

Gazetted: 27 July 2011

Closing Date: 10 August 2011

Do you enjoy working with students? The Canberra Institute of Technology, Learning Centre is seeking a talented staff member who has excellent customer service skills, experience in the provision of information services and the ability to use new technologies.

Eligibility/Other Requirements: Ability to work shift as required. Tertiary qualifications relevant to the position are highly desirable.

Contact Officer: Annette Lequileuc (02) 6207 4808 annette.lequileuc@cit.edu.au

Community Services

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

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

Policy and Organisational Services

artsACT

Business Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 20338)

Gazetted: 25 July 2011

Closing Date: 9 August 2011

Provide leadership in the financial management of artsACT including managing financial performance and supporting artsACT executive and managers in achieving budget targets; preparing and analysing financial reports and cost centre budgets. Provide comprehensive assistance in the preparation of the artsACT annual budget and forward estimates. Coordinate artsACT Government reporting for QTBs, Annual Reports and Budget Estimates. Identify significant financial issues and risks and provide strategic advice that contributes to effective budget management. In association with the Directorate's Finance and Budget Unit, manage the artsACT compliance with financial management practices and procedures and risk management procedures. Manage the development of business proposals for new initiatives and major projects.

Eligibility/Other Requirements: Qualifications and experience in accounting or business within the government sector is essential. Experience in project management would be an advantage.

Contact Officer: David Whitney (02) 6207 2389 david.whitney@act.gov.au

Policy and Organisational Services

artsACT

Arts Support Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 43586)

Gazetted: 26 July 2011

Closing Date: 16 August 2011

Lead and manage the activities of the Arts Support team by providing leadership, direction and support to a small team engaged in delivering strategic policy and arts funding advice to the ACT Government. Oversee the delivery, management and development of the ACT Arts fund and a range of projects, special initiatives. Provide high-level advice and expertise on a range of issues relating to the arts and support for artists and arts organisations. Oversee the management of government business including briefs, ministerial and cabinet submissions. Represent artsACT and the ACT Government at meetings and events, and undertake negotiations, liaison and coordination across the department and other governments, including the Federal Government.

Contact Officer: David Whitney (02) 6207 2389 david.whitney@act.gov.au

Policy and Organisational Services

artsACT

Public Art and Infrastructure Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 20337)

Gazetted: 27 July 2011

Closing Date: 10 August 2011

Lead and manage the planning, delivery and ongoing management including staffing of all public art, capital works and arts facilities matters for artsACT. Provide high-level advice, expertise and policy development on public art, arts facilities and capital works. Manage the development, delivery and implementation of; major public art, capital works and repairs and maintenance projects, including the management of procurement processes in a government context. Manage the development and implementation of the governance structure and operations for new arts facilities and maintain ongoing relations with facilities managers. Represent artsACT and the ACT Government at meetings and events; undertake negotiations and coordination across the Directorate, government, arts sector and broader community, and in relevant national fora.

Eligibility/Other Requirements: Qualifications and experience in design, landscape architecture or related field within the government sector is desirable. Demonstrated experience in project management would be an advantage.

Contact Officer: David Whitney (02) 6207 2389 david.whitney@act.gov.au

Policy and Organisational Services

artsACT

Program Manager, Arts Activities

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 21712)

Gazetted: 27 July 2011

Closing Date: 10 August 2011

Lead and manage the activities of the Arts Support by providing leadership, direction and support to a team engaged in delivering strategic policy and arts funding advice to the ACT Government. Oversee the delivery, management and development of the ACT Arts Fund and a range of projects and special initiatives. Provide high level advice and expertise on a range of issues relating to the arts and support for artists and arts organisations. Oversee the management of government business including briefs, ministerial and cabinet submissions. Represent artsACT and the ACT Government at meetings and events, and undertake negotiations and coordination across the department and other governments, including the Federal Government.

Contact Officer: Robert Piani (02) 6207 2381 robert.piani@act.gov.au

Policy and Organisational Services

artsACT

Program Manager, Arts Organisations

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 10535, expected vacancy)

Gazetted: 26 July 2011

Closing Date: 9 August 2011

Supervise and lead a small team of Arts Development Officers. Deliver the ACT Arts Fund's and grant assessment programs and projects including design, implementation and review, and financial management aspects. Prepare policy

advice and oversee the production of briefings, speaking notes and correspondence for the Minister for the Arts and the Directorate as required. Establish a professional relationship with the local and national arts sector and represent artsACT and the ACT Government in various fora including liaising with and providing specialist advice to artists, community groups, private sector organisations and other governments all within the context of a changing arts landscape.
Contact Officer: Robert Piani (02) 6207 2381 robert.piani@act.gov.au

Policy and Organisational Services

artsACT

Business Support

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 22821)

Gazetted: 27 July 2011

Closing Date: 10 August 2011

Act as the first point of contact for artsACT and liaise with internal and external stakeholders, clients and government officers on matters relating to artsACT's policies, projects and programs. Provide administrative support to the Director including managing the Director's diary and ensuring the Director has the information necessary for all meetings and functions. Provide administration for artsACT including the preparation and coordination of written documents such as briefs, reports and confidential correspondence and administering the recordkeeping database. Work independently to administrative support services including recruitment processes, travel arrangements and hospitality arrangements.
Eligibility/Other Requirements: Experience in the use of a recordkeeping system (preferably TRIM).

