



ACT Government Gazette

**Gazetted Notices for the week beginning 30 September
2010**

Department of Disability, Housing and Community Services

Cessations

Sandra Lambert - Chief Executive (E906) - 30.9.10

Note: The following Chief Executive has been issued with a new contract. The notification is in accordance with the provisions of section 34 of the Public Sector Management Act 1994.

Martin Hehir - Deputy Chief Executive (E268) - 30.9.10

Department of Land and Planning Services

Engagement

David Dawes - Chief Executive (E912)
Section 28 of the Public Sector Management Act 1994

Department of Territory and Municipal Services

Cessation

Note: The following Chief Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Sue Dever - General Manager, Capital Linen Service E294) - 1.10.10

VACANCIES

ACT 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>

Information Management and Information Technology

E-Health

Centralised Order Entry Project Manager

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 20069, several)

Gazetted: 07 October 2010

Closing Date: 14 October 2010

ACT Health is currently implementing a Health-e Futures program. This Program is a \$90 million e-health investment aimed to facilitate a safe, high quality, secure and sustainable health care service in a patient-centric environment, where e-health systems ensure the 'right information' is available to the 'right person' at the 'right time', regardless of their location. ACT Health is currently looking for experienced Project Managers to support the successful implementation of the clinical systems component of the Health-e Futures program. The key responsibilities of these positions will be to plan, direct and coordinate activities required to manage and implement integrated clinical systems. The specific projects are: Implementation of a centralised order entry system for medical imaging and pathology; Implementation of a centralised clinical record document repository; Implementation of a Renal Services clinical information system.

Note: These positions are temporary available for a period up to 30 June 2013.

Contact Officer: Judy Redmond (02) 6244 3270

The Canberra Hospital

Ambulatory and Medical Services

Medical Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$92,492, Canberra (PN:22399)

Gazetted: 7 October 2010

Closing Date: 14 October 2010 Applications are invited from innovative and committed Registered Nurses interested in making a difference through strong leadership within the Neurology/Stroke/Infectious Diseases ward at Canberra Hospital. Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Contact Officer: Kellie Noffke (02) 6174 5161

**The Canberra Hospital
Ambulatory and Medical Services
ACT Diabetes Service
Podiatrist**

Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 04894)

Gazetted: 07 October 2010

Closing Date: 14 October 2010

The Diabetes Service is seeking applications from an experienced, enthusiastic and suitably qualified Podiatrist, to supervise the Diabetes Podiatry Team. The successful applicant will be responsible for clinical supervision, leadership and coordination of podiatry services within a multidisciplinary team in both The Canberra Hospital and the community. They will have the knowledge and ability to provide advice to individuals with diabetes and vascular disease requiring high risk foot podiatry intervention. They will also have experience in developing and leading quality improvement projects, the development and implementation of policy and procedures and report writing.

Eligibility/Other Requirements: Degree or Diploma in Podiatry, eligible for registration with the ACT Podiatrist Board.

Note: This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Erica Wright (02) 6205 5020 erica.wright@act.gov.au

**Community Health
Continuing Care
Allied Health
Dietitian**

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 20222)

Gazetted: 07 October 2010

Closing Date: 14 October 2010

The Continuing Care Program is seeking applications from experienced Dietitians to fill the temporary position of a Health Professional Officer Grade 3 Community Dietitian. The position promotes positive client outcomes through the provision of high quality community based clinical services and health promotion activities for adults. Demonstrated ability is required in: a range of clinical conditions; health promotion; quality improvement; training of staff and students; and communication.

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

Note: This is a full time temporary position available 29th November 2010 to 30th June 2011, however part-time applicants will be considered.

Contact Officer: Kate O'Brien (02) 6205 1103 kate.o'brien@act.gov.au

**Aged Care and Rehabilitation
Aged Care and Rehabilitation Community Based
Rehabilitation**

Senior Occupational Therapist

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 20134)

Gazetted: 07 October 2010

Closing Date: 22 October 2010

We are seeking applications from enthusiastic individuals for the position of Senior Occupational Therapist, to work in the Inpatient units of the Aged Care and Rehabilitation Service (ACRS) based at The Canberra Hospital.

Eligibility/Other Requirements: Degree or Diploma in Occupational Therapy or equivalent qualifications and eligibility for membership of the Australian Association of Occupational Therapists ACT Incorporated. Current drivers licence is essential.

Note: This is a full time permanent position. Applicants interested in temporary employment as a Senior Occupational Therapist within ACRS team are also encouraged to submit an application. This position may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Felicity Wilson (02) 6244 2904 felicity.wilson@act.gov.au

**Capital Region Cancer Service
Community Based Cancer Services
Screening and Support
Recruitment/Project Officer**

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 22617)

Gazetted: 07 October 2010

Closing Date: 14 October 2010

The ACT Cervical Screening Program is a population health screening program that aims to improve health outcomes for women. We have a part-time opportunity for a highly skilled and motivated individual to join our team and work on the recruitment of women to the cervical cancer screening program. The role will involve being part of the planning,

implementation and evaluation of long and short term health promotion strategies and activities aimed at improving participation rates of women in these programs. The successful applicant will have; Demonstrated knowledge and understanding of public health programs and experience in design, implementation and evaluation of projects; Experience in consultation and liaison with government, non government and consumer forums; The capacity to work autonomously with minimal supervision; High level written and oral communication skills.

