



Australian Capital Territory

Gazette

No. 39, Thursday 2 October, 2008

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ACT Government Gazette Subscription On-line

As the law is no longer notified in the ACT Gazette production of a paper copy of the ACT Gazette has been discontinued from 30 June 2002. Subscriptions to printed copies are therefore no longer available.

An electronic ACT Government Gazette is still produced each week, containing mostly staffing notices. The Gazette will continue to be available on-line.

A FREE email-based electronic subscription to the Gazette is available at:

www.gazettes.act.gov.au

Published for the ACT Executive by Publishing Services.
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ACT Government Homepage: <http://www.act.gov.au>

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

The ACT Government Gazette is published each Thursday. The sections included in the publication are:

- General Information;
- Employment
- Government Notices*
- Private Notices

*Government Legal Notices, which were included in the Gazette prior to 12 September 2001, are now notified on the ACT Legislation Register at www.legislation.act.gov.au. These notices will now only appear in the Gazette if the Register is unavailable.

The following sections, which were previously included in the Gazette, are now notified on the Buyers and Sellers Information Service (BASIS) web site at www.basis.act.gov.au.

- Purchasing and Disposals;
- Invitations to Tender, Quote or Register Interest;
- Contracts arranged.

CONTACT DETAILS

ACT Gazette Officer
Publishing Services
GPO Box 158
Canberra ACT 2601

ACT Gazette Office
Level 2B, Callam Offices
Easty Street
Woden ACT 2606

Phone: (02) 6205 0546

Fax: (02) 6205 0266

e-mail: gazette.office@act.gov.au

Notices for Publications

Notices for the Gazette are to be lodged by 12 noon on the Thursday prior to publication. Notices can be lodged in advance in hard copy or facsimile, by electronic mail or diskette, with a brief message of instruction and a WORD compatible document attachment.

A Gazette Request Form must also be delivered to the Gazette Office, by hand, mail or fax. For copies of this form please telephone the Gazette Office or go to www.gazettes.gov.au/gazinfo/notices.

Note for Legal Notices: Signed notices must be sighted by the Gazette Office before gazettal can proceed.

Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.10 per word or \$110.00 whichever is the greater.

Cheques are to be made payable to 'Publishing Services' and are to be forwarded to the Gazette office with a copy of the notice (Either on a PC formatted disk in WORD, or if the notice has already been emailed, a hard copy of the notice) and Gazette Request Form. Payment must be received before gazettal can proceed.

Obtaining a copy of the ACT Government Gazette

The ACT Government Gazette is no longer produced in hard copy. Copies are available FREE from the ACT Government web site www.gazettes.act.gov.au. An electronic subscription service is also available FREE of charge from the site.

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Products and Services advertised in this publication are not necessarily endorsed by the ACT Government.

EMPLOYMENT

ACT Public Service

Executive Contracts

ACT HEALTH

Engagement

Rosemary O'Donnell

Executive Director, Ambulatory and Medical Services (E542)
Section 72 of the Public Sector Management Act 1994

General Information

Applicants to employment opportunities notified in all formats of the ACT Government Gazette should be aware that the name, classification, salary scale and agency of successful applicants will be notified in all formats of the ACT Government Gazette.

Eligibility to apply for advertised vacancies.

All permanent vacancies advertised in the *Gazette* are open to all Australian citizens or permanent residents¹ of Australia except where:

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to permanent ACT Public Service officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer of the ACTPS is restricted from re-employment under section 114 of the *Public Sector Management Act 1994*.

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the PSM Act)
- a former officer of the APS or ACTPS who has resigned, if:
 - they resigned to rear a child, after taking at least three months maternity or parental leave; and
 - they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;
 - the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and
 - they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;
- an 'officer' of an approved organisation listed in Public Sector Management Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;
- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:
 - if still employed in that temporary job; and
 - the six months eligibility period is reached before the applications close.

Excess Officers

ACTPS officers who are excess (either potentially or actually) and who apply for transfer to any advertised permanent vacancy have absolute preference and MUST be considered in isolation from, and not in competition with, applicants who are not excess.

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, or suitable within a reasonable time including with reasonable training (generally three to six months), and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

Officers who are potentially or actually excess and who apply for transfer should clearly identify their excess status in their application to ensure they are considered in isolation.

EMPLOYMENT

Should you have any queries in regard to this matter please contact your Personnel Section.

¹ The Standards provide that a New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the *Commonwealth Migration Act 1958* is to be treated as a permanent resident of Australia for the purpose of assessing that person's eligibility to be employed by the ACTPS. This means that applicants who hold a SCV will qualify under section 68 of the PSM Act for appointment to the ACT Public Service. Recognition of a SCV holder as a permanent resident only relates to the appointment of persons under the PSM Act, and does not affect a person's residency status in relation to any other federal, state or territory law.

Vacancies

ACT HEALTH

Applicants should note that Duty Statements, Selection Criteria and Application Packages including Referee proformas are available on the Departments website at <http://www.health.act.gov.au/c/health>

SALARY PACKAGING

For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

Office of the Chief Executive Nursing and Midwifery Office Policy Officer

Senior Officer Grade C \$78,627-\$84,777, Canberra (PN: 22563)

Closing Date: 9 October 2008

The ACT Nursing and Midwifery Office invites applications from suitably experienced individuals with an interest in policy and project work related to nursing and midwifery workforce and practice.

Eligibility/Other Requirements: Holds or is working towards relevant tertiary qualifications. Postgraduate experience in nursing and/or midwifery, management, health related or social research methods is highly desirable.

Note: This position is part-time at 3 days per week.

Contact Officer: Heather Austin (02) 6205 0893

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Population Health Health Protection Service OzFoodNet

Epidemiologist OzFoodNet

Health Professional Level 4 \$78,627-\$84,777, Canberra (PN: 23780)

Closing Date: 9 October 2008

The Health Protection Service is seeking a person to provide high-level epidemiological advice and assistance to staff on the surveillance and management of food-borne and other diseases in the ACT. The applicant will be required to monitor communicable disease trends, analyse disease investigation results and provide reports to OzFoodNet.

Eligibility/Other Requirements: Tertiary qualifications in epidemiology, with experience in surveillance and management of communicable diseases, statistical analysis and reporting of data.

Contact Officer: Rebecca Hundy (02) 6205 1734

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Policy Division Home and Community Care Senior Policy Officer

Senior Officer Grade C \$78,627-\$84,777, Canberra (PN: 23612, Expected vacancy)

Closing Date: 16 October 2008

ACT Health is inviting applications from enthusiastic and motivated individuals to participate in the challenging and dynamic environment relating to the provision of home and community care services within the ACT. Responsibilities incorporate a broad range of policy and administration functions including the preparation of policy documents, management of contractual relationships and participation in a range of national and local projects. The successful applicant should have a strong commitment to building and maintaining productive relationships with stakeholders and service providers.

Eligibility/Other Requirements: Relevant experience or qualifications in the development and provision of community services or related fields is desirable.

Contact Officer: Paul Adams (02) 6207 9116

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

EMPLOYMENT

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Mental Health ACT

Access and Specialty Services

Mental Health Crisis Assessment and Treatment Team

Mental Health Clinician

Registered Nurse Level 3.1 \$77,124-\$80,297, Canberra (PN: 12192)

Closing Date: 9 October 2008

Applications are invited from enthusiastic Registered Nurses who wish to work within the Crisis Assessment & Treatment Team (CATT) in a newly created position working in both The Canberra Hospital Emergency Department and Psychiatric Services Unit. CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress. Eligibility/Other Requirements: Registered or eligible to register as a Mental Health Nurse with ACT Nursing and Midwifery Board. Tertiary qualifications or equivalent in Mental Health Nursing are desirable.

Contact Officer: Bruno Aloisi (02) 6205 1972

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Mental Health ACT

Access and Specialties

Mental Health Crisis Assessment and Treatment Team

Occupational Therapist/Psychologist/Social Worker

Health Professional Level 3 \$68,052-\$71,804 (Up to \$75,456 on achieving a personal upgrade), Canberra (PN: 11684)

Closing Date: 9 October 2008

Applications are invited from enthusiastic Occupational Therapists, Psychologists or Social Workers who wish to work with the Crisis Assessment & Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress, and preferably previous experience working within a Mental Health Crisis Team.

Contact Officer: Bruno Aloisi (02) 6205 1972

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Office of the Deputy Chief Executive

Clinical Governance Unit

Patient Safety and Quality Unit

Clinical Audit Support Officer

Registered Nurse Level 2 \$67,098-\$71,247, Canberra (PN: 13950)

Closing Date: 9 October 2008

Duties: The Patient Safety and Quality Unit welcome applications from enthusiastic registered nurses with recent clinical experience and a passion for improving patient outcomes. This is a unique opportunity to join a diverse team committed to improving Patient Safety and Quality throughout ACT Health.

A vital part of the Clinical Audit Team, these roles will support and facilitate clinical audit systems in consultation with clinicians to develop and improve information flow regarding patients, their treatments and outcomes within ACT Health.

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

Note: This is a readvertised full-time position. Previous applicants need not apply.

Contact Officer: Paul McLauchlan (02) 6244 3893

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Population Health

Health Protection Service

CDC - Immunisation

Policy Officer

Administrative Services Officer Class 6 \$62,099-\$71,335, Canberra (PN: 04831)

Closing Date: 9 October 2008

EMPLOYMENT

The Communicable Disease Control Section is seeking a customer focussed person to assist in the planning and preparation for the ACT Health response to pandemic influenza, which includes the coordination and development of operational plans for the Health Protection Service pandemic preparedness and response. The successful applicant will be working independently and as part of a multidisciplinary team, which oversees a range of communicable disease control functions.

Eligibility/Other Requirements: Relevant experience and/or qualifications in a health-related discipline or project management skills are desirable.

Note: This is a part-time position of 3 days per week (22:05 hours).