Contact Officer: Helen Watt (02) 6205 0589 helen.watt@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

Executive

Executive Assistant

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 24871)

Gazetted: 21 July 2011

Closing Date: 4 August 2011

Economic Development Directorate (EDD) is seeking a professional, highly organised and technologically savvy individual to work as Executive Assistant to Director-General of EDD. The successful applicant will be required to provide executive, administrative and secretarial support to the Director-General in a very busy office environment with a high level of attention to detail. Demonstrated executive support experience and high level organisational skills, effective communication and interpersonal skills and the ability to multi-task in a dynamic environment will be an advantage.
Contact Officer: Yuka Pirani (02) 6205 3143 yuka.pirani@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

School Improvement

Aboriginal and Torres Strait Islander Education and Student Support

Director

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E307)

Gazetted: 27 July 2011

Closing Date: 12 August 2011

The Aboriginal and Torres Strait Islander Education and Student Support Branch is responsible for the development of policy, strategic planning and management of school support for Aboriginal and Torres Strait Islander students and for the delivery and coordination of disability education, student wellbeing and behaviour support. The Branch provides direct support for individual students, and advice and support to classroom teachers designed to build the capacity of schools and contribute to the achievement of improved student outcomes. It is also responsible for building strong external relationships for the benefit of students and schools. The Director of the Aboriginal and Torres Strait Islander Education and Student Support Branch reports to the Executive Director School Improvement and is part of the Directorate's Corporate Executive team. The Director will provide strategic leadership in the development and delivery of support services to Aboriginal and Torres Strait Islander students; students with social, emotional and behavioural difficulties; and students with a disability. As a leader in the School Improvement Division the Director will contribute to the design and delivery of significant school and system improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan 2010-2013, *Everyone matters*. The Director will manage work teams including: Aboriginal and Torres Strait Islander Education, Student Wellbeing and Behaviour Support and Disability Education. The successful applicant will need to demonstrate a strong record in implementing key projects at an executive level and skills in strategic planning, building and maintaining key relationships, managing resources efficiently, and effective educational leadership. Note: The successful applicant will be engaged under a performance-based contract for a period of up to five years, which includes a cash component of \$156,093. Employer provided benefits include superannuation, a privately plated car and car parking. Relocation assistance is available if the successful applicant is from interstate.

Contact Officer: Jayne Johnston (02) 6205 9172

**School Improvement
North/Gungahlin Network
School Network Leader (North Canberra/Gungahlin)
School Leader A \$147,175, Canberra (PN: 19166)**

Gazetted: 27 July 2011

Closing Date: 12 August 2011

The School Network Leader leads, manages and supports a network of approximately 20 schools. They are responsible for the design and delivery of significant school and system improvement initiatives in alignment with the directions and priorities of the Directorate's Strategic Plan 2010-2013, *Everyone matters* and the agenda for School Improvement being advanced in every public school in the ACT. The position requires expert knowledge of curriculum, teaching practice and school leadership and the ability to work at a strategic leadership level to drive change. School Network Leaders develop effective and purposeful partnerships within and across the school networks. Partnerships are flexible and innovative, informed by high quality local, national and international practices and initiatives that improve the performance of every school. The School Network Leader will be accountable for overseeing the performance and results of all schools in their network. They will undertake annual reviews of each school within their network, verifying that priorities are realistic and will achieve improved student outcomes. The School Network Leader will work closely with principals and school leadership teams, ensuring effective planning, resource allocation and support at school and network levels. The four School Network Leaders report to the Executive Director School Improvement and are part of the Directorate's Corporate Executive team. They operate as a collaborative team and ensure that a consistent approach to improving student outcomes is used across the system.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Note: The successful applicant will be offered a remuneration package under a Special Employment Arrangement, which includes a cash component of \$147,175. Relocation assistance is available if the successful applicant is from interstate.

Contact Officer: Jayne Johnston (02) 6205 9172

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.

**School Improvement
South/Weston Network
Stromlo High School
Finance Officer
Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 24707)**

Gazetted: 27 July 2011

Closing Date: 10 August 2011

Stromlo High School is seeking a highly motivated person to provide support and assistance with the schools financial management including the MAZE system. The successful applicant will have the ability to provide excellent customer service and liaise effectively with staff, students and the general public.

Eligibility/Other Requirements: First Aid qualifications, or a willingness to undertake appropriate training.

Contact Officer: Jackie Hall (02) 6205 6166 jackie.hall@ed.act.edu.au

**Executive Director School Improvement
South and Weston Network
Melrose High School
School Secretary
School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 20800)**

Gazetted: 27 July 2011

Closing Date: 10 August 2011

Melrose High School is seeking a highly motivated person to work as part of a team to provide administrative and secretarial support to the Principal and staff throughout the school.

Eligibility/Other Requirements: First Aid and EpiPen qualifications or willingness to undertake appropriate training are desirable. This position requires a sound working knowledge of IT applications in particular Microsoft Office and Access applications.

Contact Officer: Fiona Dempsey (02) 6205 7586 fiona.dempsey@ed.act.edu.au

**School Improvement
Tuggeranong Network
Namadgi School
School Secretary
School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 20655)**

Gazetted: 26 July 2011

Closing Date: 9 August 2011

Namadgi School is a new Preschool-Year 10 school. We are seeking a highly motivated person to work as part of a team to provide administrative and secretarial support to the Principal and staff throughout the school.

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

Contact Officer: Annette Lazarus (02) 6142 0900 annette.lazarus@ed.act.edu.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>

**Deputy Chief Executive Strategy and Corporate
Human Resource Management
Health Workforce Australia
Integrated Regional Clinical Training Coordinator
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24835)**

Gazetted: 28 July 2011

Closing Date: 11 August 2011

The Workforce Policy and Planning Unit of the ACT Government – Health Directorate is seeking a person with experience in program management and secretariat skills to coordinate the newly established Integrated Regional Clinical Training Network for the ACT Region (the Network). The Network is a coalition of organisations set up under the auspices of Health Workforce Australia to improve clinical training and increase student training capacity within the ACT, Southern and Murrumbidgee regions of NSW (the Region). The successful applicant will act as primary contact person and coordinator for Health Workforce Australia initiatives. To be successful in this role you will need to be well organised and a strategic thinker with excellent communication and liaison skills.

Eligibility/Other Requirements: Tertiary qualifications and experience in program management and secretariat support are desirable.

Note: This is a temporary position available for a period of two years.