Eligibility/Other Requirements: Experience in a health related field or tertiary qualifications in a health related discipline is highly desirable. Current driver's licence.

Note: This is a part-time position at 22:03 hours per week. Salary packaging is available.

Contact Officer: Peter Couvee (02) 6205 1955 peter.couvee@act.gov.au

**The Canberra Hospital
Special Purpose Account
Research**

**Clinical Trials Co-ordinator
Research Officer Grade 2 \$53,616-\$58,213, Canberra (PN: 18976)**

Gazetted: 07 October 2010

Closing Date: 28 October 2010

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 be primarily assisting with the co-ordination of the ASPREE (ASpirin in Reducing Events in the Elderly) clinical trial being conducted by the Clinical Trials Unit at The Canberra Hospital and other centres in Australia. ASPREE is a seven year clinical trial of aspirin versus placebo in 12,500 people aged 70 years and over. The study will investigate whether aspirin is helpful in prolonging healthy lifespan and will balance this against the risk of bleeding. Substantial funding has been secured for the duration of the study.

The Clinical Trials Co-ordinators will have the responsibilities that include general practitioner and subject recruitment, clinical record collection, clinical assessments and physiological measures, subject monitoring and maintaining trial records according to the trial protocol. There may be opportunities to work on other clinical research projects that are being coordinated by the Clinical Trials Unit, depending on the workload from the ASPREE study.

Eligibility/Other Requirements: The successful applicant will be tertiary qualified in health, management or a related field, show high skills of initiative and flexibility, well developed interpersonal skills, 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: This position is temporary full time available asap for a period of twelve months. The option to work part-time will be considered. Hours of work are flexible. The position will report to the Director of the Clinical Trials Unit.

Contact Officer: Katherine Johnson or Dr Walter Abhayaratna (02) 6244 2811 katherine.johnson@act.gov.au

**The Canberra Hospital
Women's and Children's Health SMT
Women's and Babies
Midwife**

Registered Nurse Level 1 \$50,607-\$68,382, Canberra (PN: 26739, several)

Gazetted: 07 October 2010

Closing Date:

The Canberra Hospital is a tertiary hospital providing maternity services ranging from community based antenatal and postnatal care, specialised areas of antenatal, birthing, postnatal and the neonatal intensive care. The new Women's and Children's Hospital at the Canberra Hospital campus is under construction and is the first stage of ACT Health's \$1 billion plus, redevelopment of our health infrastructure – called Your Health – our priority. The new Women's and Children's Hospital will co-locate maternity, gynaecology, neonatal, paediatric and adolescent services. The Hospital is due for completion at the end of 2012 and includes a 5 bedroom on-site birth centre and a 13 bedroom birthing suite, with all rooms including birthing baths. New models of care are being developed to enhance continuity of care to meet the community needs and enhance the quality of care to be provided in the new public Women's and Children's Hospital. This will offer Women of the ACT and surrounding region a unique contemporary maternity service. Current vacancies provide an opportunity for midwives to be involved in the development of continuity of care and midwifery led-models of care including case load midwifery, team midwifery, community based antenatal clinics, and specialised areas of antenatal, birthing, postnatal and the neonatal intensive care. Our innovative models of care provide various midwifery employment options improving work life balance and leading to a high level of job satisfaction. ACT Health provides a highly competitive salary, relocation assistance, salary packaging, professional development and learning opportunities inclusive of scholarships, qualification allowance and career advancement opportunities. Education and research opportunities exist with our Research Centre for Nursing and Midwifery Practice and affiliation with the University of Canberra and Australian National University.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner's Regulation Agency.

Note: Permanent and temporary (part-time and full-time) and casual on call positions are available.

Contact Officer: Susan Feltrin (02) 6244 3128 susan.feltrin@act.gov.au

**The Canberra Hospital
Ambulatory and Medical Service
AMS Support Services
Medical Transcriptionist
Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 20334)**

Gazetted: 07 October 2010

Closing Date: 14 October 2010

An opportunity for a Medical Transcriptionist to join a dynamic and versatile team.

Eligibility/Other Requirements: Medical terminology certificate, or equivalent, is preferable. Knowledge of medical terminology will be considered an advantage.

Note: Successful applicants may be placed on their responses to the Selection Criteria, Typing Test results and referee reports. This position attracts a Medical Typing Allowance.

