



ACT Government Gazette

Gazetted Notices for the week beginning 18 August 2011

VACANCIES

ACT Auditor General's Office

Performance Audit and Corporate Services

Performance Audit

Audit Manager / Senior Audit Manager

Audit Band 2 \$86,474 to \$119,911, Canberra (PN: several)

Gazetted: 22 August 2011

Closing Date: 29 August 2011

The ACT Auditor-General's Office is seeking expressions of interest for temporary employment opportunities at the Audit Manager / Senior Audit Manager level within the Performance Audit Team. Within the Performance Audit Team, the Audit Manager / Senior Audit Manager has a high level of autonomy and is responsible for planning, managing, conducting and reporting the results of performance audits and reviews of the operations of ACT public sector entities.

The Manager will have responsibility for client relationship management and the provision of professional and technical advice on a range of audit issues. He or she will have high level analytical, research, and investigatory skills and the ability to work across all areas of government. Applicants are asked to provide a CV, a three-page statement against the selection criteria and details of two referees.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. This is a security assessed position at the Highly Protected clearance level.

Note: The ACT Auditor-General's Office is seeking to engage successful candidates for up to 12 months. Specific timeframes may be negotiated between successful candidates and the Office.

Contact Officer: Rod Nicholas 02 6207 0827 rod.nicholas@act.gov.au Applications can be forwarded to: PO Box 275, Civic Square, ACT 2608

Performance Audits and Corporate Services

Corporate Services

Executive Support Officer

Audit Band 1 \$55,000 - \$65,000, Canberra (PN: 42815)

Gazetted: 22 August 2011

Closing Date: 5 September 2011

We are looking for an energetic and enthusiastic person to undertake a range of administrative tasks and provide support to the Executive of the ACT Auditor-General's Office. The Executive Support Officer's role is to: oProvide executive assistance to the Auditor-General and Directors (the Executive), including planning, co-ordinating and managing the Executive workflow into the Office, acting as first point of contact for the Executive, co-ordinating and managing appointments, organising meetings, liaising with key stakeholders, and drafting responses to correspondence. oProcess and finalise drafts of Auditor-General's reports for printing and tabling in the Legislative Assembly. oUndertake research for Executive and managers as required. oUndertake a range of administrative tasks, and provide support to the Corporate Services section, to ensure the efficient and effective operation of the Office. The successful applicant's background should demonstrate sound organisational skills and an ability to provide high-level executive support to senior staff and to manage sensitive and confidential issues. Experience in a small office environment, and use of a variety of computer applications (generally Microsoft Windows and Office applications) are highly desirable. The Auditor-General's Office strongly supports and values the diversity of culture in the workplace and offers a family-friendly and challenging work environment.

Contact Officer: Mr Russell Hearne on telephone (02) 6205 2442

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage. This is a security assessed position at the Highly Protected clearance level. Contact Officer: Russell Hearne 62052442 russell.hearne@act.gov.au

Applications can be forwarded to: PO BOX 275 CIVIC SQUARE ACT 2608

Calvary Health Care ACT (Public)

Allied Health

Medical Imaging Department

Radiographer/Trainee Sonographer

Health Professional Level 3 \$72,543 - \$80,436, Canberra (PN: 7581)

Gazetted: 24 August 2011

Closing Date: 31 August 2011

Under the broad direction of the deputy Director, Medical Imaging/Ultrasound: Be responsible for Ultrasound examinations under the supervision of qualified Sonographic staff. Communicate effectively with all stakeholders to optimise work practices within the Medical Imaging Department. Assist with the ongoing evaluation of clinical processes to ensure effective, evidence-based patient care, including the development of Ultrasound protocols. Be responsible for initiating and planning research projects within the service. Eligible for registration with the ACT Medical Radiation Scientists Board. Registration with the Australian Sonographer Accreditation Register as a Student. Be enrolled in, or undertake to enrol in a recognised ASAR Graduate Course in Medical Sonography.

Note: Full-time TTY 6201 6127

Eligibility/Other Requirements: A Statement of Accreditation from the Australian Institute of Radiography. Eligible for registration with the ACT Medical Radiation Scientists Board. Eligible for a Radiation Licence from the ACT Radiation Council. Registration with the Australian Sonographer Accreditation Register as a Student. Be enrolled in, or undertake to enrol in a recognised ASAR Graduate Course in Medical Sonography.

Contact Officer: Mr Hammam Hijazi 02 6201 6141 hammam.hijazi@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Ward Support Services

Ward Support Services Manager

Administrative Services Officer Class 5 \$59,800 - \$63,409, Canberra (PN: 7816)

Gazetted: 18 August 2011

Closing Date: 31 August 2011

An opportunity has arisen for a Ward Support Services Manager within Calvary Health Care ACT. This permanent full time position reports directly to the Director of Allied Health and will supervise the Ward Support and Transport Officers in all relevant aspects of ward support services. The successful applicant will possess: A Certificate IV in Workplace Training and Assessment or a commitment to undertake training within 12 months of appointment; Well developed communication, liaison and negotiation skills; Emotional intelligence, resilience and a well developed ability to lead, direct and influence staff members. A sound understanding of the service demands in an acute care hospital, and a demonstrated ability to apply this in practice in human resource management. Demonstrated organisational skills of a high order, with specific focus on delivery of customer service. A comprehensive working knowledge of, and commitment to, the principles and practices of effective human resource management and a demonstrated ability to apply them throughout the hospital. For further information please contact Christine Davis on (02) 6201 6963 Applications for this position close on Wednesday 31st August 2011.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Christine Davis 02 6201 6963 christine.davis@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

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

Centres

Learning Centre

Learning Centre Manager

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 54240)

Gazetted: 19 August 2011

Closing Date: 2 September 2011

The Learning Centre is looking for an experienced librarian to manage a comprehensive information service which includes flexible learning. You will be required to manage and promote information access to resources in all formats and information literacy programs for library clients.

Eligibility/Other Requirements: An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate membership of the Australian Library and Information Association (ALIA) or a recognised course of study. Ability to work one shift per week.

Note: This is a temporary position available from 19 September 2011 to 27 May 2012, with the possibility of extension.

Contact Officer: Heather Jamieson (02) 6207 3375 heather.jamieson@cit.edu.au

Centres

Learning Centre

Copyright Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 54894)

Gazetted: 18 August 2011

Closing Date: 1 September 2011

The successful applicant will need to demonstrate sound knowledge of and ability to interpret copyright legislation and its application in an educational institution. They will also need well developed oral and written communication skills and the ability to liaise and negotiate effectively throughout the Institute and with external agencies.