Contact Officer: Karen Cook (02) 6205 1425 karen.cook@act.gov.au

**Deputy Director General Strategy and Corporate
Human Resource Management
Workforce Planning
National Workforce Committee Coordinator
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 11548)**

Gazetted: 28 July 2011

Closing Date: 4 August 2011

The Workforce Policy and Planning Unit of the ACT Government – Health Directorate is seeking a person with an interest in national workforce issues to represent the ACT on health workforce policy and planning matters. This position includes liaison with stakeholders, including other ACT Government agencies and departments, Australian Government departments, professional bodies and organisations, and community members. The successful applicant will provide comprehensive written advice to senior ACT Health Executive and ACT Government Ministers on health workforce issues. To be successful in this role you will need to possess well developed strategic-thinking, conceptual and analytical skills and excellent writing skills.

Note: Selection may be made on written application and referee reports only.

Contact Officer: Karen Cook (02) 6205 1425

**Special Purpose Account The Canberra Hospital
Special Purpose Accounts
Research
Research Nurse
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 18531)**

Gazetted: 28 July 2011

Closing Date: 25 August 2011

An opportunity exists for a dynamic, motivated person to fill the position of Research Nurse in Paediatric Respiratory and Sleep Medicine. The successful applicant must have demonstrated ability to work effectively, both autonomously and collaboratively, as a member of a multidisciplinary team in a paediatric setting. It is desirable that the successful applicant have experience and demonstrated abilities, knowledge and skills in coordination of research projects.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Demonstrated ability in basic computer skills including word processing and database entry. Demonstrated ability to be flexible and acquire new skills for research.

Note: This is a temporary part-time position at 16 hours per week for a period of six months, with the possibility of extension. Applicants will be shortlisted on basis of written application, which should address the selection criteria. Current curriculum vitae and written referee reports must accompany the application.

Contact Officer: Dr Laurel Teoh (02) 6174 5238

**Deputy Director General, The Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation
Senior Physiotherapist
Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 25931)**

Gazetted: 28 July 2011

Closing Date: 11 August 2011

Are you interested in working in a challenging and rewarding position in a supportive, interprofessional team environment? An exciting professional development opportunity is available for a suitably qualified physiotherapist to join the aged care team. This position is located on 11A, Acute Care of the Elderly Unit, and affords opportunities in Quality Improvement activities around falls prevention and management and group activity sessions as an effective rehabilitation tool. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. A close partnership with acute support physiotherapy services ensures opportunities for close collaboration, professional support and social networks.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy. Applicants must be registered with the Physiotherapy Board of Australia. Current driver's licence.

Note: This is a temporary, full time position from 4 August 2011 until December 2011. Other temporary vacancies at this level, in other locations serviced by RACC, may also be filled using this recruitment round. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. Selection may be made on written applications and referee reports only.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

**Special Purpose Account The Canberra Hospital
Research**

Other Research

Orthopaedic Trauma Database Manager

Senior Research Officer 2 \$66,198 - \$76,043, Canberra (PN: 23935)

Gazetted: 28 July 2011

Closing Date: 11 August 2011

The Trauma and Orthopaedic Research Unit at Canberra Hospital (TORU) is establishing a comprehensive Orthopaedic Trauma Database as part of its long range strategy to facilitate teaching and research into the management of musculoskeletal trauma. TORU has a broad range of research studies, encompassing clinical and laboratory projects. The Orthopaedic Trauma Database Manager will have the primary role of establishing the trauma database and integrating the database with other data and statistical collections of ACT Health. The Orthopaedic Trauma Database Manager will be responsible for data safety and quality, including supervision of data entry staff and will in turn be responsible to the TORU Clinical Research Coordinator. The successful applicant will also interface with ongoing research studies relevant to trauma both laboratory and clinical, with a view to consolidating existing projects and developing future studies.

Eligibility/Other Requirements: A research higher degree (Master of Philosophy, Master of Science, or PhD) in clinical research, epidemiology or biostatistics, or equivalent work experience and training.

Note: This is a temporary position available until August 2013, with a possibility of extension.

Contact Officer: Dr Jennie Scarvell (02) 6244 3701 jennie.scarvell@act.gov.au

**Deputy Chief Executive, Strategy and Corporate
Human Resource Management**

Health Workforce Australia

IRCT Project Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 24853)

Gazetted: 28 July 2011

Closing Date: 11 August 2011

The Workforce Policy and Planning Unit of the ACT Government – Health Directorate is seeking a person to assist in the coordination of activities and initiatives associated with the newly established Integrated Regional Clinical Training Network for the ACT Region (the Network). The Network is a coalition of organisations set up under the auspices of Health Workforce Australia to improve clinical training and increase student training capacity within the ACT, Southern and Murrumbidgee regions of NSW (the Region). This exciting new position requires someone with excellent written communication skills who can work with health and education stakeholders locally and nationally to increase clinical training capacity.

Note: This is a part-time, temporary position at 29:24 hours per week, available for a period of two years.

Contact Officer: Karen Cook (02) 6205 1425 karen.cook@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Ambulatory Services

Administrative Coordinator Clinical Forensic Medicine Services

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 24397)

Gazetted: 28 July 2011

Closing Date: 4 August 2011

An exciting opportunity exists for the position of Administrative Coordinator for the Clinical Forensic Medicine Services. The successful applicant will be required to work autonomously with minimal direction as a member of a diverse team. Duties will comprise high level administrative support to the unit plus incidental tasks as required, financial responsibilities and reporting. It is also a requirement of this position to provide high level administrative support to the Director and Staff Specialists of the unit. The provision of high quality customer service to patients and stakeholders is essential. The successful applicant will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and have well developed organisational skills.

Eligibility/Other Requirements: The successful applicant will have well developed oral and written communication skills and coordinate and manage workflow in a highly confidential and sensitive working environment. Ability to maintain AFP security clearance. Account keeping skills. Current driver's licence.

