



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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The State Service provides a reasonable opportunity to members of the community to apply for State Service employment.

## Vacancies—General Information

Vacancy notices and job kits including statements of duties, selection criteria and an application form are available at:

**[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)**

All permanent and some Officer and fixed-term vacancies are advertised in these Notices and may also appear in State and National newspapers.

Applicants for a vacancy published in this Gazette edition (other than Senior Executive Service vacancies), should note that for a period of six months from the date of publication, the selection process for that vacancy may be used to fill subsequent or similar vacancies on the same conditions as originally published.

Tasmanian Government Gazettes are available for perusal at the Public Sector Management Office, 9th Floor, 144 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

Tasmanian Government Gazettes are available for sale from Print Applied Technology Pty Ltd, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

### Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site or the enquiries person. Application forms are available from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site and from the Agency that has advertised the vacancy.

### Submission of Applications

**Applications will close 9 calendar days after the date of publication in the Gazette unless otherwise stated.**

Late applications may be accepted at the discretion of the Head of Agency.

### Fixed-Term Appointment

Fixed-term appointment for a specified term or for the duration of a specified task may be obtained by:—

- responding to advertisements for fixed-term appointment placed in these notices;
- expressions of interest in registration on an Agency's fixed-term employment register;

### Fixed-Term Employment Registers

An expression of interest in registration on a fixed-term employment register may be lodged with an Agency in response to an advertisement placed in these Notices or the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site. A list of currently operating registers is also available from this site.

# Negotiating at work



Become a skilled negotiator in team meetings,  
or with co-workers, stakeholders and bosses

## The skilled negotiator

- When do you negotiate at work and home?
- How to separate what you *want* from what you *need*
- How to collaborate without being passive
- What is your natural negotiation style?

## Persuading people

- Simple ways to discover 'hidden agendas'
- How to 'sell' your proposals by stressing benefits
- How to disagree without criticising people
- 3 proven ways to overcome deadlocks

## Thinking on your feet

- The simplest way to buy yourself time to think
- Using questions to politely deflect irrelevant points
- How to organise your thoughts before you speak
- How to look confident when you feel nervous

## Dealing with tactics

- The 3 most common tactics used in the workplace
- The simplest way to neutralise any tactic
- How to say 'no' respectfully to aggressive people
- How to stay calm with 'manipulative' people

	Public	3 people	Hobart	In-house (6 - 16 people)
<b>Negotiating at work</b>	\$595	\$495	16 & 17 Sep	\$1650 / day
<b>Practical project management</b>	\$595	\$495	18 & 19 Sep	\$1650 / day
<b>Influencing skills</b>	\$275	\$200	24 Sep	\$1650



**Developing Potential (Australia) Pty Ltd**

Email: [training@developingpotential.com.au](mailto:training@developingpotential.com.au)

Website: [www.developingpotential.com.au](http://www.developingpotential.com.au)

Phone: 6224 1066

**Gazette**

Email copy to

**govt.gazette@thepat.tas.gov.au**

or fax to (03) 6216 4294. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 6110.

**State Service Notices****Vacancy, Direct Selection and Staff Movement Notices**

The only way to place a State Service vacancy, direct selection and staff movement notices is through the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) system log on, please contact your Human Resource Manager or the

Public Sector Management Office on telephone (03) 6233 6687 or email: [jobsadmin@dpac.tas.gov.au](mailto:jobsadmin@dpac.tas.gov.au)

**Order Information**

When using this facility please ensure your order and a copy of the material or vacancy reference are faxed to Print Applied Technology Pty Ltd on (03) 6216 4294.

**Deadlines**

*Government Gazette*:—

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4 p.m. Friday** prior to publication.

*State Service Notices—Vacancy, Direct Selection and Staff Movement Notices*:—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication. Telephone (03) 6233 6687.

**Deadlines will be strictly adhered to.**

**Subscription or account enquiries phone (03) 6233 3148**

**ECONOMIC DEVELOPMENT AND TOURISM****PROPERTY AND PROCUREMENT****Facilities Officer, Technopark (424113T).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time (0.6 FTE) to 30 June 2009.

Location:—Hobart Technopark.

Duties:—Provide front of house reception, administrative and hospitality services to the Technopark, Technopark tenants and clients to ensure the effective operation of the Technopark managed office and conference facilities.

Enquiries to Shaun Willie, Senior Property Officer, Department of Economic Development and Tourism, phone (03) 6233 5521, email [Shaun.Willie@development.tas.gov.au](mailto:Shaun.Willie@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

Applicants must address the selection criteria outlined within the Statement of Duties.

**ECONOMIC DEVELOPMENT AND TOURISM****PROPERTY AND PROCUREMENT****Senior Facilities Officer, Technopark (425032).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time to 30 June 2009.

Location:—Hobart Technopark.