Eligibility/Other Requirements: A degree and relevant experience, or an equivalent combination of relevant experience and/or education would be desirable.

Contact Officer: Elizabeth McPherson (02) 6207 3115 elizabeth.mcpherson@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

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Children's Policy and Regulation Unit

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19594)

Gazetted: 24 August 2011

Closing Date: 31 August 2011

This position is responsible for leading and managing the ACT's commitments to implement the National Quality Agenda for Early Childhood Education and Care. The National Quality Agenda aims to ensure Australian children get the best possible start with the delivery of high-quality early childhood education and care, especially for those children from disadvantaged or at-risk backgrounds.

Eligibility/Other Requirements: Extensive expertise and knowledge of childcare issues, early childhood and the ACT children's services sector. Sound knowledge of government and organisational change processes is essential. Tertiary qualifications in education/human services is highly desirable. Knowledge of various software packages and client database applications highly desirable.

Note: This position may be filled based on application and referee reports alone.

Contact Officer: Helen Pappas (02) 6207 1075 helen.pappas@act.gov.au

**Office for Children, Youth and Family Services
Aboriginal and Torres Strait Islander Services
Aboriginal and Torres Strait Islander Integrated Services Delivery
Manager**

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 04834)

Gazetted: 18 August 2011

Closing Date: 19 September 2011

The position has a high level written and verbal strategic advice role in relation to services for vulnerable Aboriginal and Torres Strait Islander children, young people and their families and responsibility for management of a range of operational service delivery areas that may include: The effective delivery of coordinated family support services for vulnerable Aboriginal and Torres Strait Islander children and young people and their families; the provision of specific out of home care services including services for Aboriginal and Torres Strait Islander foster care services; the management of other discrete services provided by Aboriginal and Torres Strait Islander Services. The position will provide leadership and high-level representation and liaison across the Community Services Directorate, ACT Government, Community Partners and the ACT community, particularly the ACT Aboriginal and Torres Strait Islander community.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline are desirable and relevant experience is essential.

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

Contact Officer: Brian Wilson (02) 6205 4798 brian.wilson@act.gov.au

**Policy and Organisational Services
Finance and Budgetary Management
Internal Audit and Review
Auditor**

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 16762)

Gazetted: 24 August 2011

Closing Date: 6 September 2011

This position is as a result of management recognising the need for Internal Audit to continue assisting the business with identifying and managing risk. This role is part of a small team that will assist the Head of Internal Audit in providing assurance to Community Services Directorate (CSD), Executive and the Audit and Review Committee regarding the adequacy and effectiveness of internal controls. The main purpose of this role is to perform operational and compliance audits in line with the annual Audit Plan from planning through to reporting of findings. CSD is a complex and dynamic Directorate that is constantly evolving in order to meet client needs. This creates exciting opportunities to help the organisation identify and manage risks that result from the constant change, meaning you will find yourself constantly growing. As you learn the business and foster relationships you will be expected to not only audit the business, but work with them to help to prevent control and risk exposures. We give the power to you to take your own initiative in order to improve yourself as well as the Directorate. In order to be successful in this role you will need to have very good communication skills, a strong business acumen and a common sense and pragmatic approach making recommendations. You will need evidence of tertiary studies and be able to demonstrate, through your work history, your ability to effectively interact with management.

Eligibility/Other Requirements: Tertiary qualifications in relation to subject matter (or study towards). Professional accounting qualifications (CA/CPA) and/or professional certifications (CISA/CISM/CIA) is desirable.

Contact Officer: Diane Warner (02) 6207 6864 diane.warner@act.gov.au

**Office for Children, Youth and Family Support
Care and Protection Services
Care and Protection Case Worker**

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 10413, several)

Gazetted: 22 August 2011

Closing Date: 6 September 2011

The position entails the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. You will be responsible for the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and maintain accurate case records consistent with case management requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications, for example in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least two (2) year's experience working with children, youth and/or families in a social work/case management role. Proficiency with Microsoft programs and client database applications. Current driver's licence.

Contact Officer: Nicole Eldridge (02) 6205 6002 nicole.eldridge@act.gov.au

**Office for Children, Youth and Family Support
Care and Protection Services
Care and Protection Case Worker
Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 00036, several)**

Gazetted: 22 August 2011

Closing Date: 6 September 2011

The position entails the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. You will be responsible for the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and maintain accurate case records consistent with case management requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications, for example in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least one (1) year's experience working with children, youth and/or families in a social work/case management role. Proficiency with Microsoft programs and client database applications. Current driver's licence.

Contact Officer: Nicole Eldridge (02) 6205 6002 nicole.eldridge@act.gov.au

**Office for Children, Youth and Family Support
Care and Protection Services
Administration
Administration Support/Case Aid
Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 07964, several)**

Gazetted: 18 August 2011

Closing Date: 1 September 2011

The position involves a wide range of administrative support functions to assist Care and Protection Services in particular Case Workers, Team Leaders and Operational Managers. The position assists in the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. The key practices principles care and protection work to are: child centred, family focused, culturally competent and strengths and evidence based.

Eligibility/Other Requirements: An awareness of statutory child protection activities in the ACT is desirable and experience within the administration field. Current driver's licence is essential.

Note: There are several permanent and temporary positions available.

Contact Officer: Nicole Eldridge (02) 6205 6002 nicole.eldridge@act.gov.au

Cultural Facilities Corporation

**Canberra Theatre Centre
Operations
Technical Director
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 03553)**

Gazetted: 19 August 2011

Closing Date: 2 September 2011

As the Technical Director you will be responsible for delivering a high standard of technical services to all visiting presenters to the Canberra Theatre Centre venues. Experience in production management within a theatre environment, including rostering, budget management and the provision of a high level of customer service is essential.

Eligibility/Other Requirements: Extensive knowledge of the performing arts industry and theatre protocols is essential.

Note: Applications must address the selection criteria. 3 year Temporary Contract.