Contact Officer: Sophie Bantram (02) 6244 2184

**Deputy Chief Executive Strategy and Corporate
Business and Infrastructure
Security and Emergency
Fleet Coordinator**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 23114)

Gazetted: 28 July 2011

Closing Date: 4 August 2011

Client Services, Security and Emergency is a unit within Business and Infrastructure, which provides services to support the Health Directorate. The unit is seeking a suitable applicant with demonstrated experience in the management of a large and diverse vehicle fleet and high level customer service skills to fulfil the role of Fleet Coordinator. Working under general direction to the Emergency and Transport Manager, this position is responsible for operational management of the Health Directorate vehicle fleet.

Eligibility/Other Requirements: Duties of the position include the requirement to occasionally drive vehicles; therefore possession of an unencumbered driver's licence is important (Class C or equivalent).

Note: Applicants may be assessed based on written application only and should address the selection criteria. Current curriculum vitae and written referee reports must accompany the application.

Contact Officer: Michael Warylo (02) 6244 2114

**Deputy Chief Executive The Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drugs
Service and Sector Development
Mental Health Works Coordinator**

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 24865)

Gazetted: 28 July 2011

Closing Date: 4 August 2011

Mental Health ACT (MHACTION) 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. Under defined supervision, it is expected that this position will further develop and promote the Mental Health Works vocational program and provide support and supervision for the Recovery Officers across the Adult Community Mental Health Teams.

Eligibility/Other Requirements: Tertiary qualifications in occupational therapy, community development or rehabilitation Counselling.

Note: The position is part-time at 22:03 hours per week, 3 days per week and will be based at Philip Health Centre.

Contact Officer: Melissa Lee (02) 6207 5994

**Deputy Director General, The Canberra Hospital and Health Services
Surgery Oral Health and Diagnostics
Medical Imaging Department**

Administrative Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 12231, several)

Gazetted: 28 July 2011

Closing Date: 4 August 2011

Under general direction provide reception and clerical services to patients attending the section. Schedule appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action. Retrieve files from our offsite storage.

Eligibility/Other Requirements: Knowledge of Medical Terminology highly desirable. Current driver's licence.

Note: These positions may involve shiftwork. An order of merit will be formed from this selection process and may be utilised to fill any full time, part time, temporary or casual vacancies (at level), which may occur within the following 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee reports only.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine
Canberra Sexual Health Centre
Project Support Officer**

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 18060)

Gazetted: 28 July 2011

Closing Date: 4 August 2011

The primary role of the Project Support Officer is to provide administrative support to the outreach services and projects of Canberra Sexual Health Centre (CSHC). The applicant will be enthusiastic and have excellent interpersonal skills and enjoy working as part of a team.

Eligibility/Other Requirements: A certificate in customer service is highly desirable.

Note: This is a part-time temporary position at 20:00 hours per week, available for a period of six months.

Contact Officer: Maureen Bertram (02) 6244 2184

Justice and Community Safety

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

ACT Ambulance Services

Operations

Emergency Operations

Ambulance Paramedic

Ambulance Paramedic \$58,363 - \$65,899 + 33.78% penalties (please see package), Canberra (PN: 09962, several)

Gazetted: 27 July 2011

Closing Date: 1 September 2011

Applications are sought from Ambulance Paramedics holding current qualifications to commence immediate employment with the ACT Ambulance Service. Applicants should possess the ability to work in a solo capacity or in small teams, have highly developed written and oral communications skills and a commitment to personal and professional development of others. Reasonable relocation expenses are available to successful interstate applicants to assist with relocation to the Australian Capital Territory. These positions are also entitled to salary packaging with fringe benefits tax-free threshold up to \$9,095.00.

Eligibility/Other Requirements: Mandatory Diploma of Paramedical Science (Ambulance). Minimum of 12 months experience as an Ambulance Paramedic. Current or recent ambulance experience. Current ACT C driver's licence or interstate equivalent.

Note: These positions involve shiftwork including weekends and public holidays.

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

ACT Corrective Services

Business, Policy and Coordination

Operations Support

Senior Operations Support Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 43039)

Gazetted: 25 July 2011

Closing Date: 1 August 2011

Under the general direction of the Team Leader provide efficient and effective high level administrative assistance. Assist the Senior Finance Manager and Team Leader with all aspects of Agency budgeting and a broad range of financial reporting. Assist with internal recruitment processes ensuring close liaison with relevant stakeholders. Liaise with Departmental staff, other Departments/Agencies, members of the public, suppliers and other parties as required.

Eligibility/Other Requirements: Familiarity with computer based applications would be an advantage. Knowledge of government financial management systems (Oracle), procedures and guidelines and an understanding of the financial framework in the ACT Government would be an advantage. Eligible persons will be required to undergo a Police check.

Note: The selection may be based on application and referee reports only. Please supply two written referee reports addressing the selection criteria with application.

Contact Officer: Glen Newbown (02) 6205 3441 glen.newbown@act.gov.au

Office of Regulatory Services

Business and Finance Services

Records Manager/IDMS Administrator

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 04281)

Gazetted: 22 July 2011

Closing Date: 5 August 2011

Under the general direction of Senior Manager, Business and Finance Services: Develop, maintain and enhance records management practices within Office Regulatory Services to ensure the creation and maintenance of accurate records that meet ORS operational needs and comply with relevant legislation. Undertake audit activities to ensure compliance with the *Territory Records Act 2002*. Facilitate records management training and support within ORS, including development of training resources and programs. Liaise with the ORS ICT Steering Committee and ORS Project Officer particularly in relation to IDMS. Undertake project work as required. Other administrative duties as directed.

Eligibility/Other Requirements: Knowledge of electronic file management system (such as IDMS) would be an advantage.