Duties:—Contribute to the effective management of facilities and tenancy services for the Hobart Technopark through the provision of high level advice and support.

Desirable Requirements:—Driver's Licence.

Enquiries to Shaun Willie, Senior Property Officer, Department of Economic Development and Tourism, phone (03) 6233 5521, email [Shaun.Willie@development.tas.gov.au](mailto:Shaun.Willie@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

Applicants must address the selection criteria outlined within the Statement of Duties.

**ECONOMIC DEVELOPMENT AND TOURISM****SPORT AND RECREATION TASMANIA***Tasmanian Institute of Sport***Sports Performance Officer (TID) (424180).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent full-time.

Location:—Launceston.

Duties:—Co-ordinate Talent Identification and Development programmes and activities for the Tasmanian Institute of Sport (TIS). Provide sports science services to TIS and visiting athletes and coaches.

Essential Requirements:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted at a National level. Conviction check, crimes of violence, sex related offences and serious drug offences. Crimes involving dishonesty. Identification check.

Desirable Requirements:—A Bachelor of Applied Science (Human Movement Studies) or equivalent. Current driver's licence. First Aid Certificate (Work place 2, Senior First Aid).

Enquiries to John Gregory, Manager Sports Performance, Department of Economic Development and Tourism, phone (03) 6336 2256, email [John.Gregory@development.tas.gov.au](mailto:John.Gregory@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

Applicants must address the selection criteria outlined in the Statement of Duties.

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*Adult and Community Learning Services***Community Facilitator, North Online Access Centre (951121).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Launceston.

**Description of the Role:**—Liaise with the local community on the development and maintenance of Online Access Centres in the region consistent with the Community Knowledge Network strategy. Online Access Centres provide a wide range of communities within Tasmania with access to networked and computer based services.

**Essential Requirements:**—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences and serious drug offences.

**Desirable Requirements:**—Relevant postgraduate studies. A current drivers licence.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Peter Richardson, Department of Education, phone (03) 6336 4921, email [peter.richardson@education.tas.gov.au](mailto:peter.richardson@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*Adult and Community Learning Services***Community Facilitator, North West Online Access Centre (951122).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Burnie.

**Description of the Role:**—Liaise with the local community on the development and maintenance of Online Access Centres in the region consistent with the Community Knowledge Network strategy. Online Access Centres provide a wide range of communities within Tasmania with access to networked and computer based services.

**Essential Requirements:**—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences and serious drug offences.

**Desirable Requirements:**—Relevant postgraduate studies. A current drivers licence.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to John Tucker, Department of Education, phone (03) 6434 6311, email [john.tucker@education.tas.gov.au](mailto:john.tucker@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## CORPORATE SERVICES

## Finance, Facilities and Business Strategy

## Capital Planning and Development

**Senior Project Officer (963697).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

**Description of the Role:**—Provide a high level strategic project planning, consultancy, management, implementation and evaluation service to the Department of Education in relation to educational facilities projects, especially those relating to schools, libraries and community and cultural facilities.

**Essential Requirements:**—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences and serious drug offences.

**Desirable Requirements:**—Relevant tertiary qualifications. A current driver's licence.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

For a copy of the Statement of Duties please contact Colleen Rakowski phone (03) 6233 5093 email [colleen.rakowski@education.tas.gov.au](mailto:colleen.rakowski@education.tas.gov.au).

Enquiries to Cath Parker, Department of Education, phone (03) 6233 8976, email [cath.parker@education.tas.gov.au](mailto:cath.parker@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).



## EDUCATION

## CORPORATE SERVICES

*Information and Technology Services*

## Application Support and Development

**Senior IT Support Officer (951115).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$55,020–\$60,476 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 2 (A and C Level 6-7).

Permanent full-time.

Location:—Hobart.

**Description of the Role:**—Ensure the provision of an effective and efficient ICT client support service within the education environment. Plan and implement troubleshooting, hardware support and software management strategies. The provision of supervision, training and leadership for other ICT support staff.

**Essential Requirements:**—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences and serious drug offences.

**Desirable Requirements:**—Appropriate post secondary qualification and/or industry experience relevant to the position. At least two years experience in the delivery of ICT support and infrastructure services. A current driver's licence. Department of Education ITS Accreditation.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Greg Curtis, Department of Education, phone (03) 6233 6931, email [greg.curtis@education.tas.gov.au](mailto:greg.curtis@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## CORPORATE SERVICES

*Information and Technology Services*

## Schools and Client IT Support

**Network Support Officer (963546).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Permanent full-time.

Location:—Learning Services (North).

**Description of the Role:**—To provide general ICT administrative and support tasks and duties for departmental computer systems. To provide support and professional development and training for staff and students using ICT resources, including troubleshooting and hardware support.