Contact Officer: Hannah Ley 6423 5715 hannah.ley@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

Economic Development

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

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

**Strategy and Facilitation
Project Facilitation
Project Manager
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 45187)**

Gazetted: 18 August 2011

Closing Date: 1 September 2011

Economic Development Directorate (EDD) is seeking a dynamic and experienced Project Manager working in the Project Facilitation team to provide high level secretariat and other support to strategic meetings and high level forums and in particular manage the assessment and eligibility of applicants for the direct sale of land. The ideal candidate will require highly-developed oral and written communication skills, including effective representation and liaison skills and possess

proven experience in undertaking high-level research and analysis. A sound knowledge of ACT Planning and Leasehold System and its regulatory framework would be an advantage.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Contact Officer: Ross McKay (02) 6205 0675 ross.mckay@act.gov.au

**Executive Support
Communications Unit
Stakeholder Relations**

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 12124)

Gazetted: 18 August 2011

Closing Date: 1 September 2011

The position of Stakeholder Relations - Communications requires a dynamic and enthusiastic person with excellent project implementation skills in the delivery of timely, effective and efficient range of projects including social media and the Directorate's internet. The ability to facilitate cooperation and partnerships, negotiate, consult and liaise with a broad range of internal and external stakeholders in relation to a range of highly complex matters is essential.

Eligibility/Other Requirements: Knowledge of planning and land disposal processes in the ACT. Government and graphic design skills are desirable. Knowledge and understanding of the parliamentary processes of the ACT.

Contact Officer: Ian De Landelles (02) 6205 1481 ian.delanelles@act.gov.au

**Policy and Governance
Ministerial, Cabinet and Policy
Administrative Assistant**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 22565)

Gazetted: 19 August 2011

Closing Date: 26 August 2011

Economic Development Directorate (EDD) is seeking a professional and experienced Administrative Assistant to undertake a range of administrative tasks and maintain the Directorate's Ministerial correspondence database. The successful applicant will be required to provide administrative and secretarial support in a very busy office environment with a high level of attention to detail. Demonstrated organizational skills, effective communication and interpersonal skills and the ability to multi-task in a dynamic environment will be an advantage.

Note: This is a part-time vacancy at 25 hours per week.

Contact Officer: Patti Bogiatzis (02) 6205 8298 patti.bogiatzis@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

**Corporate Services
Executive Director**

Executive Level 2.4 \$219,150 to \$231,587 depending on current superannuation arrangements, Canberra (PN: E544)

Gazetted: 19 August 2011

Closing Date: 26 August 2011

The Education and Training Directorate is seeking expressions of interest from highly motivated individuals to fill a short term vacancy as Executive Director, Corporate Services. The Corporate Services Division comprises three Branches: Finance and Corporate Support; Human Resources; Schools Capital Works. The successful applicant will provide, in accordance with prevailing Government policies and strategies, leadership to ensure achievement of the relevant parts of the Statement of Performance, Strategic Plan, and other key strategies for the Directorate. In particular: Develop, monitor and manage strategic advice and policy for the Directorate and Government; Monitor and report on Directorate expenditure and recommend actions to ensure expenditure is within the annual budget; Assist schools to meet their staffing needs and ensure the Directorate manages its human resources within legislated requirements, industrial and other agreements; Meet Government commitments on school capital works expenditure, while ensuring safety, probity and value for money; Build executive capacity and ensure appropriate succession planning within the Corporate Services Division.

Note: The successful applicant will be engaged under a performance-based contract for a period of six months with the possibility of extension. This includes a cash component of \$177,661. Expressions of interest should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Applications should be forwarded directly to the Contact Officer.

Contact Officer: Diane Joseph (02) 6205 2360 diane.joseph@act.gov.au

**Tertiary and International Education
Training and Tertiary Education
Transitions, Careers and Vocational Learning
Manager**

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 07266)

Gazetted: 24 August 2011

Closing Date: 13 September 2011

The successful applicant will lead the Transitions, Careers and Vocational Learning team in the development and implementation of vocational education and training in schools and careers education in the ACT. They will also be required to provide high level strategic and operational advice to senior officers and government on matters relating to ACT training priorities and related programs, policies and practices.
Contact Officer: Ann Goleby (02) 6205 2683 ann.goleby@act.gov.au

**School Improvement
North/Gungahlin Network
Black Mountain School
Deputy Principal
School Leader B \$98,077, Canberra (PN: 04051)**

Gazetted: 19 August 2011

Closing Date: 2 September 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Frank Fogliati (02) 6205 6377 frank.fogliati@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.

**School Improvement
Tuggeranong Network
Monash Primary School
Deputy Principal
School Leader B \$98,077, Canberra (PN: 04107)**

Gazetted: 19 August 2011

Closing Date: 2 September 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Jan Walsh (02) 6205 7556 jan.walsh@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.

**School Improvement
Belconnen Network
Maribyrnong Primary School
Deputy Principal
School Leader B \$98,077, Canberra (PN: 12143)**

Gazetted: 19 August 2011

Closing Date: 2 September 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Jennifer Howard (02) 6205 5933 jennifer.howard@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.

**School Improvement
Tuggeranong Network
Monash Primary School
Executive Teacher
School Leader C \$91,769, Canberra (PN: 03778)**

Gazetted: 19 August 2011

Closing Date: 2 September 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Jan Walsh (02) 6205 7556 jan.walsh@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.

**School Improvement
North/Gungahlin Network
Turner School
School Leader**

School Leader C \$91,769, Canberra (PN: 03726)

Gazetted: 19 August 2011

Closing Date: 2 September 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Gareth Rowe (02) 6205 6622 gareth.rowe@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.

**Strategy and Coordination
Planning and Performance
Educational Performance
Assistant Performance Analyst**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 04073)

Gazetted: 23 August 2011

Closing Date: 6 September 2011

The Planning and Performance Branch is seeking an Assistant Performance Analyst to assist in the analysis and interpretation of a range of educational data, including demographic data. The successful applicant will prepare documentation relating to educational planning activities and support the collection of preschool and school census data. They will also be required to prepare written communication on a range of educational and demographic planning data, including enrolment projections and ad-hoc data requests.

Contact Officer: Craig Jones (02) 6207 7119 craigw.jones@act.gov.au

**School Improvement
North/Gungahlin Network
Harrison School
Library Assistant**

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 16643)

Gazetted: 18 August 2011

Closing Date: 1 September 2011

Harrison School is seeking an enthusiastic Library Assistant. The successful applicant will provide clerical support to support the efficient running of the School Library. Duties include assisting the teaching staff with library operations. The ability to supervise student groups is required.