Contact Officer: Irene Passaris (02) 6205 0960

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Mental Health ACT

Access and Specialty Services

Crisis Assessment and Treatment Team

Psychologist/Social Worker/Occupational Therapist

Health Professional Level 2 \$47,651-\$66,096, Canberra (PN: 23743)

Closing Date: 9 October 2008

Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work with the Crisis Assessment & Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology or Social Work with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. A Current Driver's Licence.

Note: This position may be required to participate in a seven day 24 hour roster, and with on call duties.

Contact Officer: Bruno, Aloisi (02) 6205 1972

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Capital Region Cancer Service

Hospital Based Services

Radiation Oncology

Administrative Officer

Administrative Services Officer Class 3 \$46,253-\$49,919, Canberra (PN: 09605 & 15925)

Closing Date: 9 October 2008

The Radiation Oncology Department is seeking highly motivated, suitably experienced and enthusiastic Administrative Service Officers to be a part of very busy administrative support team. Applicants whom have a strong consumer focus, excellent communication skills and the ability to prioritise their workload in a busy and often demanding work environment are invited to apply.

Note: Please submit application, address the Selection Criteria and provide two referee reports from current supervisors. Recruitment of these positions may be conducted through short listing and selection may be based on application and referees report only without the need for interview.

Contact Officer: Marie Turnbull (02) 6244 2270

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Community Health

Acute Support

Inpatient Services

Administrative Officer

Administrative Services Officer Class 2 \$40,609-\$45,031, Canberra (PN: 25108)

Closing Date: 9 October 2008

To provide reception, switchboard and administrative support services to the Aboriginal & Torres Strait Islander Liaison Service and Social Work Service, both located within the Social Work Department at The Canberra Hospital. Working as a member of a small administrative team and larger departmental team the successful applicant will have sound communication, problem solving, organisational and computer skills.

Eligibility/Other Requirements: Experience in managing a switchboard, providing a reception service and word processing and data entry skills is essential. Experience in data base entry, such as ACTPAS, is highly desirable.

Contact Officer: Mary Lee Sinclair- Vogt (02) 6244 2152

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

EMPLOYMENT

Government Relations and Planning

Registration Boards

Administrative Officer

Administrative Services Officer Class 2 \$40,609-\$45,031, Canberra (PN: 23330)

Closing Date: 9 October 2008

Duties: Provide reception services for counter and phone enquiries. Provide administrative support for boards, including database entry, and undertake office duties.

Note: Part-time temporary vacancy (working 5 hrs per day) until 30 June 2010.

Contact Officer: Alan Skelton (02) 6205 1597

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Office of the Deputy Chief Executive

Business and Infrastructure Support

Infrastructure Support

Storeman/Driver

Health Service Officer Level 4 \$38,180-\$39,711, Canberra (PN: 22978)

Closing Date: 16 October 2008

The Food Services Department of The Canberra Hospital has a permanent position available within the Stores area.

Duties will include the receipt and delivery of supplies to the Food Services Production area in accordance with Food Safety guidelines as well as delivery to other area of The Canberra Hospital.

Eligibility/Other Requirements: A current Australian drivers licence is essential. Possess a current Australian forklift drivers licence.

Note: Delivery of food and supplies to outstations is also required.

Contact Officer: Rodney Roseworn (02) 6244 2224

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

THE CANBERRA HOSPITAL

VALUES

The Canberra Hospital values the following in its staff, its business and its relationships:

Caring – for our patients, for each other and for the community.

Achieving – recognition for our successes and value for the community's investment, government budget and other objectives.

Learning – from others and sharing our knowledge with others, to be part of a relevantly skilled and committed team, to be flexible and adaptable.

Leading – by example, by motivating others, by communicating with others.

Linking – internally and externally to form partnerships and integration to maximise patient care.

The Canberra Hospital encourages people from culturally and linguistically diverse backgrounds to apply.

Surgical SMT

Intensive Care Unit

Organ Donor Coordinator

Registered Nurse Level 3.1 \$77,124-\$80,297, Canberra (PN: 12158)

Closing Date: 16 October 2008

An exciting and challenging opportunity exists for a suitably qualified Registered Nurse to manage, coordinate and facilitate the process of organ and tissue donation within the ACT and surrounding SE region of NSW. The successful applicant will also be responsible for continuing education of health care professionals and the community on organ and tissue donation. The successful applicant must be available for on-call duties.

Eligibility/Other Requirements: Registered or eligible to register with the ACT Nursing and Midwifery Board. It is desirable that the applicant has experience in Critical Care Nursing with post-graduate qualification. Drivers licence essential.

Note: This is a Permanent part-time position of approximately 20 hours per week.

Contact Officer: Holly Northam (02) 6244 3071

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Surgical SMT

Intensive Care Unit

Clinical Support Nurse

Registered Nurse Level 3.1 \$77,124-\$80,297, Canberra (PN: 14142)

Closing Date: 16 October 2008

EMPLOYMENT

A new position exists within the Intensive Care Unit of The Canberra Hospital for a highly motivated Registered Nurse with a passion for providing education and professional development opportunities for staff, and a demonstrated record of achievement in all aspects of clinical practice and models of care, education, teaching and research.

Eligibility/Other Requirements: Registered or eligible to register as a nurse with the ACT Nursing and Midwifery Board. Holds or is progressing towards a tertiary qualification at Masters Level relevant to the clinical area is desirable.

Note: In order to meet operation requirements an employee may be expected to work a 7-day week, 24-hour rotational roster. Previous applicants need not re-apply.

Contact Officer: Kellie Lang (02) 6244 3037

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Pharmacy

Pharmacist

Health Professional Level 3 \$75,417-\$79,576, Canberra (PN: 29809)

Closing Date: 16 October 2008

A full time permanent position is available in the pharmacy department at The Canberra Hospital for a hospital pharmacist. Duties include provision of clinical pharmacy services to hospital wards and provision of pharmacy services from the dispensary, oncology pharmacy, intravenous admixture area and drug information.

Eligibility/Other Requirements: Registered or eligible for registration as a pharmacist in the ACT.

Contact Officer: Natalie Bula (02) 6244 2118

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Pharmacy

Pharmacist

Health Professional Level 3 \$75,417-\$79,576, Canberra (PN: 29808)

Closing Date: 16 October 2008

A full time permanent position is available in the pharmacy department at The Canberra Hospital for a hospital pharmacist. Duties include provision of clinical pharmacy services to hospital wards and provision of pharmacy services from the dispensary, oncology pharmacy, intravenous admixture area and drug information.

Eligibility/Other Requirements: Registered or eligible for registration as a pharmacist in the ACT and have broad experience as a clinical pharmacist.

Contact Officer: Natalie Bula (02) 6244 2118

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Surgical SMT

Cardiothoracic

Ward 6B

Registered Nurse Level 2 \$67,098-\$71,247, Canberra (PN: 22265, Several)

Closing Date: 16 October 2008

Duties: Several permanent vacancies exist in the Cardiothoracic, Thoracic, Plastics & ENT Ward. This is currently a 24 bed unit. Applicants should demonstrate a high level of management, co-ordination and delivery of clinical care and effective communication skills. We require a commitment to continuous quality improvement, clinical teaching and research in the relevant health care setting.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the ACT Nursing and Midwifery Board.

Note: Please refer to the position number when applying.

Contact Officer: Narelle Boyd (02) 6244 2222 Page 50394

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Surgical SMT

Cardiothoracic

Clinical Development Nurse

Registered Nurse Level 2 \$67,098-\$71,247, Canberra (PN: 29940)

Closing Date: 16 October 2008

Duties: Applications are invited from innovative and committed registered nurses with clinical competence within the speciality of nursing in the Cardiothoracic, Thoracic, Plastics & ENT Ward, to undertake the exciting role of actively contributing to the professional development, learning and teaching of nurses/midwives at the workplace.

The applicant will have operational responsibility to the relevant Clinical Nurse Consultant and professional responsibility to the Clinical Development Nurse Coordinator.

EMPLOYMENT

Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes within the clinical practice setting of the relevant specialty.

The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the ACT Nursing and Midwifery Board.

Note: Applicants will be given opportunities for further development to assist them in this role.

Contact Officer: Narelle Boyd (02) 6244 2222 Page 50394 or Toni Gwynn-Jones (02) 6244 2222 Page 50262

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Pharmacy

Pharmacist

Health Professional Level 2 \$47,651-\$69,468, Canberra (PN: 26238)

Closing Date: 16 October 2008

A full time permanent position is available in the pharmacy department at The Canberra Hospital for a pharmacist.

Duties include ward based clinical pharmacy services as rostered and dispensing of prescriptions for inpatients, outpatients and discharge orders.

Eligibility/Other Requirements: Bachelor or Master of Pharmacy degree. Registered as a pharmacist in the ACT or eligible for registration. Successful completion of 12 months professional relevant workplace experience.

Contact Officer: Natalie Bula (02) 6244 2118

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Pharmacy

Pharmacist

Health Professional Level 1 \$44,573-\$57,292, Canberra (PN: 23508)

Closing Date: 16 October 2008

A position exists for a pharmacy graduate wishing to undertake their pre-registration training in hospital pharmacy.

Under supervision, the duties include dispensing, providing clinical pharmacy services, counselling patients and gaining a broad range of hospital pharmacy experience while completing the pre-registration requirements.

Eligibility/Other Requirements: Bachelor or Master of Pharmacy degree. Eligible for registration in the ACT.

Note: This is a full time twelve month temporary position.

Contact Officer: Natlie Bula (02) 6244 2118

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Medical Imaging

Radiology

Radiographers

Health Professional Level 1 - Medical Imaging \$44,573-\$57,292, Canberra (PN: 15983, Several)

Closing Date: 23 October 2008

Duties: After a period of consolidation of general radiographic competencies, the successful applicants will have the opportunity to develop skills in more complex general imaging procedures. Perform all aspects of general radiography while observing departmental protocols, and radiation protection measures at all times with the approval and supervision of the HP 4 in the area. Participate in Departmental Quality Assurance programmes.