**Essential Requirements:**—The Commissioner has determined that the person nominated for this position

is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences and serious drug offences.

**Desirable Requirements:**—Certificate III or IV in Information Technology. Department of Education ITS Network Support Officer Accreditation. A current driver's licence.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Grant MacDonald, Department of Education, phone (03) 6421 7684, email [grant.macdonald@education.tas.gov.au](mailto:grant.macdonald@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Acton School

**Administrative Clerk (300005).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 32 hours per fortnight up to 42 weeks per year.

Location:—Acton School.

**Description of the Role:**—Under direction carry out routine clerical and keyboard support duties as required.

**Essential Requirements:**—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences and serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Aleta Radford, Department of Education, phone (03) 6431 4095, email [aleta.radford@education.tas.gov.au](mailto:aleta.radford@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Mountain Heights School

***School Executive Officer (300399).***

Applications Close:—Friday, 22 August 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Mountain Heights School.

Description of the Role:—Co-ordinate the operations of a school office by undertaking accounting duties for both Government and non-Government funds and supervising office, grounds and cleaning staff.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences and serious drug offences.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Miep Sheahen, Department of Education, phone (03) 6471 1977, email [miep.sheahen@education.tas.gov.au](mailto:miep.sheahen@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Programmes, Personalised Learning*

## Guaranteeing Futures

***Administrative Assistant (421835).***

Applications Close:—Friday, 22 August 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Fixed-term part-time 29.4 hours per fortnight from as soon as possible to 31 August 2009.

Location:—Learning Services (South).

Description of the Role:—Carry out administrative and support tasks for the Youth Transitions and Adult Learning Section including control of accounting for all budgets maintained by the Section. Assist in the preparation of correspondence, budgets, returns and financial statements. Requisition supplies and equipment and control associated inventories.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper

copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Maggie Aird, Department of Education, phone (03) 6233 7132, email [maggie.aird@education.tas.gov.au](mailto:maggie.aird@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## OFFICE OF THE TASMANIAN QUALIFICATIONS AUTHORITY (OTQA)

***Quality Assurance Officer—2 Vacancies***

Applications Close:—Friday, 22 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Vacancy No. 963785.

Permanent full-time.

Location:—Hobart.

Vacancy No. 963786.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Manage the processes undertaken by the TQA for the recognition of assigned education and training courses, qualifications and providers.

Desirable Requirements:—Relevant tertiary qualifications. Current driver's licence.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Phil Geeves, Department of Education, phone (03) 6233 6354, email [phil.geeves@tqa.tas.gov.au](mailto:phil.geeves@tqa.tas.gov.au).

Applications to Staffing and Recruitment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## OFFICE OF THE TASMANIAN QUALIFICATIONS AUTHORITY (OTQA)

***Senior Assessment Co-ordinator (940034).***

Applications Close:—Friday, 22 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Manage the operation of the assessment services programme including the management of associated administrative functions and staff and the provision of high level advice to stakeholders.

Applicants should forward an Application for Employment form, with a statement addressing the selection

criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Phil Geeves, Department of Education, phone (03) 6233 6354, email phil.geeves@tqa.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### SKILLS TASMANIA

#### *Training Consultancy and Agreements*

##### Training Agreement

#### **Training Operations Officer (421421).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Responsible for the efficient and prompt processing and administration of training agreements.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Karen Pritchard, Department of Education, phone (03) 6233 7713, email karen.pritchard@skills.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### SKILLS TASMANIA

#### *Training Consultancy and Agreements*

##### Training Consultants

#### **Senior Training Consultant (420372).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Manage a training consultancy client service for approved apprenticeships and traineeships administered by Skills Tasmania. Supervise and support the activities of Training Consultants state-wide.

Desirable Requirements:—Current Drivers Licence.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Carolyn Nichols, Department of Education, phone (03) 6233 4642, email carolyn.nichols@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### ABORIGINAL HERITAGE TASMANIA

#### **Senior Aboriginal Heritage Officer (706296).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time 2 years.

Location:—Hobart.

Duties:—Provide high level on ground evaluation of Tasmanian Aboriginal heritage, inform Aboriginal Heritage Tasmania (AHT) of future protection and management options and to provide support to the AHT Operations staff and other AHT staff as required.

Desirable Requirements:—It is desirable that you have recognised Aboriginal Heritage Officer or equivalent experience.

Essential Requirements:—Aboriginality. The Commissioner has determined that this is an identified Aboriginal position and that it will be filled in accordance with the Ministerial Direction No 12: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

Enquiries to Steve Gall, Manager Aboriginal Heritage Tasmania, for more information about the vacancy, phone (03) 6233 6679, email steve.gall@heritage.tas.gov.au. For a copy of the Statement of Duties contact, Coralie Sallans, phone (03) 6233 6613, email Coralie.Sallans@heritage.tas.gov.au.