Contact Officer: Liz Bobos (02) 6142 2200 liz.bobos@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

**Policy, Corporate and Regulation
Corporate**

Finance and Government

Budget Manager

Senior Officer Grade A \$115,016, Canberra (PN: 15175)

Gazetted: 19 August 2011

Closing Date: 2 September 2011

The Environment and Sustainable Development Directorate is seeking an experienced and qualified (CA/CPA) Accountant to fill the role of Budget Manager. The Budget Manager is responsible for external and internal budget management for the Directorate including budget development, capital works and monthly management reporting, and will be responsible for a small team.

Eligibility/Other Requirements: Qualifications in Accounting or Commerce and membership of a professional body, such as the Institute of Chartered Accountants, or CPA Australia.

Contact Officer: Anita Hargreaves (02) 6205 9049 anita.hargreaves@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>

Deputy Chief Executive The Canberra Hospital and Health Service

**Mental, Justice, Alcohol and Drug Services
Adult Community and Older Persons Mental Health
Nurse, Older Persons Mental Health
Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 24006)**

Gazetted: 25 August 2011

Closing Date: 8 September 2011

Mental Health ACT 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. At this level, it is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Registered Nurse 1 and 2 and enrolled nurse level and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice. Eligibility/Other Requirements: Registered or eligible for registration as a Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Hold or is actively working towards relevant post graduate tertiary qualifications in mental health is highly desirable. Current driver's licence.

Contact Officer: Kelly Daly (02) 6205 1062

**Deputy Chief Executive The Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drug Services
Adult Community and Older Persons Mental Health
Nurse, Mental Health
Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 26358)**

Gazetted: 25 August 2011

Closing Date: 8 September 2011

Mental Health ACT 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. At this level, it is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Registered Nurse 1 and 2 and Enrolled Nurse levels and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice. Eligibility/Other Requirements: Registered or eligible for registration as a Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Hold or is actively working towards relevant post graduate tertiary qualifications in mental health is highly desirable. Current driver's licence.

Contact Officer: Kelly Daly (02) 6205 1062

**Office of Chief Executive
Population Health
Epidemiology
Program Manager
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 23277)**

Gazetted: 25 August 2011

Closing Date: 1 September 2011

The cervical cytology register is a central and confidential list of ACT women's pap test results. The register, through the cervical screening program, seeks to: maximise participation by eligible women in routine 2 yearly screening; institute a uniform and reliable reporting system; and promote effective treatment and follow-up for women with screen-detected abnormalities. A register coordinator and administrator is sought to manage the staff and work program of the ACT Cervical Cytology Register. This position involves providing high level data management support and implementing quality assurance activities in data collection. Monitoring and reporting on program screening trends and maintaining programs/manuals and implementing policies associated with the operations of the register are also required of this position.

Eligibility/other requirements: Tertiary qualifications in database management and a demonstrated working knowledge of SQL are highly desirable.

Note: This position is an expected full-time vacancy. Salary packaging with a fringe benefits tax-free threshold up to \$9,095.00 is available.

Contact Officer: Cathy Baker (02) 620 4037

**Deputy Chief Executive The Canberra Hospital and Health Service
Capital Region Cancer Service
Cancer Stream Administration
Radiation Oncology IM/IT Manager
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 14719)**

Gazetted: 25 August 2011

Closing Date: 8 September 2011

The Capital Region Cancer Service requires an experienced individual with strong skills in information and communication technology support and information management to support the clinical operations and data management requirements of the Radiation Oncology Department of The Canberra Hospital.

Contact Officer: Martin Goodison (02) 6174 5639

Deputy Chief Executive Strategy and Corporate

**Human Resource Management
Workforce Planning**

**Local Workforce Initiatives Coordinator
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 17434)**

Gazetted: 25 August 2011

Closing Date: 1 September 2011

The ACT Health Directorate's Workforce Policy and Planning Unit is seeking a person interested in regional health workforce issues to fulfil the role of Local Workforce Initiatives Coordinator. This is a permanent position in the ACT Health Human Resource Management Branch. The successful applicant will need to be well organised and a strategic thinker, be able to effectively liaise and collaborate with key stakeholders, and possess strong written and oral communication skills, and a comprehensive understanding of health workforce issues both local and national.

Eligibility/Other Requirements: Tertiary qualifications that include health related research are desirable.

Note: Selection may be based on written response to selection criteria and referee reports.

Contact Officer: Karen Cook (02) 6205 1425

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

Adult Community and Older Persons Mental Health

Registered Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 23086)

Gazetted: 25 August 2011

Closing Date: 1 September 2011

Mental Health ACT 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. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse and/or Midwife with the Australian Health Practitioner's Regulation Agency and hold a current driver's licence.

Contact Officer: Amanda Urbanc (02) 6205 1062 amanda.uranc@act.gov.au

**Deputy Chief Executive Strategy and Corporate
Professional Leadership, Research and Education
Clinical School**

Clinical Trials Coordinator

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 24952)

Gazetted: 25 August 2011

Closing Date: 1 September 2011

An exciting opportunity is available for a self-motivated and highly organised individual to join the Clinical Trials Unit team at the Canberra Hospital. The successful applicant will work with Canberra Hospital researchers and clinical research coordinators to plan and conduct clinical research. They will report to the Director of the Clinical Trials Unit.

Eligibility/Other Requirements: Registered or eligible to register with the ACT Nursing and Midwifery Board. It is desirable, but not necessary that the applicant has either academic knowledge or practical experience of clinical trials coordination. The successful applicant will show high skills of initiative and flexibility, well developed interpersonal skills, the ability to work well in a team and be competent in computer packages (i.e. Microsoft Suite, emails etc.) and have a current driver's licence.

Note: The position is full-time temporary for a period of 12 months with the possibility of extension and is to be filled as soon as possible. The option to work part-time will be considered. Hours of work are flexible.

Contact Officer: Katherine Johnson (02) 6244 2811

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

Adult Community and Older Persons Mental Health

Registered Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 19762)

Gazetted: 25 August 2011

Closing Date: 8 September 2011

Mental Health ACT 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. At this level it is expected that the successful applicant will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. The successful applicant will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Nursing with current ACT registration where applicable, and/or eligibility for membership of the appropriate professional organisation. Current driver's licence.

Contact Officer: Kelly Daly (02) 6205 1062

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

Ambulatory Services

Registered Nurse - Cardiac Catheter Laboratory

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 23170, several)

Gazetted: 25 August 2011

Closing Date: 1 September 2011

A position is available for a suitably qualified Registered Nurse to fill this dynamic and rewarding position in the Cardiac Catheter Laboratory.