Contact Officer: Penny Bartram (02) 6205 2136 penelope.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**

Roads and Public Transport

Public Transport Systems

MyWay

Manager, MyWay Administration Centre

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 13483)

Gazetted: 21 July 2011

Closing Date: 28 July 2011

Applications are invited for this position which is responsible for managing the MyWay Administration Office including the financial and human resources to provide effective administration of the MyWay smartcard ticketing system.
Eligibility/Other Requirements: All applicants are required to address the selection criteria as well as provide an updated resume.

Contact Officer: Michael Lawrence (02) 6205 0467 michael.lawrence@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
Public Transport Systems
MyWay**

**Manager - MyWay Business Systems
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: A20162)**

Gazetted: 21 July 2011

Closing Date: 28 July 2011

Applications are invited for this position which is responsible for providing specialist technical expertise and strategic planning pertaining to the MyWay Smartcard ticketing operational systems. The position will manage the MyWay Smartcard ticketing infrastructure and assets; on-going requirements including Service Level Agreements; contracts including procurement and system support; system administration functions and analysis of complex system reports. The position will provide and manage technical support and training and liaise with a diverse range of internal and external stakeholders.

Eligibility/Other Requirements: All applicants are required to address the selection criteria as well as provide an updated resume. Technical skills will be highly regarded.

Contact Officer: Michael Lawrence (02) 6205 0467 michael.lawrence@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
Public Transport Systems
MyWay**

**Assistant Manager - MyWay Administration Centre
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 20938)**

Gazetted: 21 July 2011

Closing Date: 28 July 2011

Applications are invited for this position which is responsible for providing assistance to the Manager of the MyWay Centres with focus on the day-to-day running of the office, including staff management, attending to customer enquiries, service performance reporting and development of operational procedures.

Eligibility/Other Requirements: All applicants are required to address the selection criteria as well as provide an updated resume.

Contact Officer: Michael Lawrence (02) 6205 0467 michael.lawrence@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.

**Land Management and Planning
Parks and Conservation Service
Tidbinbilla**

**Works Supervisor
General Service Officer Level 9 \$57,082 - \$64,764, Canberra (PN: 14945)**

Gazetted: 27 July 2011

Closing Date: 16 August 2011

The ACT Parks and Conservation Service (PCS) at Tidbinbilla is seeking a dynamic and experienced work supervisor. Tidbinbilla is the ACT's premier nature reserve and features outstanding visitor facilities and a large captive wildlife population in a stunning natural setting just 20 minutes from Tuggeranong. The Works Supervisor is a key operational leadership position that supervises field officer staff and implements land management programs. Well developed skills and knowledge of land management and staff management are required, along with high level communication skills and a collegiate approach to work.

Eligibility/Other Requirements: Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate and wear a uniform. Manual driver's licence essential.

Note: Position readvertised, previous applicants must reapply. Salary figure excludes weekend penalty rates, allowances and superannuation.

Contact Officer: Stephen Alegria (02) 6205 1221 stephen.alegria@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.

ACTION

**Heavy Vehicle Mechanic and Body Building Apprenticeships
Apprentices \$21,407 - \$47,641 (The salary offered is an annualised salary and includes a component for working shiftwork), Canberra (PN: APPS002, several)**

Gazetted: 25 July 2011

Closing Date: 26 August 2011

ACTION is seeking applicants for heavy vehicle mechanic and body building apprenticeship positions at both north and south workshops. Prior knowledge or experience in vehicle or mechanical maintenance would be desirable but not essential. Tools for Trade are provided to successful applicants. These positions are generic across the ACTION Network and applicants may be required to rotate within ACTION to any designated location.

Eligibility/Other Requirements: Minimum qualification for apprenticeships Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend the CIT and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Note: These are temporary employment opportunities, permanent employment may be offered if positions are available to be filled.

Contact Officer: Rebecca Davis (02) 6205 6190 rebecca.davis@act.gov.au

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

Business Enterprises

Canberra Cemeteries

Horticulture Apprentice

Apprentices \$16,910 - \$39,102, Canberra (PN: 41710)

Gazetted: 25 July 2011

Closing Date: 26 August 2011

Canberra Cemeteries are seeking interested applicants to fill a horticultural apprenticeship position. Successful applicants will need to demonstrate an ongoing interest and aptitude in horticulture.

Eligibility/Other Requirements: Minimum qualification for apprenticeships Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend CIT and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Note: These are temporary employment opportunities, permanent employment may be offered if positions are available to be filled.

Contact Officer: Rebecca Davis (02) 6205 6190 rebecca.davis@act.gov.au

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

Business Enterprises

ACT Property Group

Locksmith and Plumbing Apprentices

Apprentices \$16,910 - \$39,102, Canberra (PN: 11580, several)

Gazetted: 25 July 2011

Closing Date: 26 August 2011

ACT Property Group undertakes repairs, maintenance and minor new works to assets across Canberra and is seeking interested applicants for apprenticeship opportunities including plumbing and locksmith.

Eligibility/Other Requirements: Minimum qualification for apprenticeships Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend the CIT and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Note: These are temporary employment opportunities, permanent employment may be offered if positions are available to be filled.

Contact Officer: Rebecca Davis (02) 6205 6190 rebecca.davis@act.gov.au

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

Parks and City Services

City Services

Horticulture Apprentice

Apprentices \$16,910 - \$39,102, Canberra (PN: 46020, several)

Gazetted: 25 July 2011

Closing Date: 26 August 2011

Parks and City Services are seeking applicants interested in undertaking horticulture apprenticeships. Successful applicants will need to demonstrate an ongoing interest and aptitude in horticulture.

Eligibility/Other Requirements: Minimum qualification for apprenticeships Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend CIT and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Note: These are temporary employment opportunities, permanent employment may be offered if positions are available to be filled.