Applications to Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### CORPORATE SERVICES

#### *Human Resources*

#### **HR Advisor (705875).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the application of people management services, policies, practices and programmes particularly relating to organisational and employee performance and development by providing advice and support to managers and employees within.



**Desirable Requirements:**—It is desirable that you have varied experience in contemporary HR service delivery and a current drivers licence.

Enquiries to Mark Hastie, Senior HR Advisor, for a copy of the Statement of Duties or further information about the vacancy, phone (03) 6233 8302, email Mark.Hastie@depha.tas.gov.au.

Applications to address the Selection Criteria outlined in the Statement of Duties, quote vacancy number and be addressed to Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### HERITAGE

#### *Heritage Tasmania*

#### **Regional Heritage Advisor (705413).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Launceston.

**Duties:**—Provide senior professional architectural services, manage assigned resources, co-ordinate and implement the strategic development of assigned programmes, projects and initiatives of Heritage Tasmania for the region, the Department of Environment, Parks, Heritage and the Arts, the Heritage Council and the State Government.

**Essential Requirements:**—A degree in Architecture, recognised by the Architects' Registration Board of Tasmania.

**Desirable Requirements:**—To successfully undertake the duties of this position it is desirable that you have at least five years relevant post-graduate professional experience and training in mediation, negotiation and conflict resolution. It is also desirable that you possess a current valid motor vehicle license.

Enquiries to Ian Boersma, Works Manager, for more information about the position or a copy of the Statement of Duties phone (03) 6233 2037, email Ian.Boersma@heritage.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote vacancy number and be addressed to, Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### OFFICE OF THE SECRETARY

#### *Policy and Community Engagement*

#### **Conservation Project Manager, World Heritage Sites (706295).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time, for a period of two years.

Location:—Hobart.

**Duties:**—To provide high level specialist conservation expertise and project management services to the Department, with particular emphasis on cultural heritage values of the World Heritage nomination Convict sites; namely: the Cascades Female Factory, Woolmers,

Brickendon, Port Arthur and the Coal Mines.

As a member of the OOS, liaise with a wide range of internal and external stakeholders to develop and manage related policies, initiatives and projects.

**Desirable Requirements:**—To successfully perform the duties of this vacancy it is desirable that you have the following: degree in Architecture or a related discipline or equivalent qualifications acceptable to the Department; post graduate experience of at least 10 Years in the field of cultural heritage conservation; compliance with criteria for membership of a relevant heritage organisation (such as Australia ICOMOS); qualifications or experience in construction project management; current driver's licence.

Enquiries to Melinda Percival, Manager Policy and Community Engagement, for more information about the vacancy, phone (03) 6233 9077, email Melinda.Percival@depha.tas.gov.au or Bobbie O'Brien, for a copy of the Statement of Duties, phone (03) 6233 5581, email Bobbie.O'Brien@depha.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote vacancy number and be addressed to, Sallyanne Fisher, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, Tas 7011, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### PARKS AND WILDLIFE SERVICE

#### *Operations and Performance*

#### North West Region

#### **Visitor Reception Officer (701262 and 706174).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$29,502–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 1/2.

Fixed-term part-time (0.15 FTE) for 6 months.

Location:—Cradle Mountain/Lake St Clair.

Pro-rata salary is based on the above full-time rates.

**Duties:**—To collect and account for entry fees from visitors to national parks, check park passes, and provide advice and information to visitors regarding recreational activities, safety, minimal impact park use, features and facilities of national parks.

**Desirable Requirements:**—To successfully undertake the duties it is desirable that you possess a current motor vehicle driver's licence and a current workplace level 2 first aid certificate.

Enquiries to Greg Wall, Visitor Service Officer for further information regarding the vacancies or for a copy of the Statement of Duties, phone (03) 6492 1133, email Greg.Wall@parks.tas.gov.au.

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number/s and be addressed to, Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.



ENVIRONMENT, PARKS, HERITAGE AND THE  
ARTS

TASMANIAN MUSEUM AND ART GALLERY

*Public Programmes and Operations*

Public Programmes

**WITHDRAWN, Manager, Centre for Learning and  
Discovery (706267).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employment Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—To carry out a variety of complex functions including planning and implementation of the TMAG Centre for Learning and Discovery public programmes, overseeing the delivery and co-ordination of educational and interpretive programmes and staff, including volunteer guides, and ensuring the high quality of TMAG's contribution to public knowledge.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to undergo pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have tertiary qualifications in a relevant discipline, together with demonstratable experience in a management role. It is also desirable that you hold a current driver's licence.