Eligibility/Other Requirements: Successful applicants must be eligible for accreditation with the Australian Institute of Radiography and be prepared, after suitable training to participate in 7 day 24 hour rotating roster.

Note: There are several full time temporary positions available on a 12 month contract. Applications are invited from PDY Radiographers for several HP1 positions.

Contact Officer: Terry Rafferty (02) 6244 4362

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Pathology Services

Customer Services

Blood Collector

Technical Officer Level 1 \$41,992-\$44,114, Canberra (PN: 15946, Several)

Closing Date: 9 October 2008

Duties: ACT Pathology is a business unit of The Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. ACT Pathology has two laboratories, the main laboratory located at The Canberra Hospital and the branch laboratory located at Calvary Hospital plus a number of collection centres throughout the ACT.

EMPLOYMENT

The successful applicant will be required: To collect a number of different specimen types for pathology testing including blood, urine, swabs and fungal collections. Specimen collection will be taken from hospital inpatients or outpatients who will present at one of ACT Pathology's 6 collection centres; Proven ability in blood collection from adults, children and neonates; To participate on a rostered basis to work; In different locations including domiciliary runs; Flexible shifts with different starting times (between hours 7:30am to 5:30pm); Overtime including weekend work; Prioritise urgent work;

Provide high quality customer service; and reception duties (receiving patients and telephone enquiries).

Eligibility/Other Requirements: A current driver's licence.

Note: Several Full-Time and Part-Time positions are available. Applicants will be shortlisted on basis of referee reports and a written application, which should address the selection criteria. Current curriculum vitae and written referee reports should accompany the application. Shortlisted applicants may be required to attend a further assessment.

Contact Officer: Melinda Bower (02) 6244 2934

Selection documentation may be downloaded from <http://www.health.act.gov.au/employment>

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

CALVARY HEALTH CARE ACT

Allied Health

Medical Imaging

Health Professional Level 4, \$72,695 - \$78,381, Canberra, PN 7020

Closing date: 9 October 2008

Duties: Coordinating and facilitating the smooth operation of the day-to-day activities of the CT and Projectional Radiography section of the Medical Imaging Department. Includes rostering and supervision of professional and support staff. Provide Clinical leadership and a mentoring role for Radiographers and Radiography students.

Eligibility/other requirements: Qualification in Medical Diagnostic Radiography acceptable to the Australian Institute of Radiography. Postgraduate qualifications in CT Technology desirable.

Note: Temporary position until 2010. TTY 6201 6127

Contact Officer: Chris Hicks 62016269

Selection documentation may be obtained from www.calvary-act.com.au

Apply: 07

CC: 1301-2606

CANBERRA INSTITUTE OF TECHNOLOGY

Centres

Science, Forensic and Engineering Centre

Laboratory Sciences

Education Manager Laboratory Science

Teacher Band 2 \$93,261, Canberra (PN: 51866)

Closing Date: 16 October 2008

Duties: Efficiently and effectively manage, administer and coordinate the activities of a Program area in accordance with Institute policy. Assist Centre Director to develop, review and evaluate all educational programs offered by the Program area. Provide professional educational leadership in the Program area encompassing: quality of education delivery, supervision, training and professional development of staff, maintain professional control of student assessment within the area of responsibility and teaching as required.

Eligibility/Other Requirements: A Degree or Diploma in Adult Education or equivalent. Three years experience in TAFE or similar environment. Industry experience and relevant discipline qualifications.

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

Contact Officer: Geoff Bell (02) 62074349 geoff.bell@cit.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective agreement provisions will assess all applications for this position. Selection documentation and mandatory application cover sheet may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Building and Environment Centre

Building

Teacher Band 2 \$93,261, Canberra (PN: 51895)

Closing Date: 16 October 2008

Duties: Efficiently and effectively manage, administer and coordinate the activities of a Program area in accordance with Institute policy. Assist Centre Director to develop, review and evaluate all educational programs offered by the Program area. Provide professional educational leadership in the Program area encompassing: quality of education delivery, supervision, training and professional development of staff, maintain professional control of student assessment within the area of responsibility and teaching as required.

EMPLOYMENT

Eligibility/Other Requirements: A Degree or Diploma in Adult Education or equivalent. Three years experience in TAFE or similar environment. Industry experience and relevant discipline qualifications.

Contact Officer: Glenn Carter (02) 6207 4043 glenn.carter@cit.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective agreement provisions will assess all applications for this position. Selection documentation and mandatory application cover sheet may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Building and Environment Centre

Horticulture

Teacher Band 2 \$93,261, Canberra (PN: 51897)

Closing Date: 16 October 2008

Duties: Efficiently and effectively manage, administer and coordinate the activities of a Program area in accordance with Institute policy. Assist Centre Director to develop, review and evaluate all educational programs offered by the Program area. Provide professional educational leadership in the Program area encompassing: quality of education delivery, supervision, training and professional development of staff, maintain professional control of student assessment within the area of responsibility and teaching as required.

Eligibility/Other Requirements: A Degree or Diploma in Adult Education or equivalent. Three years experience in TAFE or similar environment. Industry experience and relevant discipline qualifications.

Contact Officer: Glenn Carter (02) 6207 4043 glenn.carter@cit.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective agreement provisions will assess all applications for this position. Selection documentation and mandatory application cover sheet may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

CHIEF MINISTER'S DEPARTMENT

Governance

Office of Industrial Relations

Senior Policy Officers

Senior Officer Grade C \$78,627-\$84,777, Canberra (PN: 55851, Several)

Closing Date: 16 October 2008

Duties: Would you like to develop or extend your policy and legislation development skills? Are you interested in gaining further insight into Canberra's diverse working environment, developing relationships with significant community organisations and providing practical solutions to complex problems facing the workforce? If so, join our team and help make Canberra a great place to work and do business. The Office is responsible for developing policy and legislation regarding industrial relations, work safety, dangerous substances and workers compensation. This includes contributing to the development of national laws in these areas. The positions offer many advantages to the successful applicants including a broad range of interesting and challenging subject matter, the opportunity to work in small teams so your hard work does not go unnoticed and the bonus of seeing the results of your work in your local community. You can also apply or develop knowledge of other subject areas including criminal law, regulation, compliance, human rights and administrative law.

Note: Several positions, fulltime or part-time, permanent or temporary are available.

Contact Officer: Fiona Barbaro (02) 6207 9944 fiona.barbaro@act.gov.au

Selection documentation and mandatory application cover sheet may be downloaded from

<http://www.jobs.act.gov.au/> Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Governance

Office of Industrial Relations

Policy Officers

Administrative Services Officer Class 6 \$62,099-\$71,335, Canberra (PN: 15996, Several)

Closing Date: 16 October 2008

Duties: Would you like to develop or extend your policy and legislation development skills? Are you interested in gaining further insight into Canberra's diverse working environment, developing relationships with significant community organisations and providing practical solutions to complex problems facing the workforce? If so, join our team and help make Canberra a great place to work and do business. The Office is responsible for developing policy and legislation regarding industrial relations, work safety, dangerous substances and workers compensation. This includes contributing to the development of national laws in these areas. The positions offer many advantages to the successful applicants including a broad range of interesting and challenging subject matter, the opportunity to work in small teams so your hard work does not go unnoticed and the bonus of seeing the results of your work in your local community. You can also apply or develop knowledge of other subject areas including criminal law, regulation, compliance, human rights and administrative law.

Note: Several positions, fulltime or part-time, permanent or temporary, are available.

Contact Officer: Fiona Barbaro (02) 6207 9944 fiona.barbaro@act.gov.au

EMPLOYMENT

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Arts, Communications, Events and Protocol

artsACT

Arts Development

Arts Development Officer

Administrative Services Officer Class 6 \$62,099-\$71,335, Canberra (PN: 15524)

Closing Date: 16 October 2008

Duties: artsACT is seeking an Arts Development Officer to assist in the implementation of the ACT Government's strategies and priorities for the arts. The successful applicant will assist in the preparation of arts policy advice, briefings and correspondence to the Minister for the Arts; assist in the delivery of the ACT Arts Fund; assist in working with the ACT Cultural Council in the development of arts policy and advice; assist in establishing a professional relationship with the arts sector; and assist in the delivery of other projects as required.

Eligibility/Other Requirements: Applicants will have sound organisational, communication and administrative skills and a demonstrated knowledge of the arts and relevant issues in the ACT.

Note: Selection may be made from written applications.

Contact Officer: Helen Tsongas (02) 6207 6825 helen.tsongas@act.gov.au

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Governance

Office of Industrial Relations

Policy Officers

Administrative Services Officer Class 5 \$57,500-\$60,970, Canberra (PN: 15995, Several)

Closing Date: 16 October 2008

Duties: Would you like to develop or extend your policy and legislation development skills? Are you interested in gaining further insight into Canberra's diverse working environment, developing relationships with significant community organisations and providing practical solutions to complex problems facing the workforce? If so, join our team and help make Canberra a great place to work and do business. The Office is responsible for developing policy and legislation regarding industrial relations, work safety, dangerous substances and workers compensation. This includes contributing to the development of national laws in these areas. The positions offer many advantages to the successful applicants including a broad range of interesting and challenging subject matter, the opportunity to work in small teams so your hard work does not go unnoticed and the bonus of seeing the results of your work in your local community. You can also apply or develop knowledge of other subject areas including criminal law, regulation, compliance, human rights and administrative law.

Note: Several positions, fulltime or part-time, permanent or temporary, are available.

Contact Officer: Fiona Barbaro (02) 6207 9944 fiona.barbaro@act.gov.au

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Closing Date: 19 October 2008.

Recruiting has commenced for a range of positions at the new Bimberi Youth Justice Centre near Mitchell.

Bimberi is managed by the ACT Department of Disability, Housing & Community Services. It is the first human rights compliant youth justice centre in Australia.

Bimberi signals a new era for youth justice in the Territory, and staff will have a critical role in supporting this direction. It provides young residents with best practice education, training, health and recreation opportunities — within a safe and secure environment.