Contact Officer: Rebecca Davis (02) 6205 6190 rebecca.davis@act.gov.au

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

Treasury

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

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

Shared Services

Shared Services Procurement

Good and Services Procurement and Policy

Assistant Procurement Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 01440, several)

Gazetted: 25 July 2011

Closing Date: 16 August 2011

If you are a highly motivated person who is good at managing people, developing rapport with clients has excellent analytical and writing skills, good judgement and negotiation skills, and a background in procurement and/or contract management, then these roles may be right for you. We have a busy and constantly changing program of diverse procurement projects as the centre of excellence for procurement in ACT Government.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting).

Contact Officer: Catriona Vigor (02) 6205 5279 catriona.vigor@act.gov.au

Shared Services

Shared Services Procurement

Infrastructure Procurement

Senior Project Officer

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 01443)

Gazetted: 22 July 2011

Closing Date: 16 August 2011

Under limited direction, undertake project management of a broad range of design and construction projects.

Eligibility/Other Requirements: Demonstrated long term experience in capital works project management.

Contact Officer: John Maher (02) 6207 6809 john.maher@act.gov.au

Shared Services

Shared Services Procurement

Infrastructure Procurement

Senior Project Officer

Senior Professional Officer Grade B \$99,033 - \$111,485, Canberra (PN: 11115, several)

Gazetted: 25 July 2011

Closing Date: 16 August 2011

Under limited direction, undertake project management of a broad range of design and construction projects.

Eligibility/Other Requirements: Degree in Architecture, Landscape Architecture or Civil Engineering and demonstrated long term experience in capital works project management.

Contact Officer: John Maher (02) 6207 6809 john.maher@act.gov.au

Shared Services

Shared Services Procurement

Goods and Services Procurement and Policy

Senior Procurement Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 13128)

Gazetted: 26 July 2011

Closing Date: 16 August 2011

Senior Procurement Officers provide procurement policy, tendering and contracting advice and assistance to clients within the ACT Government, including for the executive and Ministers. There is a busy and constantly changing program of diverse procurement projects and Senior Procurement Officers manage a mix of complex, high value or high risk procurements. As the centre of excellence for procurement in ACT Government, Shared Services Procurement encourages and assists officers to continue their professional development in work related fields.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Contact Officer: Renae Boege (02) 6205 4592 renae.boege@act.gov.au

Shared Services

Shared Services Procurement

Goods and Services Procurement and Policy

Senior Procurement Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 27726, several)

Gazetted: 27 July 2011

Closing Date: 16 August 2011

Senior Procurement Officers provide procurement policy, tendering and contracting advice and assistance to clients within the ACT Government, including for the executive and Ministers. There is a busy and constantly changing program of diverse procurement projects and Senior Procurement Officers manage a mix of complex, high value or high risk procurements. As the centre of excellence for procurement in ACT Government, Shared Services Procurement encourages and assists officers to continue their professional development in work related fields.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Contact Officer: Renae Boege (02) 6205 4592 renae.boege@act.gov.au

Shared Services

Shared Services Procurement

Infrastructure Procurement

Project Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 03677, several)

Gazetted: 22 July 2011

Closing Date: 16 August 2011

Under limited direction, undertake project management of a broad range of design and construction projects.

Eligibility/Other Requirements: Degree in Architecture, Landscape Architecture or Civil Engineering and demonstrated long term experience in capital works project management.

Contact Officer: John Maher (02) 6207 6809 john.maher@act.gov.au

Shared Services

Shared Services Procurement

Infrastructure Procurement

Senior Project Officer

Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 25090, several)

Gazetted: 22 July 2011

Closing Date: 16 August 2011

Under limited direction, undertake project management of a broad range of design and construction projects.

Eligibility/Other Requirements: Degree in Architecture, Landscape Architecture or Civil Engineering and demonstrated long term experience in capital works project management.

Contact Officer: John Maher (02) 6207 6809 john.maher@act.gov.au

Shared Services

Shared Services Procurement

Goods and Services Procurement and Policy

Procurement Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 18898)

Gazetted: 27 July 2011

Closing Date: 16 August 2011

An opportunity exists to be appointed as a Procurement Officer responsible for providing policy, tendering and contracting advice and assistance for clients within the ACT Government. Consider applying if you have good analytical and writing skills and you would enjoy working in procurement and/or contract management roles, e.g. preparing procurement plans, tenders and contracts using templates and policy guidance. This is a busy and interesting role that draws on communication, judgement and customer service skills, and wherein you can gain broad procurement knowledge, skills and qualifications.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Contact Officer: Daren Stinson (02) 6207 8786 daren.stinson@act.gov.au

Shared Services

Shared Services Procurement

Infrastructure Procurement

Project Officer

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 21911, several)

Gazetted: 26 July 2011

Closing Date: 16 August 2011

Under limited direction, undertake project management of a broad range of design and construction projects.

Eligibility/Other Requirements: A Degree in Architecture, Landscape Architecture or Civil Engineering and demonstrated experience in capital works project management is highly desirable.

Contact Officer: John Maher (02) 6207 6809 john.maher@act.gov.au

Shared Services

Shared Services Procurement

Infrastructure Procurement

Project Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 12607, several)

Gazetted: 25 July 2011

Closing Date: 16 August 2011

Under limited direction, undertake project management of a broad range of design and construction projects.

Eligibility/Other Requirements: Degree in Architecture, Landscape Architecture or Civil Engineering and demonstrated experience in capital works project management are desirable.

Contact Officer: John Maher (02) 6207 6809 john.maher@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 55056, several)

Gazetted: 21 July 2011

Closing Date: 4 August 2011

As a team member, undertake a range of operational and administrative tasks relating to the maintenance of revenue accounts that mainly involves rates and land tax accounts.

Contact Officer: Jukka Siiteri (02) 6207 0042 jukka.siiteri@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 05209)

Gazetted: 21 July 2011

Closing Date: 4 August 2011

As a team member, undertake a range of operational and administrative tasks relating to the maintenance of revenue accounts that mainly involves rates and land tax accounts.