Enquiries to Peta Dowell-Hentall, Deputy Director, Public Programmes, for more information about the vacancy, phone (03) 6211 4115, email [peta.dowell-hentall@tmag.tas.gov.au](mailto:peta.dowell-hentall@tmag.tas.gov.au) or Rohan Astley, for a copy of the Statement of Duties, Department of Environment, Parks, Heritage and the Arts, phone (03) 6211 4116, email [rohan.astley@tmag.tas.gov.au](mailto:rohan.astley@tmag.tas.gov.au).

Applications to address the selection criteria outlined in the Statement of Duties, quote vacancy number and be addressed to, Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5914, fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

HEALTH AND HUMAN SERVICES

**Pharmacist (508346).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$45,535–\$73,058 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Fixed-term part-time 38 hours per week, commencing as soon as possible until 3 April 2009.

Location:—Royal Hobart Hospital.

Duties:—Work as part of the team providing a comprehensive pharmacy service to the Clinical Services of the Royal Hobart Hospital, and other centres as required.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in

previous employment check.

Enquiries to Rachael Wilson, Department of Health and Human Services, phone (03) 6222 8451, email [rachael.wilson@dhhs.tas.gov.au](mailto:rachael.wilson@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

*Human Resources*

Recruitment Services

Job Design

**Client Services Officer (511521).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$48,862–\$50,671 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 5.

Permanent full-time day work.

Location:—Hobart.

Duties:—As a member of Human Resources provides establishment related advice and support to managers and business support staff. Undertakes quality assurance activities to maintain an accurate establishment database. Assists with the classification of jobs within the Agency.

Desirable Requirements:—Initiative – individuals who take responsibility for own actions and act to identify and solve problems without specific direction. Drive and commitment – individuals who are enthusiastic and committed to team goals. Problem solving – ability to gather relevant information, draw appropriate conclusions and make recommendations. Client service orientation – ability to respond to client needs with flexibility, promptness and professionalism. Information systems administration – knowledge of database maintenance, quality assurance (QA) activities and reporting.

Enquiries to Rachel Stride, Department of Health and Human Services, phone (03) 62334761, email [rachel.stride@dhhs.tas.gov.au](mailto:rachel.stride@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

*Human Resources*

Recruitment Services

Job Design

**HR Consultant, Job Design (518227).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Fixed-term full-time day work from as soon as possible for a period of 12 months.

Location:—Hobart.

Duties:—Manage and co-ordinate the functions of a team of human resource job design, classification and recruitment specialists in the context of continuous improvement and best practice within the Department. Provide timely

strategic and specialist advice to senior managers and employees of the Agency in relation to human resource issues with specific reference to organisational structures, job design and analysis, job classification, administration of the Agency establishment and recruitment practices and policies.

**Desirable Requirements:**—Building Productive Networks – Individuals who demonstrate this capability will establish and maintain effective relationships with a wide range of stakeholders, will be credible and be able to persuade and influence managers and senior staff to adopt good practice in relation to job design and recruitment. Leadership – Capacity to provide leadership to the team including providing constructive feedback, coaching and training opportunities. Must provide team with clear sense of direction and purpose and inspire a positive team attitude. Demonstrated high level knowledge and experience in HR management including knowledge of job design, classification and recruitment principles.

Enquiries to Tracey Mulcahy, Department of Health and Human Services, phone (03) 62333288, email [tracey.mulcahy@dhhs.tas.gov.au](mailto:tracey.mulcahy@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *Human Resources*

#### Recruitment Services

#### Job Design

#### **Team Leader Job Design (513140).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Permanent full-time day work.

Location:—Hobart.

**Duties:**—Manage and co-ordinate the functions of a team of human resource job design, classification and recruitment specialists in the context of continuous improvement and best practice within the Department. Provide timely strategic and specialist advice to senior managers and employees of the Agency in relation to human resource issues with specific reference to organisational structures, job design and analysis, job classification, administration of the Agency establishment and recruitment practices and policies.

**Desirable Requirements:**—Building Productive Networks – Individuals who demonstrate this capability will establish and maintain effective relationships with a wide range of stakeholders, will be credible and be able to persuade and influence managers and senior staff to adopt good practice in relation to job design and recruitment. Leadership – Capacity to provide leadership to the team including providing constructive feedback, coaching and training opportunities. Must provide team with clear sense of direction and purpose and inspire a positive team attitude. Demonstrated high level knowledge and experience in HR management including knowledge of job design, classification and recruitment principles.

Enquiries to Tracey Mulcahy, Department of Health and Human Services, phone (03) 62303288, email [tracey.mulcahy@dhhs.tas.gov.au](mailto:tracey.mulcahy@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### South

#### **Community Mental Health Nurse (505359).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time shift work (fully rotational).

Location:—Southern Region.

**Duties:**—The Community Nurse provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles, works within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients and supports and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

A current drivers licence.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Vicki Polanowski, Department of Health and Human Services, phone (03) 6211 4580, email [vicki.polanowski@dhhs.tas.gov.au](mailto:vicki.polanowski@dhhs.tas.gov.au).