Contact Officer: Andrei Lena (02) 6244 2574 Andrei.Lena@act.gov.au

The Canberra Hospital

Medical Services

Gastroenterology and Hepatology

Administrative Officer

Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 25946)

Gazetted: 07 October 2010

Closing Date: 14 October 2010

There is an exciting opportunity for an appropriately skilled individual to support the Inflammatory Bowel Diseases (IBD) clinic at the Department of Gastroenterology and Hepatology, Canberra Hospital. The position will provide pivotal support towards a research goal and work within a multidisciplinary team of medical professionals and administrative staff. The applicant will be enthusiastic and have excellent interpersonal skills, enjoy working as part of a team and have demonstrated experience in using information technology systems.

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

Note: This is a temporary part-time position available for 15 months, four days a week.

Contact Officer: Jan Platten (02) 6244 3977

Aged Care Rehabilitation Service

Hospital Based Service

Rehabilitation

Rehabilitation Medicine

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

Senior Specialist \$185,984-\$137,660-\$169,877, \$185,984, Canberra (PN: 19380)

Gazetted: 07 October 2010

Closing Date: 29 October 2010

CONJOINT APPOINTMENT: Canberra Hospital and The Australian National University Medical School Applications are invited for this position from medical graduates with the specialist qualification of FAFRM (RACP) or equivalent, with recognition as a Consultant Physician in Rehabilitation Medicine. The successful applicant will join a dynamic team within the Department of Rehabilitation Medicine, and work closely with other members of the Aged Care & Rehabilitation Service (ARCS) in providing rehabilitation care within the Territory and in support of the surrounding region. An academic title at a level commensurate with the appointee's qualifications and experience will be available through the ANU Medical School. In addition to a range of ambulatory care services, the Department of Rehabilitation Medicine provides inpatient care to 20 acute rehabilitation beds within the Canberra Hospital (TCH), 16 lower dependency beds in the Rehabilitation Independent Living Unit (RILU) situated adjacent to the Canberra Hospital and 28 beds at the Aged Care & Rehabilitation Unit at Calvary Hospital. The Canberra Hospital is the principal tertiary referral and teaching hospital for the region and serves a population of 500,000. It is a modern hospital of approximately 500 beds and provides most major medical and surgical sub-specialty services including Neurosurgery and has recently opened a Stroke Unit. Calvary Health Care ACT is a modern health care complex comprising a 174 bed metropolitan general hospital and a co-located 97 bed private hospital. Both hospitals are teaching hospitals of the Canberra Clinical School of the Australian National University (ANU). Canberra is an attractive city and offers diverse lifestyle opportunities in a stimulating and affordable environment, with excellent primary and secondary schools and two universities. Canberra is located close to the NSW snowfields and south coast beaches, and is within a three hour drive from Sydney. Further information about living and working within the ACT can be found at www.act.gov.au

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Full Fellowship of the Australasian Faculty of Rehabilitation Medicine (Royal Australasian College of Physicians) - FAFRM (RACP) or equivalent.

Contact Officer: Enquiries about the clinical role may be directed to Dr Chris Katsogiannis, Director of Rehabilitation Medicine on (02) 6244 3579 or CHRIS.KATSOGIANNIS@act.gov.au

Academic Contact Officer: Academic enquiries to Professor Frank Bowden,

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Medical Appointments and Training Unit, Building 6, Level 1, Canberra Hospital, PO Box 11, Woden ACT 2606

ACT Planning and Land Authority

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

Planning Services

Territory Plan

Senior Urban Planner

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 15483)

Gazetted: 05 October 2010

Closing Date: 19 October 2010

The successful applicant will take a senior role in a small team responsible for co-ordinating the on-going review of the Territory Plan and associated statutory procedures.

Eligibility/Other Requirements: Tertiary qualifications in planning, architecture, social sciences, geography or related disciplines are highly desirable.

Contact Officer: Bruce Frazer (02) 6207 6121 bruce.frazer@act.gov.au

Construction Services

Utilities, Land and Lease Regulation

Utilities Technical Inspector

Senior Professional Officer Grade C \$81,772-\$88,168, Canberra (PN: 20253, several)

Gazetted: 01 October 2010

Closing Date: 19 October 2010

The ACT Planning and Land Authority is seeking the services of an experienced technical specialist to assist it in its role as the technical regulator of utilities in the ACT. The Authority is seeking a person with suitable experience, on a full-time basis, to provide high level technical input to the Technical Regulator in assessing the effectiveness of the operation, management and performance of utilities licensed to operate in the Territory. The successful applicant will provide specialist advice in relation to the regulation of a utility service sector (electricity, gas or water). The role will include field audit work and investigation of safety related incidents.

Eligibility/Other Requirements: Applicants will have engineering, management background or equivalent experience in or associated with a utility sector (electricity, gas or water).