We are looking for people to fill the following roles:

Business Support Co-ordinator

Administrative Service Officer Class 6 \$62,099-\$71,335, Canberra (PN: 03519)

Leadership and co-ordination of a small business support team.

Eligibility/ Other Requirements: Understanding and working knowledge of relevant legislation, policies and guidelines in relation to Juvenile Justice. Completion or partial completion of relevant tertiary qualifications in the area of human services, highly desirable.

Contact Officer: Frank Smith (02) 6207 0719

EMPLOYMENT

Sport & Recreation Officer

Administrative Services Officer Class 5 \$57,500-\$60,970, Canberra (PN: 07286)

Coordination and some delivery of sport and recreation programs and the running of the sports centre.

Eligibility/ Other Requirements: Possession of a current driver's licence and first aid certificate. Relevant qualification in sport and recreation desirable. Relevant experience in the coordination and facilitation of sporting and recreational activities.

Contact Officer: Dean Horne (02) 6207 0716

Facilities & Services Officer

Administrative Services Officer Class 5 \$57,500-\$60,970, Canberra (PN: 03294)

Management and coordination of activities relating to the maintenance and servicing of the Centres facilities, stores, equipment and services. This position was advertised in June and previous applications will be taken into consideration.

Eligibility/ Other Requirements: Possession of a current driver's licence and first aid certificate. Understanding and working knowledge of relevant legislation, policies and guidelines in relation to Juvenile Justice. Completion or partial completion of relevant tertiary qualifications in the area of human services, highly desirable.

Note: This position was advertised in June and previous applications will be taken into consideration.

Contact Officer: Dean Horne (02) 6207 0716

Psychometric aptitudinal testing will be conducted for all positions.

Bimberi provides an interesting working environment and staff will receive attractive remuneration packages, a career structure and the opportunity for professional development.

The ACT Government Collective Agreement allows for family friendly conditions and access to study leave.

For further information and an application package, please phone the Contact Officer on phone numbers above.

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services, Recruitment Services, GPO Box 158, Canberra City ACT 2601.

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and two referee reports, from applicants for positions in the department, should address the selection criteria comprehensively, as selection decisions may be made only on the basis of the documentation provided, without formal interview.

Legislation and Policy

Administration

Administration Officer

Administrative Services Officer Class 3 \$46,253-\$49,919, Canberra (PN: 42684)

Closing Date: 16 October 2008

Duties: An exciting opportunity is available for an enthusiastic and motivated officer to join the Administration area of the Legislation & Policy Branch as an ASO3. The successful applicant will be required to prepare accounts payable and receivable for the Branch, undertake a range of administrative tasks related to travel/accommodation, manage and maintain a records database system, address general administrative requests relating to office and IT equipment, administer cab charge for the Branch, support the delivery and sorting of Branch mail and provide general administrative support to the Branch. The successful applicant should be well organised, work accurately, have good communications skills and show initiative.

Eligibility/Other Requirements: Possession of a current driver's licence (manual) would be an advantage.

Contact Officer: Stacey McNamara (02) 6205 3743

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Department of Justice & Community Safety

Emergency Services Agency (ESA)

ACT Ambulance Service (ACTAS)

Administrative Services Officer Class 3 \$46,253-\$49,919, Canberra (PN: 07999)

Closing Date: 16 October 2008

Duties: Provide a range of administrative support functions to the ACT Ambulance Service including: receive and process or direct telephone, email and written inquiries; diary management and booking travel; process and draft routine correspondence; database/spreadsheet data entry; and process accounts payable. The position will also provide secretariat support to committees and working groups, including minute taking and distribution of supporting documents and maintenance of relevant records. This position is also entitled to salary packaging with fringe benefits tax-free threshold up to \$9,095.00.

Eligibility/Other Requirements: Well-developed keyboard skills are highly desirable. A current ACT (CA) Driver's Licence (or equivalent) would be an advantage. The successful candidate will be required to undergo a criminal

EMPLOYMENT

record check. The successful candidate may be required to perform duties outside of normal working hours to support major incidents or during a declared state of alert/emergency.

Contact Officer: Mr John Avery (02) 6207 9982 john.avery@act.gov.au

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Justice and Community Safety

Office of Regulatory Services

Compliance

Parking Operations

Administrative Services Officer Class 2 \$40,609-\$45,031, Canberra (PN: 04935, several)

Closing Date: 16 October 2008

Duties: As an authorised person, patrol designated areas within the ACT administered under the Road Transport (General) Act 1999 and attend to parking matters as required; Provide information on matters effecting, or likely to effect, parking enforcement control measures in the ACT; Attend the ACT Magistrate's Court on prosecution matters arising from parking infringements; Assist in on-the-job training. Assist senior members with other work in the Unit to ensure the objectives of Parking Operations are achieved.

Eligibility/Other Requirements: This role may be required to work on a rotating rostered shift basis. A current drivers licence is essential.

Note: A current First Aid Certificate is highly desirable.

Contact Officer: Paul Miro (02) 6207 7200 paul.miro@act.gov.au

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

DEPARTMENT OF TERRITORY AND MUNICIPAL SERVICES

Office of the Chief Executive

Strategic Coordination and Continuous Improvement

Strategic Human Resources

Director \$168,358 - \$177,661, depending on current superannuation arrangements, Canberra (PN: E415)

Closing Date: 16 October 2008

Duties: Strategic Human Resources is responsible for the provision of human resources management, advice and support services on a "shared services basis" to the Department, Senior Executives and the Office of the Minister. It provides support to the Department in day-to-day human resource management activities, as well as providing advice in relation to strategic matters. Areas of particular strategic interest include: workforce planning, performance management, occupational health and safety, injury rehabilitation and management and training and development. Eligibility/Other Requirements: Appropriate tertiary qualifications in human resources management or related field. This position is a designated security assessed position and as such will require the successful applicant to gain the required National Security Clearance.

Note: The remuneration package includes cash component, superannuation, motor vehicle and parking. The successful applicant will be employed under a performance-based contract for a period of up to five years.

Prospective applicants should be aware that the Individual Contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: Tracy Hicks (02) 62072645 tracy.hicks@act.gov.au

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

Applications can be sent via email to: jobs@act.gov.au or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

Environment and Recreation

Environment Protection and Heritage

Environment Protection

Project Officer

Professional Officer Class 2 \$62,099-\$71,335, Canberra (PN: 05167)

Closing Date: 16 October 2008

Duties: The Environment Protection Unit is a dynamic and friendly team responsible for the protection of the ACT's air, water and land environmental quality and the administration of the *Environment Protection Act 1997*.

The position is responsible for management of the ACT component of the National Pollutant Inventory and coordinating the ACT's participation in the National Environment Protection and Heritage Council.

Eligibility/Other Requirements: Applicants must possess a sound understanding of environment protection issues and have well developed liaison and communication skills. Experience in a regulatory and coordination role in environmental management would be an advantage.

Note: This position was advertised in the Gazette of 7 August 2008. Previous applicants do not need to re-apply.

Contact Officer: Glenda Darling (02) 6205 0385 glenda.darling@act.gov.au

EMPLOYMENT

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

Selection documentation and mandatory application cover sheet may be downloaded from:

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

Applications can be sent via email to: jobs@act.gov.au or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

Environment and Recreation

Sport and Recreation Services,

Sport and Recreation Programs

Senior Project Officer - Programs Team

Administrative Services Officer Class 6 \$62,099-\$71,335, Canberra (PN: 55985)

Closing Date: 16 October 2008

Duties: Duties include the undertaking of program planning and strategy development to facilitate community development and to promote active living in partnership with other government agencies and the non-government sector, managing strategic alliances with industry and community agencies to ensure the continued improvement of program delivery provisions, developing and managing service level agreements and partnerships relating to strategic programs and provide timely advice related to physical activity issues, formulating and developing and management of delivery initiatives relating to recreation and physical activity in the ACT. Some of the skills required for the position include demonstrated high level experience and understanding of project planning and delivery, strategy formulation and advice particularly in relation to community development; high order analytical skills with an ability to translate the current and emerging needs of the community into strategy and delivery initiatives; demonstrated knowledge and understanding of special population groups needs as related to physical activity initiatives.

Note: Position may be filled on application and referee reports only.

Contact Officer: Kim Polsen (02) 6207 2080 kim.polsen@act.gov.au

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

Selection documentation and mandatory application cover sheet may be downloaded from:

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

Applications can be sent via email to: jobs@act.gov.au or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

Environment and Recreation

Sport and Recreation Services, Executive Unit

Executive

Senior Project Officer - Client Relations

Administrative Services Officer Class 6 \$62,099-\$71,335, Canberra (PN: 10938)

Closing Date: 16 October 2008

Duties: Duties include undertaking a variety of operational, management, advocacy, research and policy development tasks, contributing to policy formulation, planning and research policy on sport and recreation development, matters, assisting in the management of funding programs including the Sport and Recreation Development Grant Program and associated Case Management Policy and preparation of complex briefs and cabinet submissions as required.

Some of the skills required for the position include a demonstrated ability in high order policy formulation, advice, implementation and review; a sound understanding of the sport and recreation industry and the ACT Government's supporting role to it; high order research and analytical skills with an ability to translate information into a solid argument; demonstrated ability to manage projects and to provide timely and accurate advice to management and the Minister.

Note: Position may be filled on application and referee reports only.

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

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

Selection documentation and mandatory application cover sheet may be downloaded from:

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

Applications can be sent via email to: jobs@act.gov.au or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

Environment and Recreation

Sport and Recreation Services

Senior Project Officer - Strategic Asset Management

Administrative Services Officer Class 6 \$62,099-\$71,335, Canberra (PN: 15934)

Closing Date: 16 October 2008

Duties: Duties include undertaking a variety of operational, management, advocacy, research and policy development tasks including consultation and research to provide timely and accurate advice on asset management issues, undertaking management responsibility for various projects relating to sport and recreation facilities and contributing to policy formulation, planning and strategy development on sport and recreation facility matters. Some of the skills required for the position include a demonstrated ability in asset management, including planning and

EMPLOYMENT

policy development, advice, implementation and review; sound understanding of the sport and recreation industry and the ACT Government's supporting role to it; high order research and analytical skills with an ability to translate information into a solid argument; demonstrated ability to manage projects and to provide timely and accurate advice to management.