Eligibility/Other Requirements: Registration with the Australian Health Practitioner Regulation Agency. A registered nurse with a minimum of three years full-time equivalent (FTE) post registration and one year Cardiac Catheter Laboratory experience.

Note: Applicants are requested to submit their application in writing, addressing the selection criteria, with a current CV and two professional referee reports.

Contact Officer: Lynette Divorty (02) 6244 3691 lynette.divorty@act.gov.au

Deputy Chief Executive Canberra Hospital and Health Service

Operational Support

Acute Support

Clinical Psychologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 27897)

Gazetted: 25 August 2011

Closing Date: 8 September 2011

A vacancy for a permanent position is available at the Canberra Hospital for an experienced Clinical Psychologist. The suitable applicant will provide a high level of Clinical Psychological to clients of the Canberra Hospital and the multidisciplinary Pain Management Unit.

Eligibility/Other Requirements: Postgraduate Masters qualifications in Clinical Psychology from a recognised tertiary institution and Psychology registration are essential.

Contact Officer: Consuelo Barreda-Hanson (02) 6244 3373

Deputy Chief Executive The Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

Allied Health

Occupational Therapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 04844)

Gazetted: 25 August 2011

Closing Date: 1 September 2011

The Community Care Occupational Therapy service is a home visiting service which aims to enable adults with physical disabilities to remain living independently and safely in the community. The service is a multidisciplinary team and operates from health centres. The successful applicant will conduct home visits and prescribe modifications and equipment that will promote safety and independence in the performance of daily living skills. The successful applicant, would have direct supervision from a senior therapist, and would supervise junior staff. The successful applicant would be encouraged to take advantage of the Professional Development program offered by the Community Care Program.

Eligibility/Other Requirements: A degree or diploma in Occupational Therapy, eligibility for membership to Occupational Therapists Australia and a current driver's licence.

Note: This position is a full-time, non-rotating position and may be required to participate in an overtime or on call roster.

Contact Officer: Nicola Cooper (02) 6205 1224 nicola.cooper@act.gov.au

Deputy Chief Executive, Strategy and Corporate

Business and Infrastructure

Business Support Services

Clinical Engineering Project Support Officer

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 23572)

Gazetted: 25 August 2011

Closing Date: 8 September 2011

Biomedical Engineering Services provides biomedical equipment assessment and intervention to support the clinical areas of ACT Government Health Directorate and complies with Australian Standards and Codes. Biomedical Engineering Services is a multicultural team which promotes equity and diversity, Industrial Democracy and is committed to the ACT Government Health Directorate values. As Clinical Engineering Project Officer, your main responsibility will be to participate in the development, evaluation, analysis and planning of services on behalf of Biomedical Engineering, particularly in relation to the Capital Asset Development Plan (CADP). You will also assess biomedical equipment, exercise independent judgment on routine matters with limited supervision. On a day-to-day basis, you will be expected to perform complex and critical biomedical repair and service tasks, provide biomedical input into the development and management of the clinical equipment network as well as assist in procurement, calibration, installation, commissioning and testing of medical equipment for which Biomedical Engineering is responsible, under direction from Clinical Asset Manager. Using the Biomedical Engineering Asset Management System (Mainet), you will maintain documentation of all work performed. Your work will enable the ACT Government Health Directorate to provide the services required as well as to be able to comply with Australian Standards.

Eligibility/Other Requirements: Associate Diploma, or equivalent, with a Biomedical Engineering understanding. Relevant training, experience or accreditation, which, in the opinion of the Chief Executive or their delegate enables the officer to competently perform the duties of the office.

Note: An employer contribution to superannuation is in addition to the salary. Generous salary sacrifice arrangements under the Public Benevolent institution provision are also available.
Contact Officer: Geoff McClymont (02) 6244 3043

**Office of the Chief Executive
Quality and Safety
Patient Safety and Quality
Consumer Feedback Coordinator
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 04571)**

Gazetted: 25 August 2011
Closing Date: 1 September 2011

If you are a good communicator with a commitment to providing excellence in customer service in the health sector this is a job for you. As a consumer feedback coordinator in the Consumer Feedback and Engagement Team in the Health Directorate's Quality and Safety Unit you will be responsible for working with consumers, clinicians and managers to proactively manage consumer feedback. You will require a breadth of knowledge and experience of customer service, complaints management and/or conflict resolution in a health setting or community service environment.
Contact Officer: Sonia Hogan (02) 6205 0178

**Deputy Chief Executive Strategy and Corporate
Performance and Innovation
Health Performance
Administrative Officer
Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 29748)**

Gazetted: 25 August 2011
Closing Date: 1 September 2011

The Performance and Innovation Branch in the Health Directorate is seeking a suitably qualified officer to join the Elective Surgery Access Team. This position will assist the Elective Surgery Access Manager in providing a service to consumers requiring access to elective surgery at the Canberra and Calvary Public hospitals. The successful applicant will possess experience in data entry and have well developed communication skills, particularly in liaising with patients waiting for surgery on the elective surgery waiting list.

Note: The position will involve working and travelling between both public hospitals in the ACT.
Contact Officer: Elaine Men (02) 6205 1157

**Deputy Chief Executive, Strategy and Corporate
Professional Leadership, Research and Strategy
Clinical School
Clinical Trials Coordinator
Research Officer Grade 2 \$54,956 - \$59,668, Canberra (PN: 16825)**

Gazetted: 25 August 2011
Closing Date: 8 September 2011

An exciting opportunity is available for a self-motivated and highly organised individual to join the Clinical Trials Unit team at Canberra Hospital. The successful applicant will work with Canberra Hospital researchers and clinical research coordinators to plan and conduct clinical research. He/she will report to the Director of the Clinical Trials Unit.

Eligibility/Other Requirements: A degree in a relevant area, from a recognised university with significant subsequent relevant work experience OR an equivalent combination of experience and/or education. The successful applicant will show high skills of initiative and flexibility, well developed interpersonal skills, the ability to work well in a team and be competent in computer packages (i.e. Microsoft Suite, emails etc.) and have a current driver's licence.