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### South

#### **Community Mental Health Nurse (517435).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual shift work, working as and when required, from as soon as possible for a period of twelve months.

Location:—Southern Region.

**Duties:**—The Community Nurse provides a specialist mental health service within the community setting for a

designated client group, utilising evidence based practices and recovery principles, works within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients and supports and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

A current drivers licence.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Vicki Polanowski, Department of Health and Human Services, phone (03) 6211 4580, email [vicki.polanowski@dhhs.tas.gov.au](mailto:vicki.polanowski@dhhs.tas.gov.au).

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

##### State-wide

#### **Statewide Clinical Director (517863).**

Applications Close:—Friday, 22 August 2008.

Salary:—per annum.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level III-IV (Salary commensurate with qualifications and experience).

Permanent full-time day work (with oncall).

Location:—St Johns Park, New Town.

**Duties:**—In accordance with Primary Health Care principles, National Standards, Agency directions, policies, legal requirements and professional competencies, ensure the delivery of quality patient care services, evidence based practice within a collaborative and multidisciplinary framework provide high level advice to the Chief Executive Officer (CEO) on all matters relating to psychiatric clinical care in Tasmania. Provide advice to the CEO on the mental health needs of Tasmanian communities. Liaise with managers, senior clinical staff and professional organisations concerning mental health clinical care. Provide advice on appropriate mechanisms for the effective integration and/or co-ordination of alcohol and drug, correctional health and forensic mental health with the generalist mental health programme and within the broader Health and Human

Services divisions. Administer regulatory and legislative requirements of the Chief Psychiatrist under the Tasmanian Mental Health Act and provide advice to the CEO on the current amendment process to the Act. Provide Professional Leadership to MHS medical workforce.

**Essential Requirements:**—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 and has a minimum of eight year's post graduate experience.

Enquiries to Dr John Crawshaw, Department of Health and Human Services, phone (03) 6230 7710, email [john.crawshaw.dhhs.tas.gov.au](mailto:john.crawshaw.dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Department of Health and Human Services, Human Resources, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

##### Business Support Unit

#### **Clerk (Community Fees) (505441).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$38,464–\$41,681 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 3.

Permanent full-time day work.

Location:—34 Davey Street, Hobart.

**Duties:**—The Clerk (Community Fees) will be responsible for maintaining the Statewide Community Fees database/debtors system to ensure that maximum collections are attained on a regular basis.

**Desirable Requirements:**—A sound knowledge of and experience in personal computer applications including word processing, database, and finance systems including a high level of keyboard skills. Ability to work as a member of a team in an environment subject to work pressure and change and to complete tasks with accuracy and within set deadlines. Good interpersonal and communication skills including the ability to liaise with a broad range of people in a confidential and sensitive manner. Proven ability to exercise initiative and sound judgement in the day-to-day management of tasks. A good knowledge of government accounting/financial requirements. Ability to collate data and interpret and analyse information.

Enquiries to Daniel Longstaff, Department of Health and Human Services, phone (03) 6336 5596, email [dan.longstaff@dhhs.tas.gov.au](mailto:dan.longstaff@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## Palliative Care

***Hospital Assistant (505959).***

Applications Close:—Friday, 22 August 2008.

Salary:—\$34,812–\$35,533 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 5.

Fixed-term casual shift work, commencing as soon as possible for a period of 2 years.

Location:—Repatriation Centre.

Duties:—The Hospital Assistant acts as a member of a team and is consistent with quality improvement guidelines to provide general housekeeping, portage and catering duties to palliative care clients.

Desirable Requirements:—Ability to work individually and as a member of a team. Knowledge of and an ability to transfer and lift patients within manual handling guidelines and policy. Ability to provide cleaning services preferably in a hospital environment with knowledge of infection control practices. An understanding of appropriate OH&S legislation and codes of practice. Good communication skills. An ability to adapt to meet changing demands of the workplace.

Enquiries to Sheila Campbell, Department of Health and Human Services, phone (03) 6220 2400, email [sheila.campbell@dhhs.tas.gov.au](mailto:sheila.campbell@dhhs.tas.gov.au).

You are encouraged to apply (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## CORPORATE GOVERNANCE

*Corporate Strategy, Planning and Performance*

## Information Policy and Statistics

***Principal Policy Analyst (518072).***

Applications Close:—Friday, 22 August 2008.

Salary:—\$76,007 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 10.

Permanent full-time day work.

Location:—Hobart.

Duties:—Develop and undertake detailed economic, social and demographic data analysis relating to service demand, and service provision by, the Agency. Undertake major projects to support the Agency's objectives and strategic directions, including significant state and national reporting processes. Provide high level of support to managers and staff to ensure the adoption of a system for the management of key performance data.