Note: Position may be filled on application and referee reports only.

Contact Officer: David Jeffrey (02) 6207 5815

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

Selection documentation and mandatory application cover sheet may be downloaded from:

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

Applications can be sent via email to: jobs@act.gov.au or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

**Environment and Recreation
Environment Protection and Heritage
Licensing and Compliance Unit
Licensing and Investigations Officer**

Administrative Services Officer Class 5 \$57,500-\$60,970, Canberra (PN: 13679)

Closing Date: 16 October 2008

Duties: The Licensing and Investigations officer is responsible for the issuing of licences under the *Nature Conservation Act 1980* and provides an investigation capacity across all legislation administered by Environment Protection and Heritage. The successful applicant will have a strong understanding of contemporary investigation techniques. You will possess an understanding of the principles of nature conservation and environment protection within the ACT. Possess excellent communication skills as well as negotiation skills and have developed skills in stakeholder liaison and agency representation. Possess the ability to interpret legislation, prepare reports, briefings and correspondence on a range of issues and maintain database records. Perform the role of an authorised officer under the legislation administered by Environment Protection and Heritage

Eligibility/Other Requirements: Qualifications and/or relevant work experience in a regulatory or law enforcement environment. A Certificate IV (Government) Fraud control is highly desirable. Manual driver's licence essential.

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

Contact Officer: Jo-Anne Bauer (02) 6205 4876 jo-anne.bauer@act.gov.au

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

Selection documentation and mandatory application cover sheet may be downloaded from:

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

Applications can be sent via email to: jobs@act.gov.au or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

**Environment and Recreation
Parks, Conservation and Lands
Programs Coordination
Rural Programs Officer**

Technical Officer Level 3 \$53,548-\$60,754, Canberra (PN: 14990)

Closing Date: 16 October 2008

Duties: Parks, Conservation and Lands is seeking a highly motivated Rural Programs Officer to develop and review Land Management Agreements (LMA) on leased land. This will involve a regular auditing program of the environmental condition of rural leases, supporting rural lessees to maintain or improve productivity within the context of improved biodiversity, monitoring compliance with LMAs and advising on appropriate actions to protect high conservation value areas. The successful applicant should possess experience and highly developed skills in sustainable land management. Ability to interact well with rural lessees, sound oral and written communication skills and ability to meet deadlines is essential.

Note: This position is being readvertised and previous applicants need not reapply.

Contact Officer: Simon Katz (02) 6207 5176 or mobile 0434 561 387

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

Selection documentation and mandatory application cover sheet may be downloaded from:

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

Applications can be sent via email to: jobs@act.gov.au or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

**Environment and Recreation
Sport and Recreation Services
Executive Unit
Project Officer - Client Relations**

Administrative Services Officer Class 4 \$51,554-\$55,974, Canberra (PN: 10397)

Closing Date: 16 October 2008

Duties: Under general direction, undertaking a variety of operational, management, and minor research tasks to provide timely and accurate advice on sport and recreation issues to the Minister and senior staff, assistance with

EMPLOYMENT

the development and implementation of Sport and Recreation Service events with a particular focus on understanding, meeting and promoting stakeholder needs, supporting agency communications through monitoring and updating the Sport and Recreation Services website. Some of the skills required for the position include sound communication (written and oral), research and interpersonal skills, including negotiation, presentation and consultation; demonstrated ability to liaise with key personnel on project planning and delivery, ensuring all outcomes and deadlines are met; demonstrated ability to provide timely and accurate advice to senior management.

Note: Position may be filled on application and referee reports only.

Contact Officer: Wayne Lacey (02) 6207 2080

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

Selection documentation and mandatory application cover sheet may be downloaded from:

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

Applications can be sent via email to: jobs@act.gov.au or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

**Environment and Recreation
Sport and Recreation Services
Sport and Recreation Facilities
Leading Hand**

General Services Officer Grade 6 \$42,176-\$44,176, Canberra (PN: 10415)

Closing Date: 16 October 2008

Duties: Duties include leading and working as part of a team of employees engaged in turf management and horticultural activities, supporting the supervisor in the operation of the Control irrigation management system for sportsgrounds including irrigation programming and reporting and assistance in the preparation and implementation of day-to-day work programs including overseeing quality control. Some of the skills required for the position include an appropriate knowledge and practical experience in turf and irrigation management and the operation of equipment, particularly irrigation systems and associated control mechanisms; experience and proven ability in supervision of industrial staff and contractors; a sound understanding of the needs of sporting organisations, particularly in the area of sportsgrounds users; a sound knowledge of the industrial environment and workplace safety practices.

Eligibility/Other Requirements: Driver's licence essential and certificate in horticulture or turf management highly desirable.

Note: Position may be filled on applications and referee reports only.

Contact Officer: Brian Ashcroft (02) 6207 5143 brian.ashcroft@act.gov.au

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

Selection documentation and mandatory application cover sheet may be downloaded from:

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

Applications can be sent via email to: jobs@act.gov.au or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

DEPARTMENT OF TREASURY

**Revenue Management Division
Revenue Accounts Section
Administrative Service Officer**

Administrative Services Officer Class 4 \$51,554-\$55,974, Canberra (PN: 55057)

Closing Date: 16 October 2008

Duties: As a team member, undertake a range of operational and administrative tasks relating to the maintenance of accurate rates and land tax accounts, assessment of land tax including complex journal processing.

Contact Officer: Gerry Bustamante (02) 6207 0064

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

SHARED SERVICES CENTRE – Shared Future – Join the Team

The Shared Services Centre is a customer-focused organisation comprised of talented and motivated people who deliver services for ACT Government Agencies. These services include Human Resources (HR), Finance, Information and Communication Technology, Procurement, Publishing and Records Management.

We will offer our people interesting and varied work, access to tailored training programs and opportunities to extend their careers. We will work with our people to create an organisation that facilitates team work, openness, respect and continuous improvement.

EMPLOYMENT

InTACT**Planning and Development****Technology****Development and Test Environment Manager**

Senior Information Technology Officer Grade B \$92,902-\$104,583, Canberra (PN: 15948)

Closing Date: 16 October 2008

Duties: The DTE (Development and Test Environment) Manager undertakes the forward planning and scheduling of various development and test work, ensuring that the right environments, test data, versioned software etc are available at the time required and for the right purpose. The role also undertakes a co-ordinating function to ensure available resources are utilised to maximum efficiency.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised technical IT discipline would be an advantage. Knowledge of or the ability to rapidly acquire a sound understanding of the principles and practices of the Information Technology Infrastructure Library (ITIL) framework.

Contact Officer: Leigh McFarlane (02) 6205 3130 leigh.mcfarlane@act.gov.au

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

InTACT**Operations****Education ICT****Senior Database Administrator**

Senior Officer Grade C \$78,627-\$84,777, Canberra (PN: 14765)

Closing Date: 16 October 2008

Duties: The successful applicant will be required to review, analyse and continuously improve Training and Adult Education Branch business systems and applications used for administering training contracts, and the relevant links to external applications including Australian Government systems for the management of training contracts and registered training organisation information.

Contact Officer: Dean Conway (02) 6205 2485 or 0402 499 118.

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

InTACT**Operations****ICT Government Services****ICT Operations Officer**

Information Technology Officer Class 2 \$62,099-\$71,335, Canberra (PN: 12131)

Closing Date: 16 October 2008

Duties: Provide advice on and support to ICT strategic planning, policies and processes, and ICT projects for ACT Courts and Tribunals, Office of the Director of Public Prosecutions (ODPP) and the wider Department of Justice and Community Safety (JACS).

Eligibility/Other Requirements: Possession of ITIL Foundations and Practitioners Certificates is encouraged.

Contact Officer: Dave Hay (02) 6205 3336 david.hay@act.gov.au

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Human Resource Services**Recruitment Services****Team Supervisor**

Administrative Services Officer Class 6 \$62,099-\$71,335, Canberra (PN: 08046)

Closing Date: 16 October 2008

Duties: Recruitment Services is seeking a highly motivated individual to supervise a team of Recruitment Officers to deliver consistent best practice recruitment services to and on behalf of ACT Government Agencies. The Team Supervisor will manage the day to day operations of Recruitment Services including staff supervision and training, allocating and prioritising workflow, and delivery of recruitment services in accordance with Shared Services Centre operating procedures and the ACT Government employment framework.

Eligibility/Other Requirements: Qualifications in a HR related discipline are desirable.

Contact Officer: Michelle Tranda (02) 6205 3816 michelle.tranda@act.gov.au

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: michelle.tranda@act.gov.au or by post to: Attention Michelle Tranda, Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

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InTACT**Operations****Service Support****Service Delivery Officer**

Information Technology Officer Class 1 \$49,919-\$57,077, Canberra (PN: 14655)

Closing Date: 16 October 2008

Duties: The successful applicant will be required to provide first level IT technical support, advice and problem resolution for customers. Receive and accurately record IT incidents and problems reported by customers. In undertaking the role the occupant will be responsible for appropriately sharing and recording knowledge of incidents for reporting and problems.

Eligibility/Other Requirements: A current driver's licence or the ability to quickly acquire a driver's licence highly desirable.

Contact Officer: Leon Gerbich (02) 6207 4755 leon.gerbich@act.gov.au

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

InTACT**Operations****Service Support****Service Delivery Officer**

Information Technology Officer Class 1 \$49,919-\$57,077, Canberra (PN: 14654 & 00040)

Closing Date: 16 October 2008

Duties: The successful applicants will be required to provide first level IT technical support, advice and problem resolution for customers. Receive and accurately record IT incidents and problems reported by customers. In undertaking the role the occupants will be responsible for appropriately sharing and recording knowledge of incidents for reporting and problems.