Contact Officer: Robert Walker (02) 6207 0362 robert.walker@act.gov.au

Calvary Health Care ACT (Public)

Administrative / Technical

Information & Communications Technology Department

Client Services Officer

Information Technology Officer Class 1 \$51,916 - \$59,360, Canberra (PN: 7017)

Gazetted: 06 October 2010

Closing Date: 15 October 2010

Actively participate in provision of the ICT Service Desk functions and support other functions of the ICT Department. Provide Level 1 assistance in the resolution of Service Desk calls, prioritise jobs and escalate them to appropriate staff for resolution as required. Maintain the corporate ICT Client Service System (HEAT) and knowledge base. Participate in on-call and shift roster. Prepare user documentation. Liaise with vendors and suppliers for the acquisition, installation and implementation of both software and hardware. Undertake other relevant duties as required.

Eligibility/Other Requirements: Highly Desirable: Knowledge or experience of ICT standards and methodologies as they relate to the provision of ICT operational activities following Information Technology Infrastructure Library (ITIL). Tertiary qualifications in Information Technology as well as demonstrated commitment to personal professional development.

Contact Officer: Hakan Gultekin 02 6201 6348 Hakan.Gultekin@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

Centre for Education Excellence

Curriculum and Accreditation Services

Project Manager

Senior Teaching Post \$83,856, Canberra (PN: 51637)

Gazetted: 06 October 2010

Closing Date: 20 October 2010

Long term position available for experienced and qualified Vocational Education and Training (VET) teacher for curriculum and accreditation project management. Requires experience in VET curriculum design, development and review, including Training Package implementation and the requirements for accreditation of VET sector and/or higher education programs. Also requires thorough understanding of national developments in the VET sector and proven ability to successfully lead and develop educational projects demonstrating initiative and enterprise, relevant to the priorities and objectives of Canberra Institute of Technology.

Eligibility/Other Requirements: A degree, diploma or equivalent qualifications in adult or vocational education and experience deemed suitable for the position such as considerable experience demonstrating teaching and learning innovation are mandatory. At least three years relevant education experience at CIT or in a similar VET sector institution, Master of Adult Education, or Masters Qualifications in a relevant field are highly desirable.

Note: This position is temporary for the period 1 January 2011 to 31 December 2015.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.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.

Centres

Library and Learning Centre

Copyright Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 54894)

Gazetted: 01 October 2010

Closing Date: 15 October 2010

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 in a relevant discipline and substantial relevant experience or an equivalent combination of relevant experience and/or education is highly desirable.

Note: This position is temporary for the period 1 November 2010 to 6 May 2011. Employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement.

Contact Officer: Jaci Ganendran (02) 6205 9782 jaci.ganendran@cit.act.edu.au

Centres

Fyshwick Trade Skills Centre

Electrotechnology

Electrical Teacher

Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 16123, several)

Gazetted: 05 October 2010

Closing Date: 19 October 2010

The Fishwick Trade Skills Centre is seeking a teacher with professional knowledge and practical skills in the Electro-technology trades. Under general direction from the Education Manager the successful applicant will develop valid assessment tools and learning resources. Administer the operational requirements of the Apprenticeship system, maintain and update student progress. Represent/market the Centre to schools, industry and the community.

Eligibility/Other Requirements: Appropriate Tertiary qualifications relevant to the subject matter. Possess or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/industrial professional experience OR possess such other qualifications and/or experience acceptable to the position. Possess or eligible to obtain qualifications in Adult Education. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Contact Officer: Keith Marchioni (02) 2607 4945 keith.marchioni@cit.act.edu.au

Centres

Vocational College

Teacher Band 1

Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 52006, several)

Gazetted: 01 October 2010

Closing Date: 15 October 2010

CIT Vocational College runs a Year 12 program which attracts standard, older and mature age students. The program runs in an adult learning environment and offers a range of packages including Tertiary, Accredited and Vocational. There are some permanent vacancies in our vibrant teaching team across a range of disciplines: English, History, Psychology, Global Relations, Maths, Business, Accounting, Biology, Chemistry and Physics. Experience in teaching Years 11 and 12 in the ACT College system would be a distinct advantage. Experience in BSSS certification processes, pastoral care programs and an interest in fostering VET pathways for students would also be highly regarded.

Eligibility/Other Requirements: Mandatory Appropriate tertiary teaching qualifications for one or more of the teaching disciplines. At least five years or more of relevant teaching experience OR possess such other qualifications and/or experience acceptable for the position. Currently have, or willing to obtain, Certificate IV in Training and Assessment. Possess, or eligible to obtain qualifications in adult education or other specialist teaching areas.

Note: There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

There are several permanent and temporary positions available. These positions may be filled on a full-time or part-time basis. Engagement resulting from this advertisement may lead to appointment under clause 21 of the Canberra Institute of Technology Teachers' Enterprise Agreement 2009-2011.

Contact Officer: Diane Donohue (02) 6205 8658 diane.donohue@cit.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.