Note: The position is a temporary, full-time position available for 12 months with the possibility of extension. The option to work part-time will be considered. Hours of work are flexible.
Contact Officer: Katherine Johnson (02) 6244 2811

**Deputy Chief Executive The Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drug Services
Adult Community and Older Persons Mental Health
Health Professional
Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 22203)**

Gazetted: 25 August 2011
Closing Date: 8 September 2011

Mental, Justice, Alcohol and Drug Services 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. At this level it is expected that the successful applicant will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. The successful applicant will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.
Contact Officer: Kelly Daly (02) 6205 1062

**Deputy Chief Executive The Canberra Hospital and Health Service
Capital Region Cancer Service
Cancer Stream Administration
Team Leader**

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 10761, several)

Gazetted: 25 August 2011

Closing Date: 1 September 2011

The successful applicants will be responsible in providing leadership and completing the day-to-day operations for the Reception and the Booking and Scheduling Services. Positions are being recruited to in the Orthopaedic and Plastics, Gastroenterology, Respiratory and Sleep Medicine, Ophthalmology and Central Outpatient Departments. The successful applicants will be enthusiastic and have excellent interpersonal skills, enjoy working as part of a team and have experience in supervising a small team.

Contact Officer: Jason McNamara (02) 6244 2394 jasonw.mcnamara@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Rehabilitation**

Speech Pathologist

Health Professional Level 1/2 \$47,515 - \$70,459, Canberra (PN: 26267)

Gazetted: 25 August 2011

Closing Date: 8 September 2011

An exciting opportunity exists for newly graduated Speech Pathologist within ACT Health. Rehabilitation, Aged and Community Care (RACC) Speech Pathology provides services to adults who have acquired communication and swallowing difficulties as a result of neurological injury or as part of the ageing process. RACC Speech Pathologists provide both inpatient and community-based services. The position provides an opportunity to develop skills across a range of specialist caseloads and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/other requirements: Degree or diploma in Speech pathology from a recognised tertiary institution and eligibility for membership of Speech Pathology Australia.

Note: New Graduates encouraged to apply. To be eligible for the HP2 position, applicants need to have 12 months post graduate experience. This is a temporary position available to July 2012 (with the possibility of extension).

Contact Officer: Rebecca Sullivan (02) 6244 2230

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Rehabilitation**

Equipment Services Health Service Officer

Health Service Officer Level 3 \$39,357 - \$40,700, Canberra (PN: 16627, several)

Gazetted: 25 August 2011

Closing Date: 1 September 2011

An opportunity exists with Equipment Loan Service for two enthusiastic, motivated people to work in a team environment that contributes to the community.

The successful applicants will join a highly motivated team dedicated to providing an excellent service to our clients.

Eligibility/Other Requirements: A current driver's licence with an unblemished driving record. A high level of physical fitness is required, with no history of illness or injury that could prevent the performance of all duties.

Note: This is a part-time position of 8 hours per week. 8 am - 12 midday Saturday, Sunday and public holidays.

Contact Officer: Cheryl Spence (02) 6205 2603 cheryl.spence@act.gov.au

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

Corporate

Senior Executive, Strategic ICT

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: JACS 0811)

Gazetted: 19 August 2011

Closing Date: 1 September 2011

Applications are sought for Senior Executive, Strategic ICT, Justice and Community Safety Directorate. This position is part of the broader executive team delivering justice and community safety services in the ACT and is accountable to the Director-General, Justice and Community Safety Directorate. The primary objective of the role is to provide advice to the Director-General on the development and implementation of the Directorate's ICT Strategic Plan. While Shared Services ICT provides the Directorate with its operational ICT requirements, the Director-General is seeking a senior executive to be responsible for the long term strategic planning in order to meet the future ICT needs of the numerous and different business units which make up the Directorate's services. Other major accountabilities of the position include: Ensure that ICT services are delivered through an efficient and contemporary customer oriented model that is capable of meeting the needs of the Directorate's diverse businesses; Act as the Director-General's key advisor on ICT strategy; Ensure that effective governance, performance, risk, security and compliance frameworks are implemented, and; Develop and

manage effectively the budget and forecast for ICT. The successful applicant will have extensive experience in the management of ICT services within a complex and diverse environment, high level skills in public sector and business management, and a demonstrated ability to communicate effectively.

Note: The successful applicant will be engaged on a performance based contract of up to five years with an attractive remuneration package ranging of \$195,141 (non CSS/PSS members) or \$206,068 (existing CSS/PSS members).

Contact Officer: Rachael Jackson (02) 6207 4813 rachael.jackson@act.gov.au

ACT Government Solicitor

Executive

Manager, Governance and Finance

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 44093)

Gazetted: 19 August 2011

Closing Date: 31 August 2011

The ACT Government Solicitor seeks a suitably experienced person to provide financial and budget reporting for ACTGS for a temporary period. The acting Manager will be required to manage the financial and budget resources of ACTGS and the strategic business and finance planning and reporting as well as coordinating and preparing budget briefs and other finance related reports. The acting Manager will work collaboratively with the Manager Operations to ensure timely and quality advice is provided to the Chief Solicitor and other ACTGS officers. The position includes supervising a small team responsible for the accounts payable, receivable and monthly billing functions. Experience using Oracle is essential. Experience with ACT Government reporting is highly desirable.

Eligibility/Other Requirements: Accounting qualification or progress towards same and experience in an office finance management role would be highly desirable.

Note: This is a temporary position available until 31 March 2012. Interested applicants should address the selection criteria (maximum three pages), include a current curriculum vitae outlining relevant experience and the names of two referees.

Contact Officer: Dr Loretta Zamprogno (02) 6207 0653 loretta.zamprogno@act.gov.au

Legislation and Policy

Justice Planning and Programs

Senior Policy Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 42743)

Gazetted: 24 August 2011

Closing Date: 31 August 2011

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

Note: This is a temporary position available until 17 February 2012 with the possibility of extension. Expressions of interest should be no more than two pages in length and should address the selection criteria. Applicants should provide contact details for two referees.

Contact Officer: Andrew McIntosh (02) 6207 0550

Office of Regulatory Services

Transport Regulation

Road User Services

Vehicle Inspector

General Service Officer Level 8 \$52,847 - \$55,954, Canberra (PN: 03181, several)

Gazetted: 24 August 2011

Closing Date: 13 September 2011

Under the general direction conduct vehicle roadworthy inspections on the roadside, in car parks and the vehicle inspection station. Conduct vehicle identification checks to ensure stolen vehicles are not registered in the ACT. Monitor heavy vehicle movements to ensure roadworthiness and compliance with the *Road Transport (Mass, Dimensions and Loading) Act 2009* and *Regulations 2010*. Issue certificates, of inspection, defect and infringement notices in accordance with relevant road transport legislation. Collect evidence, prepare offence reports and appear in court to give evidence as required. Prepare statistics and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Motor Mechanic Trade Certificate or equivalent and a current C class driver's licence.