Eligibility/Other Requirements: A current drivers licence or the ability to quickly acquire a drivers licence highly desirable.

Note: Permanent part-time positions at 20 hours per-week.

Contact Officer: Leon Gerbich (02) 6207 4755 leon.gerbich@act.gov.au

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Human Resource Services**Recruitment Services****Administrative Assistant**

Administrative Services Officer Class 2 \$40,609-\$45,031, Canberra (PN: 09665)

Closing Date: 16 October 2008

Duties: Provide administrative support to Recruitment Services to enable effective and efficient delivery of recruitment services to ACT Government Agencies including: managing hard/soft copy mail receipt and distribution; maintaining team databases and filing systems; processing applications for casual/temporary employment; maintaining resources and stationery supplies for the team and other general administrative tasks as required. Applicants will need good time management skills and experience with the range of Microsoft Office software, and the Internet.

Contact Officer: Julie Simpson (02) 6207 5805 julie.simpson@act.gov.au

Selection documentation and mandatory application cover sheet may be downloaded from

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

Applications can be sent via email to: julie.simpson@act.gov.au or by post to: Attention Julie Simpson, Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

LAND DEVELOPMENT AGENCY

The ACT Land Development Agency is a statutory corporation of the ACT Government that manages the development of Territory lands for residential, commercial and community uses. LDA operations are managed by the Chief Executive Officer and oversighted by a Board. In delivering its objectives the LDA has significant interactions with other government agencies, industry and the community.

Residential Development**Project Manager**

Senior Officer Grade C \$78,627-\$84,777, Canberra (PN: 08015)

Closing Date: 16 October 2008

Duties: The LDA is seeking an experienced Project Manager with landscape and planning skills. The Project Manager will formulate, implement, monitor, control and/or report on LDA projects. The person will also contribute it

EMPLOYMENT

the forward strategic planning outlook for the LDA within the Government's significant land release program, and capital works commitments.

Eligibility/Other Requirements: Relevant tertiary and /or professional qualifications, or experience deemed equivalent, in landscape architecture or a related discipline are highly desirable.

Note: Selection to this position may be based on review of applications and referee comments without interviews.

Contact Officer: Chloe Elvy (02) 620 53035 chloe.elvy@act.gov.au

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

Applications can be sent via email to: jobs@act.gov.au or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

Appointments

ACT HEALTH

Administrative Services Officer Class 2 \$40,609-\$45,031

Linda Tesolin: 788-13714, Section 68(1), 26 September 2008

Radiation Therapist Grade 2 \$49,737-\$69,445

Anderson De Souza: 817-49004, Section 68(1), 22 September 2008

Administrative Services Officer Class 3 \$46,253-\$49,919

Hayley Nicole James: 817-43382, Section 68(1), 22 September 2008

Registered Nurse Level 1 \$47,704-\$64,459

Jennifer Robe: 820-72525, Section 68(1), 15 September 2008

Registered Nurse Level 2 \$67,098-\$71,247

Hilary Jane Freeman: 820-70845, Section 68 (1), 20 October 2008

CALVARY HEALTH CARE ACT

Health Services Officer Level 5 \$40,301 - \$42,395

Peter Poppe: Section 68, 18 September 2008

CC: 1301-2606

Administrative Service Officer Level 3, \$46,253 - \$49,919

Margaret Hurley: Section 68, 22 September 2008

CC: 1301-2606

Health Services Officer level 5, \$40,301 - \$42,395

Daniel Moloney: Section 68, 3 October 2008

CC: 1301-2606

Enrolled Nurse Level 1 \$43,063 - \$46,158

Karen Davis: Section 68, 08 October 2008

CC: 1301-2606

ACT PLANNING AND LAND AUTHORITY

Senior Professional Officer Grade C \$78,627-\$84,777

Stuart Mackenzie: 767-27302, Section 68(1), 19 September 2008

CANBERRA INSTITUTE OF TECHNOLOGY

Administrative Services Officer Class 3 \$46,253-\$49,919

Judith MacLachlan: 789-36212, Section 68(1), 22 September 2008

Administrative Services Officer Class 3 \$46,253-\$49,919

Wendy McLeod: 332-63560, Section 68(1), 29 September 2008

Administrative Services Officer Class 3 \$46,253-\$49,919

Susan Holburn: 816-83009, Section 68(1), 22 September 2008

Teacher Band 2 \$93,261

Rhonda Lee Fuzzard: 789-12296, Section 68(1), 1 October 2008

EMPLOYMENT

Administrative Services Officer Class 3 \$46,253-\$49,919
Geeta Singh: 817-50988, Section 68(1), 22 September 2008

Administrative Services Officer Class 3 \$46,253-\$49,919
Brigitta Blazsev: 799-98677, Section 68(1), 22 September 2008

CHIEF MINISTER'S DEPARTMENT

Administrative Services Officer Class 5 \$57,500-\$60,970
Pamela Jean Roncon: 799-91782, Section 68(1), 17 September 2008

Administrative Services Officer Class 6 \$62,099-\$71,335
Daniel Watters: 820-70212, Section 68(1), 22 September 2008

Senior Officer Grade C \$78,627-\$84,777
Benjamin McDuff: 710-39797, Section 68 (1), 21 August 2008

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

Administrative Services Officer Class 2 \$40,609-\$45,031
Brendan Oldfield: 813-01533, Section 68(1), 16 September 2008

Administrative Services Officer Class 6 \$62,099-\$71,335
Marcus Paul Egan: 792-35266, Section 68(1), 17 September 2008

DEPARTMENT OF EDUCATION AND TRAINING

Senior Officer Grade C \$78,627-\$84,777
Sheelagh Brennan: 820-71370, Section 68(1), 7 October 2008

School Assistant 2 \$34,531-\$38,292
Christine Walton: 796-74277, Section 68(1), 23 September 2008

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Services Officer Class 6 \$62,099-\$71,335
Nadia Wallis Rees Harrison: 817-32798, Section 68(1), 10 September 2008

DEPARTMENT OF TERRITORY AND MUNICIPAL SERVICES

Administrative Services Officer Class 2 \$40,609-\$45,031
Jacqueline Weston: 799-94086, Section 68(1), 16 September 2008

Senior Officer Grade C \$78,627-\$84,777
Joanne Tralford Clay: 820-70650, Section 68(1), 13 October 2008

DEPARTMENT OF TREASURY

Administrative Services Officer Class 5 \$57,500-\$60,970
Elizabeth Victoria Shaw: 813-02851, Section 68(1), 24 September 2008

Administrative Services Officer Class 6 \$62,099-\$71,335
Hae-Sun Cho: 816-79659, Section 68(1), 24 September 2008

Transfers

ACT HEALTH

Denise Breust: 255-55096
From: Registered Nurse Level 3.1 \$77,124-\$80,297
ACT Health
To: Registered Nurse Level 3.1 \$77,124-\$80,297
ACT Health, Canberra (PN: 00324) (Gazette 35, 4 September 2008)

EMPLOYMENT**CANBERRA INSTITUTE OF TECHNOLOGY****Geoffrey John Bell: 02532078**

From: Teacher Band 3 \$110,503

Canberra Institute of Technology

To: Teacher Band 3 \$110,503

Canberra Institute of Technology, Canberra (PN: P14853) (Gazette 30, 31 July 2008)

DEPARTMENT OF EDUCATION AND TRAINING**Leeanne Hernandez: 761-24878**

From: School Assistant 2 \$34,531-\$38,292

Department of Education and Training

To: School Assistant 2 \$34,531-\$38,292

Department of Education and Training, Canberra (PN: 00781) (Gazette 26, 3 July 2008)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**Skye Suzette Campbell-Ward: 799-51932**

From: Senior Officer Grade C \$78,627-\$84,777

Department of Disability, Housing and Community Services

To: Senior Officer Grade C \$78,627-\$84,777

Department of Justice and Community Safety, Canberra (PN: 43607) (Gazette 22, 5 June 2008)

DEPARTMENT OF TREASURY**Sara Mundy: 748-54666**

From: Senior Officer Grade C \$78,627-\$84,777

Department of Treasury

To: Senior Information Technology Officer Grade C \$78,627-\$84,777

Department of Treasury, Canberra (PN: 14286) (Gazette 28, 17 July 2008)

Jon Guy: 778-25991

From: Executive Level 1 \$80,569-\$87,000

To: † Senior Officer Grade C \$78,627-\$84,777

Department of Treasury, Canberra (PN: 13341) (Gazette 27, 10 July 2008)

Promotions

PROMOTION or TEMPORARY PERFORMANCE APPEALS and INTERNAL REVIEW

Selection principles

All selection processes (including promotion decisions) must be based on a proper assessment of merit. Merit is defined in the *Public Sector Management Act 1994* (PSM Act), as the selection of a person on the basis of an assessment of the relative efficiency of the several applicants having regard to:

- the nature of the duties to be performed; and
- the abilities, qualifications, experience, personal qualities and potential for development;

of the several applicants that are relevant to the performance of the relevant duties as the case may be.

Applicants are also entitled to fair and unbiased consideration of their job application.

Definitions

For the purposes of Parts 1 and 2 dealing with promotions or temporary performance appeals and internal reviews:

'*appellant*' means a person who is eligible to appeal and lodges a promotion or temporary performance appeal.

'*casual employee*' means a person engaged under section 110 of the PSM Act to perform work for a short period on an irregular or non-systematic basis.

'*employee*' includes an officer, casual employee or temporary employee excluding Chief Executives and Executives.

'*officer*' means a person appointed under division 5.3 or 5.8 of the PSM Act. An officer is a permanent staff member of the ACT Public Service.

'*promotee*' means the person promoted to the position.

EMPLOYMENT

'*respondent*' means, in the case of a promotion, the person promoted to the position, or in the case of temporary performance, the person selected for temporary performance of duties.

'*temporary employee*' means a person engaged under division 5.7 of the PSM Act (other than a Chief Executive or Executive). A temporary employee is engaged under a temporary employment contract.