Department of Disability, Housing and 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

Therapy ACT

Clinical Leader

Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 07921)

Gazetted: 05 October 2010

Closing Date: 19 October 2010

Therapy ACT is seeking to employ a Clinical Leader who will be responsible for the provision of overall leadership, direction and clinical management to the Autism Team. The successful applicant will also participate as a member of the Therapy ACT Management Team for planning, development and implementation of services.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in occupational therapy, physiotherapy, psychology, social work or speech pathology and eligibility for membership or registration with the appropriate professional body.

Note: Experience in a broad range of clinical areas and experience in a leadership or management role are desirable. Current drivers licence essential.

Contact Officer: Andrea Johnston (02) 6205 4130 andrea.johnston@act.gov.au

Disability ACT

Policy and Planning Team

Policy Coordinator

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 20321)

Gazetted: 01 October 2010

Closing Date: 15 October 2010

The position is responsible for assisting in the development and implementation of the Disability ACT Policy Framework to guide the development and delivery of service responses for people in the ACT Aboriginal and Torres Strait Islander community with, or caring for a person with, disability.

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

Contact Officer: Sarah King (02) 6205 0889 sarah.king@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 16552, several)

Gazetted: 06 October 2010

Closing Date: 26 October 2010

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 eg. In Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least two (2) years' 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: Glenn Mcleod (02) 6205 5389 glenn.mcleod@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 10442, several)

Gazetted: 06 October 2010

Closing Date: 26 October 2010

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 eg. 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: Glenn Mcleod (02) 6205 5389 glenn.mcleod@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 1 \$46,356-\$59,584, Canberra (PN: T00247, several)

Gazetted: 06 October 2010

Closing Date: 26 October 2010

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 eg. In Social Work, Psychology, Social Welfare, Social Science or related discipline. Core care and protection training will be provided. Good keyboarding skills. Proficiency with Microsoft programs and client database applications. Current driver's licence.

Note: These are temporary positions available for a period of 12 months with the possibility of extension.

Contact Officer: Glenn Mcleod (02) 6205 5389 glenn.mcleod@act.gov.au

Department of 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 Corrective Services

Executive Director, ACT Corrective Services

Executive Level 2.5 \$228,590 to \$241,632 depending on current superannuation arrangements, Canberra (PN: E232)

Gazetted: 06 October 2010

Closing Date: 22 October 2010

This role forms part of a broader executive team responsible for the provision of justice and community safety services in the ACT and is accountable to the Chief Executive, Department of Justice and Community Safety. The role is responsible for the strategic leadership and effective delivery, in accordance with human rights principles, of adult correctional services in the ACT including the operations of the Alexander Maconochie Centre, temporary custodial facilities and community based corrections activities. The successful applicant will have proven ability and qualities in organisational leadership, providing high level advice to the Minister and achieving high performance in service delivery. A strong background in Corrections is highly desirable.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$228,590 to \$241,632 depending on current superannuation arrangements, including a cash component of \$186,321. Employer provided benefits include superannuation, a privately plated car and parking. Contact Officer: Kathy Leigh (02) 6207 0501 kathy.leigh@act.gov.au

Corrective Services

Community Based Corrections

Probation and Parole

Indigenous Probation and Parole Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 46200)

Gazetted: 06 October 2010

Closing Date: 19 October 2010

Provide case management, supervision and monitoring for people on court and parole orders with the objectives of reducing the risk of further criminal conduct, maintaining community safety and administering court orders. Provide written and verbal reports to the Courts, releasing authorities and other bodies in relation to offender management, risk and intervention.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential. Eligible candidates will be required to undergo a criminal history check. Applicants will be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Aboriginal or Torres Strait Islander ancestry is considered essential *s42, Discrimination Act 1991*.

Contact Officer: Jaymmie Midegs (02) 6205 3411 jaymmie.midegs@act.gov.au

Human Rights Commission

Health Services

Health Review Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 10074)

Gazetted: 01 October 2010

Closing Date: 19 October 2010

The Health Services Commissioner is seeking to fill a temporary full time position within the ACT Human Rights Commission. The Commission is seeking an analytical, solutions-focused and resilient person to be responsible for the handling of an investigation caseload of health complaints. This process involves collecting and analysing information, negotiating informal resolutions, preparing reports and recommendations for further action, and effectively managing competing priorities. Strong written and oral communication skills are essential. The position also involves giving information, advice and referrals to users of health services and services for older people about rights, responsibilities and complaint handling options. The successful applicant will be required to maintain accurate records of enquiries, complaints and actions taken, and undertake other administrative and operational tasks. The Health Services Commissioner's team is small and relies on a strong sense of teamwork in order to achieve shared goals. The successful applicant will be able to demonstrate their ability to develop and maintain positive workplace relationships.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a health, human services or legal field would be desirable.

Note: Applications addressing the selection criteria are sought from potential candidates, along with contact details of at least two referees and current curriculum vitae. Applicants may be assessed on written applications only. This position is temporary for a period of twelve months, with the possibility of extension or permanency.