Contact Officer: Loan Nguyen (02) 6207 0115 loan.nguyen@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 12568)

Gazetted: 22 July 2011

Closing Date: 4 August 2011

As a team member, undertake a range of operational and administrative tasks relating to the maintenance of revenue accounts that mainly include payroll tax, insurance duty, ambulance levy, utilities tax and other return taxes.

Contact Officer: Ms Wendy Kirkman (02) 6207 0088 wendy.kirkman@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 55101, several)

Gazetted: 21 July 2011

Closing Date: 4 August 2011

As a team member, undertake a range of operational and administrative tasks relating to the maintenance of revenue accounts that mainly involves rates and land tax accounts.

Contact Officer: Jukka Siiteri (02) 6207 0042 jukka.siiteri@act.gov.au

APPOINTMENTS

Community Services

Disability Support Officer Level 1 \$40,857 - \$42,495

Ian Bruce 827-36408, Section 68(1), 20 July 2011

Education and Training

School Leader C \$91,769

Rebecca Turner 824-57847, Section 68(1), 25 July 2011

School Assistant 2 \$36,810 - \$40,820

Katie Hart 820-94476, Section 68(1), 25 July 2011

Administrative Services Officer Class 4 \$54,956 - \$59,668

Sanjiv KC 827-44424, Section 68(1), 25 July 2011

Health

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

Jessica Diana Bateman 827-44897, Section 68(1), 25 July 2011

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

Blessly Blessen 821-58521, Section 68(1), 21 July 2011

Registered Nurse Level 2 \$72,960 - \$77,472

Rebekah Bowman 831-23603, Section 68(1), 21 July 2011

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

Emily Chalmers-Robinson 830-79104, Section 68(1), 21 July 2011

Administrative Services Officer Class 5 \$61,295 - \$64,994

Jessica Condi 828-65680, Section 68(1), 20 July 2011

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

Danah Gannon 827-45144, Section 68(1), 21 July 2011

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

Lyndall Parker 829-69463, Section 68(1), 21 July 2011

Administrative Services Officer Class 4 \$54,956 - \$59,668

Cassandra Sanese 827-81700, Section 68(1), 14 July 2011

Senior Officer Grade C \$83,816 - \$90,372

Robyn Staniforth 260-86770, Section 68(1), 22 July 2011

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

Cindy Weinman 817-52334, Section 68(1), 1 August 2011

Justice and Community Safety

Administrative Services Officer Class 3 \$49,306 - \$53,214

Joanne Maree Banks 827-23201, Section 68(1), 21 July 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003

Natasha Chikirov 827-29021, Section 68(1), 21 July 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003

Henry Mataczyna 827-43392, Section 68(1), 28 July 2011

Paralegal Grade 1 \$43,289 - \$48,003

Jessica Muldoon 827-30241, Section 68(1), 25 July 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214

Christopher Michael Polzin 827-44758, Section 68(1), 21 July 2011

Territory and Municipal Services

General Service Officer Level 5/6 \$42,612 - \$47,092

Celia Isabelle Hourigan 827-44619, Section 68(1), 1 August 2011

TRANSFERS

Community Services

Disability ACT

Service Delivery

Accommodation Support

Linda Barclay-Brown: 827-32909

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Community Services

To: Disability Support Officer Level 1 \$40,857 - \$42,495

Community Services, Canberra (PN. 13930) (Gazetted 26 May 2011)

Health

**Mental, Justice Health and Alcohol and Drug
Mobile Intensive Treatment Team (MITT) North
Stephen John Bagshaw: 827-28416**

From: Technical Officer Level 2 \$48,615 - \$55,954
Health

To: Enrolled Nurse Level 1 \$46,825 - \$50,191
Health, Canberra (PN. 26510) (Gazetted 14 April 2011)

Justice and Community Safety

Lee Cargill: 827-35835

From: AFP Band 3 \$53,309 - \$62,240
Australian Federal Police

To: FB1 (FF 4th Class in Training) \$57,214
Justice and Community Safety, Canberra (PN. 22958)

Jeffery Challis: 827-35245

From: AFP Band 3 \$53,309 - \$62,240
Australian Federal Police

To: FB1 (FF 4th Class in Training) \$57,214
Justice and Community Safety, Canberra (PN. 22963)

Stephen Holmes: 827-35253

From: Australian Public Service Level 4 \$57,753 - \$62,153
Family, Housing, Community Services and Indigenous Affairs

To: FB1 (FF 4th Class in Training) \$57,214
Justice and Community Safety, Canberra (PN. 22976)

Territory and Municipal Services

Anthony Hart: 827-28854

From: General Service Officer Level 5/6 \$42,612 - \$47,092
Territory and Municipal Services

To: General Service Officer Level 5/6 \$42,612 - \$47,092
Territory and Municipal Services, Canberra (PN. 40956) (Gazetted 18 March 2011)

Barry Paton: 817-31787

From: General Service Officer Level 5/6 \$42,612 - \$47,092
Territory and Municipal Services

To: General Service Officer Level 5/6 \$42,612 - \$47,092
Territory and Municipal Services, Canberra (PN. 19517) (Gazetted 18 March 2011)

PROMOTIONS

Chief Minister and Cabinet

**Policy and Cabinet Division
Economic, Regional and Planning Branch**

Caitlin Bladin: 821-19039

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Community Services

To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Chief Minister and Cabinet, Canberra (PN. 24200) (Gazetted 9 June 2011)

ACT Long Service Leave Authority

Jennifer Corelli: 762-83975

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health

To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Chief Minister and Cabinet, Canberra (PN. 15424) (Gazetted 16 May 2011)

Policy

Economic Regional and Planning

Alan Higgins: 820-82862

From: Administrative Services Officer Class 5 \$61,295 - \$64,994

Chief Minister and Cabinet
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Chief Minister and Cabinet, Canberra (PN. 21653) (Gazetted 6 June 2011)

Community Services

Housing and Community Services
Housing ACT
Social Housing and Homelessness Services
Kate Thompson: 820-86548