PART 1. PROMOTION OR TEMPORARY PERFORMANCE APPEALS

A promotion occurs when an officer is selected and promoted to a higher classification than the classification they hold before the promotion. Temporary performance occurs where an officer temporarily performs the duties of a higher office for a defined period (i.e. a higher classification than they currently hold).

Generally, a promotion (made under section 83 of the PSM Act) or temporary performance (made under section 101 of the PSM Act) is subject to appeal, where:

- the position is filled on
 - a permanent basis; or
 - temporary basis for more than 6 months;
- the officer was an applicant for the position; and
- the promotion/temporary performance is to any classification with a maximum salary that is less than the minimum salary of a classification equivalent to a Senior Officer Grade C.

An officer may also appeal a promotion if:

- the officer is a promotee, where the promotion is one of a number of promotions at the same level made in a selection process, and the officer believes someone may lodge an appeal against their promotion. The officer may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals.

Any suitably qualified officer may also appeal a promotion if the vacancy that has been filled was not advertised.

An appeal **cannot** be made where:

- a promotion decision is made by an unanimous recommendation of a Joint Selection Committee established under the PSM Act or agency Collective Agreements; or
- the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee); or
- the filling of the position does not constitute a promotion, such as if the position is filled by the transfer of an officer already at that or a higher level;
- the promotion is to a position which has a higher or equivalent maximum salary to the minimum salary of a Senior Officer Grade C. (These should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*).

Grounds for appealing a promotion or temporary performance decision

Provided eligibility requirements are met (see above), an officer will be required to show that they are more efficient in performing the duties of the position than the person(s) promoted or selected for temporary performance.

Generally, the Appeal Panel will assess greater efficiency by considering:

1. the abilities, qualifications, experience, standard of work performance and personal qualities of the appellant(s) and respondent(s) to the extent that the Panel considers that those matters are relevant to the performance of the duties of the position;
2. if the Chief Executive or delegate who made the promotion or temporary performance decision had regard to the potential for further career development relevant to the position in making the merit based decision; and
3. any other relevant matter the Panel considers relevant.

How to appeal a promotion or temporary performance decision

The appeal mechanism for promotion and temporary performance decisions is set out in Agency Collective Agreements, which can be accessed from the Shared Services Internet site at:

<http://www.sharedservices.act.gov.au/docs/agreements/>

Promotion appeals must be lodged with the Convenor of Appeal Panels within 14 days of notification of the promotion in the *ACT Gazette*. Appeals against temporary performance must be lodged with the Convenor of Appeal Panels within 7 days of notification of the decision.

Shared Services Centre (SSC) Client Agencies

Officers of the following agencies must lodge applications for an appeal against a promotion or temporary performance decision using the template on the Shared Services Centre Customer Portal at

http://sharedservices/actgovt/HRforms/Appeal_Promotion_Temp_Performance.doc.

EMPLOYMENT

ACT Planning and Land Authority;
Canberra Institute of Technology;
Chief Minister's Department;
Disability, Housing and Community Services;
Education and Training;
Health;
Justice and Community Safety;
Territory and Municipal Services; and
Treasury.

Completed application forms should be sent, within the timeframes specified above, to:

The Convenor of Appeal Panels
Employee Relations
Shared Services Centre
GPO Box 158
CANBERRA CITY ACT 2601

Scan and email: sharedserviceser@act.gov.au

Fax: (02) 6205 4629

Other Agencies

Officers of other agencies should contact their Human Resources area for advice on how to lodge an appeal (see below for a list of contacts).

PART 2. INTERNAL REVIEW

Generally, employees can seek a review of management actions or decisions that affect them in relation to their employment. There are some actions/decisions that are excluded from this right of review (e.g. decisions on classifications of an office, promotions and transfers).

However, as employees are entitled to a fair and unbiased assessment of their job application, an employee may seek an internal review about the process leading to:

- decisions that another employee perform the duties of a higher classification (with a salary less than that of a Senior Officer Grade C or equivalent classification) for periods greater than 6 months if the vacancy was advertised;
- decisions to promote, appoint or engage an employee on a temporary contract;
- decisions to transfer an employee within the Agency; or
- decisions to promote an officer to a non-advertised vacancy.

How to lodge an internal review

Agency Collective Agreements establish procedures for employees to seek an internal review of management actions that affect them. Collective Agreements are available from the Shared Services Internet site at the following link: <http://www.sharedservices.act.gov.au/docs/agreements/>

Employees should seek advice from their Human Resources area (see contacts below), or the Shared Services Centre about internal review rights available under Collective Agreements and how to lodge a request for internal review.

The Shared Services Centre can be contacted by dialling 99 from an internal phone or 6205 5444 or emailing sharedserviceser@act.gov.au.

ACT HEALTH

The Canberra Hospital Pharmacy

Claire Lucille Bekema: 780-51019

From: Health Professional Level 3 - Pharmacist \$75,417-\$79,576

ACT Health

To: †Health Professional Level 4 - Pharmacist \$83,983-\$90,554

ACT Health, Canberra (PN. 15647) (Gazette No. 36, 11 September 2008)

EMPLOYMENT

**Population Health
Health Protection Service
Administration**

Xue Ying Tu: 741-11440

From: General Service Officer Level 3 \$35,880-\$37,285
ACT Health

To: Administrative Services Officer Class 3 \$46,253-\$49,919
ACT Health, Canberra (PN. P29467) (Gazette No. 35, 4 September 2008)

**The Canberra Hospital
Surgical SMT**

Intensive Care Unit

Leitha Scott: 755-60723

From: Registered Nurse Level 1 \$47,704-\$64,459
ACT Health

To: Registered Nurse Level 2 \$67,098-\$71,247
ACT Health, Canberra (PN. 15607) (Gazette No. 35, 4 September 2008)

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

Annette Morgan: 780-53575

From: Administrative Services Officer Class 2 \$40,609-\$45,031
ACT Health

To: Administrative Services Officer Class 3 \$46,253-\$49,919
ACT Health, Canberra (PN. 28774) (Gazette No. 30, 31 July 2008)

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

Alyce Mueck: 816-83279

From: Administrative Services Officer Class 2 \$40,609-\$45,031
ACT Health

To: Administrative Services Officer Class 3 \$46,253-\$49,919
ACT Health, Canberra (PN. 15197) (Gazette No. 30, 31 July 2008)

**The Canberra Hospital
Women and Children's Health SMT
Neonatal and Parent Support Services**

Amanda Jenkins: 786-50230

From: Registered Nurse Level 1 \$47,704-\$64,459
ACT Health

To: Registered Nurse Level 2 \$67,098-\$71,247
ACT Health, Canberra (PN. 22271) (Gazette No. 30, 31 July 2008)

**The Canberra Hospital
Office of Deputy Chief Executive
Business & Infrastructure Support**

Leslie Wagner: 778-36826

From: Health Professional Level 2 \$47,651-\$66,096
ACT Health

To: Health Professional Level 3 \$68,052-\$75,456
ACT Health, Canberra (PN. 13469) (Gazette No. 30, 31 July 2008)

CALVARY HEALTH CARE ACT

Kirsten Willett:

From: Health Professional Level 2 \$47,651 - \$66,096
Calvary Health Care ACT

To: Health Professional Level 3 \$69,722 - \$75,456
Calvary Health Care ACT Nutrition Department, Canberra (PN. 8341) (33 28 August 2008)
CC: 1301-2606

EMPLOYMENT

ACT PLANNING AND LAND AUTHORITY

**Chief Planning Executive
Development Services
Development Assessment
Dominic Riches: 799-99733**

From: Administrative Services Officer Class 3 \$46,253-\$49,919
ACT Planning and Land Authority
To: Administrative Services Officer Class 4 \$51,554-\$55,974
ACT Planning and Land Authority, Canberra (PN. 13984) (Gazette No. 25, 26 June 2008)

**Chief Planning Executive
Client Services
Customer Services
Sarah Radford: 783-09956**

From: Administrative Services Officer Class 3 \$46,253-\$49,919
ACT Planning and Land Authority
To: †Administrative Services Officer Class 4 \$51,554-\$55,974
ACT Planning and Land Authority, Canberra (PN. 43417) (Gazette No. 33, 21 August 2008)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current Collective Agreement provisions and is non-appealable.

**Chief Planning Executive
Development Services
Development Assessment
Jason Gravitis: 799-91731**

From: Administrative Services Officer Class 2 \$40,609-\$45,031
Department of Justice and Community Safety
To: Administrative Services Officer Class 4 \$51,554-\$55,974
ACT Planning and Land Authority, Canberra (PN. 13326) (Gazette No. 25, 26 June 2008)

CANBERRA INSTITUTE OF TECHNOLOGY

**Centres
Student Services Hub
Ann Goleby: 025-43471**

From: Senior Officer Grade B \$92,902-\$104,583
Canberra Institute of Technology
To: †Senior Officer Grade A \$107,895
Canberra Institute of Technology, Canberra (PN. 14856) (Gazette No. 30, 31 July 2008)

**Centres
Marketing and National Positioning
Jennifer Dodd: 715-85755**

From: Teacher Band 3 \$110,503
Canberra Institute of Technology
To: †Senior Officer Grade A \$107,895
Canberra Institute of Technology, Canberra (PN. 14858) (Gazette No. 23, 12 June 2008)

CHIEF MINISTER'S DEPARTMENT

**Policy Division
Social Policy and Implementation
Patricia Anne Dinnerville: 761-21300**

From: Senior Officer Grade C \$78,627-\$84,777
Department of Disability, Housing and Community Services
To: †Senior Officer Grade B \$92,902-\$104,583
Chief Minister's Department, Canberra (PN. 55805) (Gazette No. 17, 1 May 2008)

**Policy Division
Social Policy and Implementation
Melanie Saballa: 733 14764**

From: Senior Officer Grade B \$92,902-\$104,583
Chief Minister's Department
To: †Senior Officer Grade A \$107,895
Chief Minister's Department, Canberra (PN. 14783) (Gazette No. 23, 12 June 2008)

EMPLOYMENT**DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES****Housing ACT****Tenancy Operations****Gordon Riggs: 706-29904**

From: Administrative Services Officer Class 3 \$46,253-\$49,919

Department of Disability, Housing and Community Services

To: †Administrative Services Officer Class 5 \$57,500-\$60,970

Department of Disability, Housing and Community Services, Canberra (PN. 09074) (Gazette No. 23, 12 June 2008)

This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

Collective Agreement provisions and is non-appealable.