Contact Officer: Mary Durkin (02) 6205 2222 mary.durkin@act.gov.au

ACT Corrective Services

Community Based Corrections

Sentence Administration

Administrative Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 11268, expected vacancy)

Gazetted: 01 October 2010

Closing Date: 19 October 2010

Prepare and collate reports and correspondence for board meetings in relation to parolees, prisoners and periodic detention. Assist with the collation of reports and correspondence for the transfer of parole and community based orders. Maintain databases, manage files and prepare and maintain board and section statistics.
Eligibility/Other Requirements: An unencumbered driver's licence is essential. Eligible persons will be required to undergo a Police Check.

Contact Officer: Nicki Giannaros (02) 6205 2452 nicki.giannaros@act.gov.au

Department of Land and Property 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

Community and Infrastructure Services

ACT Property Group

Land and Property Policy

Policy Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 09934)

Gazetted: 01 October 2010

Closing Date: 15 October 2010

Land and Property Services is seeking an enthusiastic senior policy officer to take a lead role in managing activities associated with the implementation of the ACT Government Real Estate Policy, as well as supervising/undertaking projects designed to improve and sustain the operational performance of the ACT Government's diverse range of buildings.

Contact Officer: Greg Ellis (02) 6205 5316 greg.ellis@act.gov.au

Department of 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

Shared Services

Business Services

Strategic Finance

Accountant

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 15128)

Gazetted: 05 October 2010

Closing Date: 19 October 2010

The successful applicant will be required to provide financial and accounting services in support of Shared Services business operations; manage a wide range of accounting functions including end-of-month financial and management reporting, reconciliations and budgeting; and contribute to the development, maintenance and implementation of policies and procedures relevant to financial accounting functions.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting required as well as CPA or ICA membership, or progression towards these qualifications would be advantageous.

Note: A full application addressing the selection criteria should be forwarded by the closing date, including your curriculum vitae and the name and contact details of two referees.

Contact Officer: Florence Young (02) 6207 6796 florence.young@act.gov.au

Land Management and Planning

City Services

Place Management

Contract/Project Supervisor

Technical Officer Level 3 \$55,690-\$63,184, Canberra (PN: 21761)

Gazetted: 05 October 2010

Closing Date: 19 October 2010

Monitor service delivery to ensure Place Management service levels are maintained in accordance with service level agreements, contracts and the customer service charter. Coordinate quality assurance programs to ensure compliance and policy standards are maintained. Conduct field investigations, provide recommendations and prepare technical reports and responses to community and ministerial correspondence.

Eligibility/Other Requirements: Certificate IV in Procurement or Contract Management or willingness to complete Certificate IV in Procurement or Contract Management. Current driver's licence.

Contact Officer: Scott Pittard (02) 6207 5435 scott.pittard@act.gov.au

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

Transport and Infrastructure

Transport Regulation

Public Transport Regulation

Regulatory Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 10878)

Gazetted: 01 October 2010

Closing Date: 15 October 2010

Public Transport Regulation in Territory and Municipal Services is looking for an enthusiastic team player, with demonstrated attention to detail in completing tasks to assist in the regulation and accreditation of public passenger services, and assist in the development and implementation of policy proposals on a wide range of transport regulation issues, including public transport regulation matters.

Contact Officer: Justine De Marco (02) 6207 7159 justine.demarco@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.

Department of 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

ACT Gambling and Racing Commission

Coordination and Revenue

Authorised Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 02045)

Gazetted: 06 October 2010

Closing Date: 20 October 2010

As part of the Commission's Coordination and Revenue section, the successful applicant would be required to work as part of a small team to deliver high level administrative assistance in relation to the management of the Commission's operations. Duties will include preparation of the annual report, maintaining websites and updating assisting with the preparation of regulatory and policy advice and related correspondence; research, prepare and coordinate reports, submissions and briefings on gambling matters; and negotiate, liaise and represent the Commission in dealings with other government agencies, industry and the public.

Contact Officer: Ron Leonard (02) 6207 0378 ron.leonard@act.gov.au

Policy Coordination and Development Division

Executive Assistant

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 02179)

Gazetted: 01 October 2010

Closing Date: 15 October 2010

This role calls for a professional, highly organised individual with a strong background in supporting an executive, excellent initiative and be able to work as part of a team. You will also have exceptional interpersonal skills and the ability to communicate effectively at all levels. MS Office skills are essential. Your responsibilities will include: Diary management and effective communication; Manage the flow of incoming and outgoing correspondence; Liaise and negotiate effectively with internal and external stakeholders; Manage travel and accommodation bookings for the division; Manage division recruitment administration processes; Manage division administration processes within a team environment; Organise and management of division meetings, workshops and events; Ensure that records are properly maintained; Departmental Fleet Management; Assist Executive Unit with Strategic HR programs.