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Community Services
To: †Administrative Services Officer Class 6 \$66,198 - \$76,043
Community Services, Canberra (PN. 00577) (Gazetted 1 June 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Economic Development

Land Development Agency
Finance and Sales
Sales

Clint Peters: 799-87548
From: Senior Officer Grade B \$99,033 - \$111,485
Economic Development
To: †Senior Officer Grade A \$115,016
Economic Development, Canberra (PN. 55314) (Gazetted 9 December 2010)

Education and Training

School Improvement
Aboriginal and Torres Strait Islander and Student Support
Student Support

Juliette Bornas: 817-95721
From: Classroom Teacher \$51,178 - \$78,837
Education and Training
To: †School Leader C \$91,769
Education and Training, Canberra (PN. 20920) (Gazetted 5 May 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement
South/Weston Network
Telopea Park School
Thomas Mark Kobal: 729-03962

From: School Leader C \$91,769
Education and Training
To: †School Leader B \$98,077
Education and Training, Canberra (PN. 04115) (Gazetted 11 May 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Tertiary and International Education
Office of the Board of Senior Secondary Studies (OBSSS)
Lydia Smith: 785-47847

From: Classroom Teacher \$51,178 - \$78,837
Education and Training
To: †School Leader C \$91,769
Education and Training, Canberra (PN. 12033) (Gazetted 5 May 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment and Sustainable Development

Client Services
Customer Services

Linda Southwell: 510-15704

From: Senior Officer Grade B \$99,033 - \$111,485

Environment and Sustainable Development

To: †Senior Officer Grade A \$115,016

Environment and Sustainable Development, Canberra (PN. 15397) (Gazetted 29 November 2010)

Health

**Deputy Chief Executive The Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drug**

Rechelle Carroll: 827-82965

From: Health Professional Level 1 \$47,515 - \$61,074

Health

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

Health, Canberra (PN. 14464)

This promotion is to a non-advertised vacancy and is made in accordance with clause T3.5 of the ACT Health General Enterprise Agreement 2010-2011.

**Deputy Chief Executive The Canberra Hospital and Health Service
Surgery and Oral Health**

Dental Region South

Tennille Evans: 817-52676

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

Health

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

Health, Canberra (PN. 26610) (Gazetted 2 June 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Women and Babies**

Alicia Juan: 821-26693

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

Health

To: Registered Nurse Level 2 \$72,960 - \$77,472

Health, Canberra (PN. 22289) (Gazetted 2 June 2011)

**Deputy Chief Executive Strategy and Corporate
Human Resource Management**

Human Resource Management Executive Unit

Cara Lakey: 799-99442

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Health

To: Administrative Services Officer Class 4 \$54,956 - \$59,668

Health, Canberra (PN. 16778) (Gazetted 19 May 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Annette Schmah: 771-97542**

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

Health

To: Administrative Services Officer Class 3 \$49,306 - \$53,214

Health, Canberra (PN. 22109) (Gazetted 16 May 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drug**

Hanneka Symonds: 827-18058

From: Health Professional Level 1 \$47,515 - \$61,074

Health

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

Health, Canberra (PN. 21570) (Gazetted 26 May 2011)

Justice and Community Safety

Emergency Services

Fire Brigade

Operations

Nathan Brown: 780-50104

From: Health Service Officer Level 4 \$40,700 - \$42,331

Health

To: †FB1 (FF 4th Class in Training) \$57,214

Justice and Community Safety, Canberra (PN. 22955)

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

Office of Regulatory Services

Compliance

Fair Trading - Advice and Complaints

Emma Buchanan: 817-31840

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Justice and Community Safety

To: Administrative Services Officer Class 6 \$66,198 - \$76,043

Justice and Community Safety, Canberra (PN. 42689) (Gazetted 30 May 2011)

Corporate

Governance

Ministerial Services Unit

Joshua Ceramidas: 786-79834

From: Senior Officer Grade C \$83,816 - \$90,372

Justice and Community Safety

To: †Senior Officer Grade A \$115,016

Justice and Community Safety, Canberra (PN. 18580) (Gazetted 3 May 2011)

Corporate

Capital Works and Infrastructure

Projects

Luke Jansen: 772-38404

From: Senior Officer Grade C \$83,816 - \$90,372

Territory and Municipal Services

To: †Senior Officer Grade B \$99,033 - \$111,485

Justice and Community Safety, Canberra (PN. 15974) (Gazetted 21 April 2011)

Emergency Services

Fire Brigade

Operations

Peter Meadows: 821-22203

From: General Service Officer Level 7 \$48,615 - \$51,449

Territory and Municipal Services

To: †FB1 (FF 4th Class in Training) \$57,214

Justice and Community Safety, Canberra (PN. 22980)

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

Office of Regulatory Services

Compliance

Advice, Complaints, Review and Support

David Rodriguez: 791-36444

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Justice and Community Safety

To: Administrative Services Officer Class 4 \$54,956 - \$59,668

Justice and Community Safety, Canberra (PN. 02148) (Gazetted 23 February 2011)

Territory and Municipal Services

Directorate Services

Governance

Security and Risk

Jon Barton: 768-68113

From: Administrative Services Officer Class 5 \$61,295 - \$64,994

Justice and Community Safety

To: †Senior Officer Grade C \$83,816 - \$90,372

Territory and Municipal Services, Canberra (PN. 24181) (Gazetted 16 June 2011)

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

Transport and Infrastructure

ACTION

Belconnen Depot

Ivan Bulley: 711-81697

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Territory and Municipal Services

To: †Administrative Services Officer Class 6 \$66,198 - \$76,043

Territory and Municipal Services, Canberra (PN. A20191) (Gazetted 18 April 2011)

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

RETIREMENTS AND DISMISSALS

Territory and Municipal Services

Section 221 of the *Public Sector Management Act 1994*: Mr Wayne Hill, Parks and City Services, 20 July 2011.