Desirable Requirements:—Demonstrated high level knowledge and experience in development and management of performance and statistical data in a complex organisational environment. Demonstrated high level conceptual, research and analytical skills, and the ability to understand the political, social and organisational environment and to identify relevant issues and make sound judgements about Agency strategies and directions. High level oral and written communication, liaison, conflict

resolution and negotiation skills with the specific ability to effectively communicate and collaborate with senior managers and other officers. Demonstrated capacity to represent the Agency on internal and external committees and in other forums.

Enquiries to Vicki Sherburd, Department of Health and Human Services, phone (03) 62334813, email [vicki.sherburd@dhhs.tas.gov.au](mailto:vicki.sherburd@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Clinical Performance and Emergency Management****Clinical Advisory Co-ordinator (517994).***

Applications Close:—Friday, 22 August 2008.

Salary:—\$76,007 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 10.

Permanent full-time day work.

Location:—South.

Duties:—Provide executive services for the Tasmanian Clinical Advisory Council (TCAC) and facilitate the development of Clinical Networks, including managing network policy and project staff. Provide high level health policy advice and undertake service development and innovation projects.

Enquiries to Tony Sansom, Department of Health and Human Services, phone (03) 6233 2075, email [tony.sansom@dhhs.tas.gov.au](mailto:tony.sansom@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Clinical Performance and Emergency Management****Clinical Network Policy and Project Officer (517995).***

Applications Close:—Friday, 22 August 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Permanent full-time day work.

Location:—South.

Duties:—The Clinical Network Policy and Project Officer will support the clinical leader(s) to oversee the development of the Cancer Services Clinical Network with a strong focus on development of the structure and operating principles of the network. Undertake a project role in assisting the network to undertake specific tasks.

Enquiries to Tony Sansom, Department of Health and Human Services, phone (03) 6233 2075, email [tony.sansom@dhhs.tas.gov.au](mailto:tony.sansom@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Clinical Performance and Emergency Management***Clinical Network Policy and Project Officer (517993).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Permanent full-time day work.

Location:—South.

Duties:—The Clinical Network Policy and Project Officer will support the clinical leader(s) to oversee the development of the Rehabilitation and Aged Care Clinical Network with a strong focus on development of the structure and operating principles of the network. Undertake a project role in assisting the network to undertake specific tasks.

Enquiries to Janet Carty, Department of Health and Human Services, phone (03) 6233 8514, email janet.carty@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (504398).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$60,828–\$65,071 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 2.

Permanent part-time shift work, working 48 hours per fortnight.

Location:—Medicine-Department of Emergency Medicine.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Maree Dakin, Department of Health and Human Services, phone (03) 63487392, email maree.dakin@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Food Services Assistant (Distribution)—5 Vacancies.**

Applications Close:—Friday, 22 August 2008.

Salary:—\$32,898–\$33,620 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 3.

Vacancy No. 503494.

Permanent part-time shift work, working 16 hours per fortnight.

Location:—Corporate Services-Food Services.

Duties:—To provide a high standard of meal service to patients, and optimum levels of hygiene throughout the Food Services Department.

Desirable Requirements:—Ability to acquire an understanding of in-patient meal delivery including cook-chill. Ability to acquire knowledge of the range of menus and basic restrictions associated with styles of meals and diets. A practical understanding of workplace safety and personal cleanliness and hygiene and how it relates to the delivery of food services. Ability to understand both written and verbal instructions and to effectively communicate with patients, staff and the public.

Enquiries to Dale Anderson, Department of Health and Human Services, phone (03) 63487525, email dale.anderson@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Social Worker, Refugee/Migrant Liaison Officer (517998).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$69,974–\$80,262 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Permanent part-time day work, working 38 hours per fortnight.

Location:—Clinical Services-Allied Health.

Duties:—To develop, provide and evaluate a Social Work service for refugee and humanitarian arrival patients of the Launceston General Hospital and their families as part of a multidisciplinary team.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

Enquiries to Lee Hodge, Department of Health and Human Services, phone (03) 63487245, email lee.hodge@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*North West Regional Hospital***Enrolled Nurse, Physiotherapy (502326).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$40,040–\$43,433 pro rata.

Nurses (TPS) Award, Enrolled Nurse.

Permanent part-time day work, working 40 hours per fortnight.

Location:—Clinical Services-Allied Health/Physiotherapy.

Duties:—Assist the Physiotherapists in the provision of optimal care for in-patients and rehabilitation outpatients.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled Nurse in Tasmania.

Enquiries to Peter Watson, Department of Health and Human Services, phone (03) 64306608, email [physio.burnie@dhhs.tas.gov.au](mailto:physio.burnie@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*North West Regional Hospital***PIMS Clerk (501827).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$38,464–\$41,681 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 3.