Disability ACT**Individual Response Team****Ian William Ross: 607-89082**

From: Administrative Services Officer Class 6 \$62,099-\$71,335

Department of Disability, Housing and Community Services

To: †Senior Officer Grade C \$78,627-\$84,777

Department of Disability, Housing and Community Services, Canberra (PN. P15309) (Gazette No. 31, 7 August

2008)

Disability ACT**Individual Support Services****Accommodation Support****Karen Axelby: 741-05630**

From: Disability Support Officer Level 1 \$38,327-\$39,864

Department of Disability, Housing and Community Services

To: Disability Support Officer Level 2 \$47,833-\$53,543

Department of Disability, Housing and Community Services, Canberra (PN. 28353) (Gazette No. 47, 29 November

2007)

Policy and Organisational Services**Finance and Budget****Contracts and Grants Unit****Jenna Bulley: 796-73194**

From: Administrative Services Officer Class 4 \$51,554-\$55,974

Department of Disability, Housing and Community Services

To: Administrative Services Officer Class 5 \$57,500-\$60,970

Department of Disability, Housing and Community Services, Canberra (PN. P55877) (Gazette No. 13, 3 April 2008)

Disability ACT**Individual Support Services****Individual Response Team****Wendi Maria Keenan: 786-88968**

From: Administrative Services Officer Class 6 \$62,099-\$71,335

Department of Disability, Housing and Community Services

To: †Senior Officer Grade C \$78,627-\$84,777

Department of Disability, Housing and Community Services, Canberra (PN. 15304) (Gazette No. 31, 7 August 2008)

Policy & Organisational Services**Finance and Budgets****Contracts and Grants Unit****Louise Frewin: 027-40969**

From: Administrative Services Officer Class 4 \$51,554-\$55,974

Department of Disability, Housing and Community Services

To: Administrative Services Officer Class 6 \$62,099-\$71,335

Department of Disability, Housing and Community Services, Canberra (PN. 14831) (Gazette No. 30, 31 July 2008)

DEPARTMENT OF EDUCATION AND TRAINING**Education****Student Services****Student Support****Debra Sam: 715-63302**

From: School Assistant 3 \$39,331-\$42,449

Department of Education and Training

To: Disability Support Officer Level 2 \$47,833-\$53,543

Department of Education and Training, Canberra (PN. 14545) (Gazette No. 32, 14 August 2008)

EMPLOYMENT

Executive**Schools Southern Canberra****Taylor Primary School****Simon Smith: 772-12853**

From: School Leader C \$86,463

Department of Education and Training

To: †School Leader B \$92,407

Department of Education and Training, Canberra (PN. 14293) (Gazette No. 30, 31 July 2008)

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

Schools**School Northern Canberra****Jervis Bay School****Janette Fisher: 747-76901**

From: School Assistant 2 \$34,531-\$38,292

Department of Education and Training

To: Administrative Services Officer Class 4 \$51,554-\$55,974

Department of Education and Training, Canberra (PN. 00580) (Gazette No. 34, 28 August 2008)

Schools**Schools Northside****Charnwood Primary School****Kathryn Smith: 033-28642**

From: School Leader C \$86,463

Department of Education and Training

To: †School Leader B \$92,407

Department of Education and Training, Canberra (PN. 14291) (Gazette No. 30, 31 July 2008)

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

Education**Garran Primary School****Virginia Marguerite Crisp: 713-04773**

From: School Assistant 2 \$34,531-\$38,292

Department of Education and Training

To: Administrative Services Officer Class 4 \$51,554-\$55,974

Department of Education and Training, Canberra (PN. 00569) (Gazette No. 33, 21 August 2008)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**ACT Corrective Services****Business, Policy and Coordination****Operations Support****Simon McEvoy: 791 30501**

From: Administrative Services Officer Class 5 \$57,500-\$60,970

Department of Justice and Community Safety

To: Administrative Services Officer Class 6 \$62,099-\$71,335

Department of Justice and Community Safety, Canberra (PN. 47895) (Gazette No. 29, 24 July 2008)

Public Advocate of the ACT**Individual and Systemic Advocacy****Management Assessment Panel/Care Coordination Office****Denise Caldwell: 752-28536**

From: Registered Nurse Level 1 \$47,704-\$64,459

ACT Health

To: †Senior Officer Grade C \$78,627-\$84,777

Department of Justice and Community Safety, Canberra (PN. 43658) (Gazette No. 2, 17 January 2008)

DEPARTMENT OF TERRITORY AND MUNICIPAL SERVICES**Environment and Recreation****Sustainability Programs and Projects****Program Implementation****Elizabeth Reed: 757-50797**

From: Technical Officer Level 3 \$53,548-\$60,754

ACT Health

EMPLOYMENT

To: †Administrative Services Officer Class 6 \$62,099-\$71,335
Department of Territory and Municipal Services, Canberra (PN. 46126) (Gazette No. 27, 10 July 2008)
This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current Collective Agreement provisions and is non-appealable.

Environment and Recreation
Environment Protection and Heritage
Environment Protection

Helen McKeown: 713-72944

From: Senior Officer Grade C \$78,627-\$84,777
Department of Territory and Municipal Services
To: †Senior Officer Grade B \$92,902-\$104,583
Department of Territory and Municipal Services, Canberra (PN. 15701) (Gazette No. 28, 17 July 2008)
This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current Collective Agreement provisions and is non-appealable.

Community & Infrastructure Services
Asset Management Services
Asset Acceptance

Waradana Gunasiri De Silva: 774-68867

From: Professional Officer Class 2 \$62,099-\$71,335
Department of Territory and Municipal Services
To: †Senior Professional Officer Grade C \$78,627-\$84,777
Department of Territory and Municipal Services, Canberra (PN. 12479) (Gazette No. 47, 29 November 2007)
This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current Collective Agreement provisions and is non-appealable.

DEPARTMENT OF TREASURY

InTACT
Operations
Education ICT

Lorriane Nicol: 772-15712

From: Senior Officer Grade B \$92,902-\$104,583
Department of Treasury
To: †Senior Officer Grade A \$107,895
Department of Treasury, Canberra (PN. 09744) (Gazette No. 20, 22 May 2008)

LEGISLATIVE ASSEMBLY SECRETARIAT

Committee Office
Lydia Chung

From: Administrative Service Office Class 3 \$46,253 to \$49,919
Legislative Assembly Secretariat
To: Administrative Service Officer Class 4 \$51,554 to \$55,974
Committee Office, Legislative Assembly Secretariat (PN.COMM309) (No 35, 4 September 2008)
CC: 1291-2415

Strategy & Parliamentary Education Office
Laura Stuart

From: Administrative Service Office Class 3 \$46,253 to \$49,919
Legislative Assembly Secretariat
To: Administrative Service Officer Class 4 \$51,554 to \$55,974
Strategy & Parliamentary Education, Legislative Assembly Secretariat (PN.SPED702) (No 33, 21 August 2008)
CC: 1291-2415

Corrigenda

DEPARTMENT OF TREASURY

Shared Services
Human Resource Services
Workforce Capability
Wendy Withers: 741-09244

From: Administrative Services Officer Class 2 \$40,609-\$45,031
ACT Health
To: Administrative Services Officer Class 4 \$51,554-\$55,974

EMPLOYMENT

Department of Treasury

Department of Treasury, Canberra (PN. 09078) (Gazette No. 11, 22 March 2007)

*This was incorrectly gazetted on 25 September as a promotion from Administrative Services Officer Class 2 Dept. of Treasury to Administrative Services Officer Class 4 Dept. of Treasury.

ACT Public Service Index of addresses

- 01 Shared Services, Recruitment Services via e-mail to jobs@act.gov.au or by post to Shared Services, Recruitment Services, GPO Box 158, Canberra ACT 2601
- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Health Care ACT. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION Authority, PO Box 1155, Tuggeranong, ACT 2901
- 09 Recruitment Officer, Department of Disability, Housing and Community Services, GPO Box 158, Canberra ACT 2601
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Training, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Human Resources Section, ACT Emergency Services Authority, PO Box 104, Curtin ACT 2605
- 14 InTACT, Business Support Service, GPO Box 158, CANBERRA ACT 2601, or emailed to intact.recruitment@act.gov.au
- 15 Applications Officer, Arts, Heritage and Environment, PO Box 144 Lyneham ACT 2602
- 16 Recruitment Officer, ACT Health, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, ACT Health, PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 26 HR Manager, Land Development Agency, GPO Box 158, Canberra ACT 2601
- 27 The Recruitment Officer, ACT Planning and Land Authority, GPO Box 1908, Dickson ACT 2602
- 28 Recruitment Officer, Human Resource Management, Department of Justice and Community Safety, GPO Box 158, Canberra ACT 2601
- 29 The Electoral Commissioner, ACT Electoral Commission, PO Box 272, Civic Square ACT 2608
- 30 The Recruitment Officer, ACT WorkCover, PO Box 224, Civic Square ACT 2608
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Human Resources Officer, Cultural Facilities Corporation, PO Box 226, Civic Square ACT 2608
- 33 The Manager, Workforce Planning & Development Unit, ACT Housing, Locked Bag 3000, Belconnen ACT 2617
- 34 Applications Officer, Territory and Municipal Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer, Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer, Faculty of Communication and Community Services, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2602
- 38 The Recruitment Officer, Faculty of Business & Information Technology, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 39 The Recruitment Officer, Faculty of Design, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601

08/1380

Published for the ACT Executive by Publishing Services.

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