Ability to work overtime and ability to lift equipment weighing 20 kilograms.

Contact Officer: Nadeem Niazi (02) 6207 7404 nadeem.niazi@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

Directorate Services

Canberra Connect

Payment Services Integration

Portals Support Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 31114)

Gazetted: 19 August 2011

Closing Date: 29 August 2011

Applications are sought from suitably experienced and motivated individuals to fill the role of Portals Support Officer in the Payment Services Integration team of Canberra Connect. The position will be responsible for providing support to the Portals Administrator in the day-to-day operations of the Canberra Connect Services Portal, ACT Government Information Portal and Whole of Government Search Facility.

Contact Officer: Nicola Hampson (02) 6207 6511 nicola.hampson@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.

RaPT

Roads ACT

Road Maintenance Services

Roadworker

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 26373)

Gazetted: 19 August 2011

Closing Date: 26 August 2011

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

Eligibility/Other Requirements: Current vehicle licence.

Note: Position may be filled based on application and referee reports only. This is a temporary position available until August 2012.

Contact Officer: Greg Skaines (02) 6205 1813 greg.skaines@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

Finance and Budget Division

Budget Management and Analysis

Director Budget Management and Analysis

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E147)

Gazetted: 19 August 2011

Closing Date: 14 September 2011

The Treasury Directorate provides strategic financial and economic advice and services to the ACT Government with the aim of improving the Territory's financial position and economic management. It plays a leading role in promoting accountability and transparency in the delivery of services to the community and the management of resources. As Director, Budget Management and Analysis (SES Band 1) you will lead a Branch responsible for advising the Government and agencies on policy issues, financial management, resource allocation and budget development issues. You will also assist in the development of the Territory's annual budget and capital works program and monitor, analyse and report to the Government and other stakeholders on the financial performance of a broad range of Government agencies and businesses. To be a strong contender for this challenging role you will have excellent policy and strategic capability and strong leadership skills. You will have a strong focus on results and be experienced in establishing and building productive and professional working relationships with stakeholders.

Eligibility/Other Requirements: Relevant finance or economic qualifications are desirable.

Note: The successful applicant will be engaged under a performance based contract of up to 18 months with an attractive remuneration package ranging from \$190,992 to \$201,652 depending on current superannuation arrangements, including a cash component of \$152,286. Employer provided benefits include superannuation, a privately plated car and parking.

An information pack can be obtained from the Executive Search Consultants assisting Treasury Directorate - Executive Intelligence Group Pty Ltd, 45 Torrens Street Braddon 2612. Before applying, please obtain an information pack by emailing admin@execintell.com.au quoting Ref. No. 253.

Contact Officer: Tricia Searson or Karina Duffey, Executive Intelligence Group Pty Ltd (02) 6232 2200

admin@execintell.com.au

Shared Services

Business Services

Business Management

Executive Officer

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 14585)

Gazetted: 24 August 2011

Closing Date: 7 September 2011

An exciting opportunity exists within Shared Services for an Executive Officer. The successful applicant will be required to provide high level governance and corporate administrative support to the Executive Director and contribute to the development, management and administration of corporate practices, policies and procedures.
Contact Officer: David Peel (02) 6207 2260 david.peel@act.gov.au

Shared Services

Shared Services ICT

Customer Relations

Business Applications Support Officer

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 11069)

Gazetted: 18 August 2011

Closing Date: 1 September 2011

As part of the Community Services ICT team, this role provides support for critical business applications running within Housing ACT. The successful applicant will be required to provide technical support for Housing ACT business applications, investigating and analysing incidents, problems and implementing changes within change control processes and maintaining documentation relating to business applications.

Note: This is a temporary position available for the period 12 September 2011 to 30 June 2012.

Contact Officer: Steven Pullen (02) 6205 3990 steven.pullen@act.gov.au

APPOINTMENTS

Community Services

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

Angelo Arcidiacono 827-45179, Section 68(1), 11 August 2011

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

Cindy Elliott 821-25981, Section 68(1), 15 August 2011

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

Kenneth Williams 827-26488, Section 68(1), 15 August 2011

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

Casey Wotton 827-47924, Section 68(1), 22 August 2011

Education and Training

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

Vicki Joy Jackson 820-93959, Section 68(1), 23 August 2011

Environment and Sustainable Development

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

Sanzida Akhter 827-46091, Section 68(1), 25 August 2011

Health

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

Ingrid Butterfield: 788-08659, Section 68(1), 17 August 2011

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

Bonnita Allen 827-46120, Section 68(1), 29 August 2011

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

Felicity Colwel 827-40685, Section 68(1), 25 August 2011

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

Alison Horan 827-385, Section 68(1), 21 July 2011

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

Jessica Jacques 831-22774, Section 68(1), 22 August 2011

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

Leonard Benjamin Martin 831-23363, Section 68(1), 18 August 2011

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

Matthew Richter 820-87284, Section 68(1), 18 August 2011

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

Kelly Smith 817-52051, Section 68(1), 18 August 2011

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

Carol Tonkin 830-81028, Section 68(1), 14 September 2011

Justice and Community Safety

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

Alanna Britten 713-07640, Section 68(1), 8 August 2011

Legal 1 \$50,797 - \$104,152

Laleshni Chandra 827-38120, Section 68(1), 23 August 2011

Legal 1 \$50,797 - \$104,152

Samuel Kibbey 827-41709, Section 68(1), 23 August 2011

Territory and Municipal Services

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

Chloe Anderson-Clift 827-47609, Section 68(1), 22 August 2011

Technical Officer Level 3 \$57,082 - \$64,764

Shane Peter Holden 827-45398, Section 68(1), 22 August 2011

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

Robin Holly 827-47596, Section 68(1), 24 August 2011

Treasury

Information Technology Officer Class 1 \$53,214 - \$60,844

Zachary Williams 817-32173, Section 68(1), 22 August 2011

TRANSFERS

Chief Minister and Cabinet

Pam Darville: 748-53268

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

Community Services

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

Chief Minister and Cabinet, Canberra (PN. 42180) (Gazetted 4 July 2011)

Health

Nicole Burke: 795-50477

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

Health

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

Health, Canberra (PN. 20264) (Gazetted 23 June 2011)