Contact Officer: Helen Hill (02) 6207 6125 helen.hill@act.gov.au

Land Development Agency

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 Sales

Finance

Financial Management

Finance Officer

Administrative Services Officer Class 5/6 \$59,800-\$74,188, Canberra (PN: 43438)

Gazetted: 30 September 2010

Closing Date: 14 October 2010

The occupant of the position will be required to provide timely, accurate, and high quality accounting information and support under limited supervision. You will be able to demonstrate your financial skills in the preparation of journals, reconciliations, advice, procedures and other tasks as delegated. You will need to be proficient in the use of computerised information systems for financial processing, spreadsheets, word and data processing. As the Finance Officer, you will be required to liaise with clients, staff and other government agencies.

Eligibility/Other Requirements: Completion or progression towards relevant qualifications in accounting, finance or commerce and system skills, or experience deemed equivalent. Extensive experience in accounts payable is desirable.

Note: This position is temporary for the period 15 November 2010 to 21 October 2011 with the possibility of extension.

The position will be offered at either the Administrative Services Officer Class 5 or Administrative Services Officer Class 6 level depending on the applicants skills, qualifications and experience. Selection may be based on applications and referees reports.

Contact Officer: Hayley Trinder (02) 6207 6661 hayley.trinder@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 3 \$48,103-\$51,916
Vanessa Burns 828-65867, Section 68(1), 29 September 2010

Administrative Services Officer Class 2 \$42,233-\$46,832
Ellen Clarke 828-66974, Section 68(1), 4 October 2010

Registered Nurse Level 1 \$50,607-\$68,382
Georgina Cole 820-85799, Section 68(1), 20 October 2010

Administrative Services Officer Class 6 \$64,583-\$74,188
Amanda Fintan 827-23754, Section 68(1), 20 September 2010

Registered Nurse Level 1 \$50,607-\$68,382
Jean Getchell 827-24183, Section 68(1), 11 October 2010

Registered Nurse Level 1 \$50,607-\$68,382
Tara Harris 827-22057, Section 68(1), 26 August 2010

Registered Nurse Level 1 \$50,607-\$68,382
Michelle Mercer 821-13067, Section 68(1), 27 September 2010

Registered Nurse Level 1 \$50,607-\$68,382
Janet Perry 821-08452, Section 68(1), 30 September 2010

Registered Nurse Level 2 \$71,180-\$75,582
Virginia Proust 261-64548, Section 68(1), 10 January 2011

Health Service Officer Level 3 \$38,397-\$39,776
Manuel Redondo 827-82279, Section 68(1), 1 October 2010

Administrative Services Officer Class 3 \$48,103-\$51,916
Graeme Shepherd 813-02229, Section 68(1), 1 October 2010

ACT Planning and Land Authority

Senior Professional Officer Grade C \$81,772-\$88,168
April McCabe 827-23383, Section 68(1), 5 October 2010

Administrative Services Officer Class 3 \$48,103-\$51,916
Samantha Stennett 827-24247, Section 68(1), 5 October 2010

Department of Disability, Housing and Community Services

Administrative Services Officer Class 3 \$48,103-\$51,916
James Richard Lawrence Ballard 827-23359, Section 68(1), 28 September 2010

Administrative Services Officer Class 3 \$48,103-\$51,916
Ruta Ulia 817-45310, Section 68(1), 28 September 2010

Department of Education and Training

Administrative Services Officer Class 4 \$53,616-\$58,213
July Anne Williams 817-42240, Section 68(1), 22 September 2010

Department of Justice and Community Safety

Senior Officer Grade B \$96,618-\$108,766
Stewart Ellis 827-24263, Section 68(1), 11 October 2010

Department of Territory and Municipal Services

Senior Officer Grade C \$81,772-\$88,168
Ian John Corey 827-24343, Section 68(1), 5 October 2010

TRANSFERS

ACT Health

Alice Fawcett: 817-53272

From: Administrative Services Officer Class 2/3 \$48,103-\$51,916
ACT Health

To: Administrative Services Officer Class 3 \$48,103-\$51,916
ACT Health, Canberra (PN. 24325) (Gazetted 5 August 2010)

Department of Disability, Housing and Community Services

Deborah Snee: 820-85027

From: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
Department of Disability, Housing and Community Services

To: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
Department of Disability, Housing and Community Services, Canberra (PN. 03522) (Gazetted 12 August 2010)

Department of Justice and Community Safety

Nardia Layt: 747-49807

From: Senior Officer Grade C \$81,772-\$88,168
Department of Territory and Municipal Services

To: Senior Officer Grade C \$81,772-\$88,168
Department of Justice and Community Safety, Canberra (PN. 19620) (Gazetted 29 July 2010)

PROMOTIONS

ACT Health

Client Services

Elsbeth Brittle: 741-08401

From: Administrative Services Officer Class 2 \$42,233-\$46,832
ACT Health

To: Administrative Services Officer Class 3 \$48,103-\$51,916
ACT Health, Canberra (PN. 24744) (Gazetted 26 August 2010)

Office of the Chief Executive

Nursing and Midwifery Office

Antonia Gwynn-Jones: 771-93672

From: Registered Nurse Level 3.1 \$81,816-\$85,182
ACT Health

To: †Senior Officer Grade C \$81,772-\$88,168
ACT Health, Canberra (PN. 04768) (Gazetted 5 August 2010)

The Canberra Hospital

Ambulatory and Medical Service

Ambulatory Services

Gillian Ible: 762-81312

From: Registered Nurse Level 3.1 \$81,816-\$85,182
ACT Health

To: †Registered Nurse Level 3.2 \$92,492
ACT Health, Canberra (PN. 18530) (Gazetted 29 July 2010)

The Canberra Hospital

Acute Support

Nutrition

Narelle Luff: 741-16938

From: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
ACT Health

To: †Health Professional Level 4 \$81,772-\$88,168
ACT Health, Canberra (PN. 21989) (Gazetted 26 August 2010)

The Canberra Hospital

Surgical SMT

Surgical Wards

Betsy Rajeev: 795-53475

From: Registered Nurse Level 1 \$50,607-\$68,382
ACT Health
To: Registered Nurse Level 2 \$71,180-\$75,582
ACT Health, Canberra (PN. 20494) (Gazetted 12 August 2010)

Business and Infrastructure

Strategic Support

Mario Silec: 527-36626

From: Senior Officer Grade C \$81,772-\$88,168
ACT Health
To: †Senior Officer Grade B \$96,618-\$108,766
ACT Health, Canberra (PN. 20750) (Gazetted 12 August 2010)

Client Services

Kim Townsend: 817-45556

From: Administrative Services Officer Class 2 \$42,233-\$46,832
ACT Health
To: Administrative Services Officer Class 3 \$48,103-\$51,916
ACT Health, Canberra (PN. 25688) (Gazetted 26 August 2010)

The Canberra Hospital

Mini Uthuppan: 795-56959

From: Registered Nurse Level 1 \$50,607-\$68,382
ACT Health
To: Registered Nurse Level 2 \$71,180-\$75,582
ACT Health, Canberra (PN. 22529) (Gazetted 24 June 2010)

The Canberra Hospital

Surgical SMT

Surgical Wards

Vaipou Vasa: 821-10720

From: Registered Nurse Level 1 \$50,607-\$68,382
ACT Health
To: Registered Nurse Level 2 \$71,180-\$75,582
ACT Health, Canberra (PN. 22518) (Gazetted 12 August 2010)

ACT Planning and Land Authority

Client Services

Information Services

Daniel John Meyer: 783-09556

From: Administrative Services Officer Class 4 \$53,616-\$58,213
ACT Planning and Land Authority
To: Administrative Services Officer Class 5 \$59,800-\$63,409
ACT Planning and Land Authority, Canberra (PN. 12600) (Gazetted 5 August 2010)

Department of Disability, Housing and Community Services

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Nathan Costigan: 821-08831

From: Administrative Services Officer Class 5 \$59,800-\$63,409
Department of Disability, Housing and Community Services
To: Administrative Services Officer Class 6 \$64,583-\$74,188
Department of Disability, Housing and Community Services, Canberra (PN. 09248) (Gazetted 2 September 2010)

Department of Justice and Community Safety

ACT Corrective Services

Alexander Maconochie Centre

Facilities and Services

Christopher Lenihan: 702-71842

From: Administrative Services Officer Class 5 \$59,800-\$63,409
Department of Justice and Community Safety
To: General Service Officer Level 10 \$64,583-\$74,188

Department of Justice and Community Safety, Canberra (PN. 44770) (Gazetted 15 July 2010)

**ACT Corrective Services
Business, Policy and Coordination
Operations Support**

Kate Walton: 799-86545

From: Administrative Services Officer Class 4 \$53,616-\$58,213
Department of Justice and Community Safety

To: Administrative Services Officer Class 5 \$59,800-\$65,663
Department of Justice and Community Safety, Canberra (PN. 43038) (Gazetted 1 July 2010)

Department of the Environment, Climate Change, Energy and Water

**Office of the Chief Executive
Water, Energy and Waste
Water Policy**

Ian Michael Hayes: 816-64692

From: EL1 \$92,164-97,505

Department of the Environment, Water, Heritage and the Arts

To: †Senior Officer Grade B \$96,618-\$108,766

Department of the Environment, Climate Change, Energy and Water, Canberra (PN. 15707) (Gazetted 17 June 2010)

Department of Treasury

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

Joseph David Bartlett: 795-54232

From: Administrative Services Officer Class 4 \$53,616-\$58,213

Department of Treasury

To: Administrative Services Officer Class 5 \$59,800-\$63,409

Department of Treasury, Canberra (PN. 55508) (Gazetted 5 August 2010)

Land Development Agency

Communications

Marketing

Samantha Willimott: 791-32056

From: Administrative Services Officer Class 5 \$59,800-\$63,409

Land Development Agency

To: Administrative Services Officer Class 6 \$64,583-\$74,188

Land Development Agency, Canberra (PN. 08023) (Gazetted 12 August 2010)