Katherine Saye: 771-99652

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

Health

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

Health, Canberra (PN. 21156) (Gazetted 2 June 2011)

Clare Williams: 786-53116

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

Health

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

Health, Canberra (PN. 21183) (Gazetted 2 June 2011)

Justice and Community Safety

John Alexander Turnbull: 786-87543

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Treasury
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 01872) (Gazetted 17 June 2011)

PROMOTIONS

Environment and Sustainable Development

Client Services

Customer Services

Frederick Carlos Arugay: 780-03439

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Environment and Sustainable Development
To: †Senior Officer Grade C \$83,816 - \$90,372
Environment and Sustainable Development, Canberra (PN. 24278) (Gazetted 30 June 2011)

Office of Chief Executive

Ministerial and Corporate

Keziah Judd: 787-18434

From: Graduate Administrative Assistant \$54,956 - \$56,700
Environment and Sustainable Development
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Environment and Sustainable Development, Canberra (PN. 18728)
This promotion is to a non-advertised vacancy.

Construction Services

Utilities and Land Regulation

Glenys Tetley: 757-51191

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Environment and Sustainable Development
To: †Administrative Services Officer Class 6 \$66,198 - \$76,043
Environment and Sustainable Development, Canberra (PN. 20061, several) (Gazetted 17 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.

Health

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

Ambulatory Services

Alison Winsbury: 817-51745

From: Registered Nurse Level 3.1 \$83,861 - \$87,312
Health
To: †Registered Nurse Level 3.2 \$94,804
Health, Canberra (PN. 16508) (Gazetted 23/6/2011)

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

Operating Room

Amanda Chase: 799-83049

From: Registered Nurse Level 1 \$51,872 - \$70,092
Health
To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 19726) (Gazetted 3 March 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Human Resource Management**

Workforce Planning

Bronwyn Ellis: 741-14588

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Health
To: †Senior Officer Grade C \$83,816 - \$90,372
Health, Canberra (PN. 11548) (Gazetted 28 July 2011)

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

Department of Medical

Gwendolyn Edith Franklin: 813-01349

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

To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Health, Canberra (PN. 21546)

This promotion is to a non-advertised position under Section 71 of the *Public Sector Management Act*

**Deputy Chief Executive The Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies**

Lyndal Radford: 827-28782

From: Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT (Public)

To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 23509) (Gazetted 23 June 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Critical Care and Diagnostics**

Jennifer Rochow: 620-82606

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

To: †Registered Nurse Level 3.2 \$94,804
Health, Canberra (PN. 22186) (Gazetted 9 June 2011)

**Deputy Chief Executive The Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies**

Emma Whipp: 827-21716

From: Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT (Public)

To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 23514) (Gazetted 23 June 2011)

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

Myra Whitney: 789-46381

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

To: †Health Professional Level 4 \$83,816 - \$90,372
Health, Canberra (PN. 28410) (Gazetted 12 May 2011)

Justice and Community Safety

**Office of Regulatory Services
Compliance**

Fair Trading Inspectorate

Mark Leonard Robert Boyle: 821-14115

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

To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 14817) (Gazetted 17 June 2011)

**Office of Regulatory Services
Compliance**

Fair Trading Inspectorate

Krista Maria Brennan: 817-48968

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety

To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 03855) (Gazetted 17 June 2011)

**ACT Government Solicitor
Property and Commercial**

Hanh Bui: 765-90203

From: Legal 1 \$50,797 - \$104,152
Justice and Community Safety

To: †Legal 2 \$113,158 - \$117,809
Justice and Community Safety, Canberra (PN. 18265) (Gazetted 14 June 2011)

ACT Government Solicitor

Property and Commercial

Carmen Jane Maria Edwards: 821-09332

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

Justice and Community Services Directorate

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

Justice and Community Safety, Canberra (PN. 43639) (Gazetted 18 July 2011)

Law Courts and Tribunals

Business Services Unit

Forensic Medicine Centre

Cindy Michelle Hansen: 261-52061

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

Health

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

Justice and Community Safety, Canberra (PN. 24483) (Gazetted 29 June 2011)

ACT Government Solicitor

Government Law and Litigation

Lisa Manzoney: 738-47413

From: Legal 1 \$50,797 - \$104,152

Justice and Community Safety

To: †Legal 2 \$113,158 - \$117,809

Justice and Community Safety, Canberra (PN. 18979) (Gazetted 15 June 2011)

Office of Regulatory Services

Compliance

Fair Trading Inspectorate

Giancarlo Nasca: 817-42005

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 13860) (Gazetted 17 June 2011)

Office of Regulatory Services

Transport Regulation

Road User Services

Nadeem Niazi: 312-23530

From: General Service Officer Level 8 \$52,847 - \$55,954

Justice and Community Safety

To: †Technical Officer Level 3 \$57,082 - \$64,764

Justice and Community Safety, Canberra (PN. 00900) (Gazetted 18 July 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.

Territory and Municipal Services

Roads and Public Transport

Public Transport Systems

MyWay

Matthew Raymond Barham: 757-51861

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

Justice and Community Safety

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

Territory and Municipal Services, Canberra (PN. 13483) (Gazetted 21 July 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.

Parks and City Services

Parks and Conservation Service

Fire, Forests and Roads

Carmine Gianfranco Masullo: 799-98327

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 20115) (Gazetted 18 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.

**Roads and Public Transport
Public Transport Systems
MyWay**

Paul Skidmore: 711-81363

From: Technical Officer Level 4 \$66,198 - \$76,043

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. A20162) (Gazetted 21 July 2011)

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

Treasury

Revenue Management

Revenue Accounts

Paige Holdsworth: 817-48933

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

Treasury

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

Treasury, Canberra (PN. 12568) (Gazetted 22 July 2011)

Shared Services

Shared Services ICT

Customer Relations - CIT ICT

Anthony McKenzie-Scott: 789-10274

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

Shared Services ICT, CIT-ICT

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

Treasury, Canberra (PN. 05407) (Gazetted 12 July 2011)

Shared Services

Information Communication and Technology

Customer Relations - Health ICT

Graeme Stewart: 795-49900

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

Treasury

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

Treasury, Canberra (PN. 24319) (Gazetted 24 June 2011)

RETIREMENTS AND DISMISSALS

Territory and Municipal Services

Section 221 of the *Public Sector Management Act 1994*: Mr Billy Field, Parks and City Services, 19 August 2011.