Permanent full-time day work.

Location:—Corporate Services-Patient Information Management Services.

Duties:—Maintain the medical record and associated systems in accordance with AS2828. Perform all roles within Patient Information Management Services, inclusive of reception services in the Department Of Emergency Medicine, Outpatient Clinic areas and Admissions.

Desirable Requirements:—Successful completion of or a willingness to undertake a recognised course in business/office administration and medical terminology. A demonstrated knowledge of clerical procedures within a hospital information management area. Proven ability to organise and prioritise workflow according to demand with the ability to work in a multi-disciplinary team environment. Well developed verbal and written communication skills with the ability to interact with the public and staff at all levels.

Enquiries to Geraldine Hanigan, Department of Health and Human Services, phone (03) 6430 6527, email [geraldine.hanigan@dhhs.tas.gov.au](mailto:geraldine.hanigan@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Bone Marrow Transplant Programme Quality Officer (517977).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$76,007 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 10.

Fixed-term full-time day work, commencing as soon as possible for a period of 12 months.

Location:—Royal Hobart Hospital.

Duties:—The position will be responsible for the design, implementation and maintenance of a quality management system for the Bone Marrow Transplant Programme that meets Therapeutic Goods Administration (TGA) licensing requirements for facilities performing collection, processing and testing of human haemopoietic progenitor cells (HPCs) and National Pathology Accreditation Advisory Council (NPAAC) accreditation requirements.

Desirable Requirements:—Tertiary qualifications in health, science or other appropriate field relevant to the role, and/or significant experience and knowledge in blood cell collection, processing and transplantation. Experience in the design, implementation and maintenance of a quality management system, preferably in a health environment, that demonstrates high level written communication skills and knowledge of the applicable legislative. Experience in delivering outcomes in an environment subject to time and resource constraints that demonstrates ability to overcome obstacles and achieve deliverables in a changing environment. Experience in leading the implementation of a project/s that evidences the ability to deliver outcomes within agreed parameters. Experience in project implementation in a complex environment that demonstrates ability in building effective working relationships, negotiating outcomes and gaining cooperation from project members and stakeholders.

Enquiries to Dr Scott Ragg, Department of Health and Human Services, phone (03) 6222 8431, email [scott.ragg@dhhs.tas.gov.au](mailto:scott.ragg@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisation Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Executive Officer Finance and Business (510869).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Fixed-term full-time day work, commencing as soon as possible until 9 August 2009.

Location:—South.

Duties:—Provide high level information, financial and statistical support and advice in the business management of the Hospital, which includes strategic planning, business planning and management of both financial and non-financial operations, and also includes financial management (both operational and capital), statistical information,

budgetary issues, performance monitoring, specific or major research, investigations or reviews and administrative tasks as required. Assist with the provision of contemporary advice on business strategy, resource management and budget performance within the Hospital.

Enquiries to Russell Pockett, Department of Health and Human Services, phone (03) 6222 8971, email russell.pockett@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Senior Specialist Radiographer-Tutor Ultrasonographer (518063).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$80,262–\$88,771 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 4.

Permanent full-time day work (with oncall).

Location:—Royal Hobart Hospital.

Duties:—The Senior Specialist Radiographer- Tutor Ultrasonographer will plan, develop and supervise undergraduate and post graduate ultrasound education for Department of Medical Imaging staff in collaboration with relevant universities, education providers and the Australian Sonographers Accreditation Registry. In consultation with senior clinical staff identify, plan, and implement continuing professional development education and activities for ultrasonographers. Develop and monitor mentoring programmes for ultrasonographers re-entering the profession. To perform ultrasound scans.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB).

Enquiries to Rod Manning, Department of Health and Human Services, phone (03) 6222 8402, email rod.manning@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Specialist Pharmacist, Infectious Diseases (517862).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$69,974–\$80,262 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Permanent full-time day work (with oncall).

Location:—Royal Hobart Hospital.

Duties:—Provide pharmaceutical care to the patients and training, professional supervision and support to other pharmacy staff within the Royal Hobart Hospital

in relation to the co-ordination and practice of specialist clinical activities and the provision of drug information in the area of Infectious Diseases.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Rachael Wilson, Department of Health and Human Services, phone (03) 6222 8451, email rachael.wilson@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Team Leader, Social Work (508265).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$69,974–\$80,262 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Fixed-term full-time day work, commencing 16 October 2008 until 17 April 2009.

Location:—Royal Hobart Hospital.

Duties:—Develop, provide and evaluate Social Work services for patients of the Royal Hobart Hospital and other agencies, as authorised, in accordance with the Code of Ethics of the Australian Association of Social Workers; and lead and supervise a team of Social Workers in accordance with that Code of Ethics. An interest in working in Womens and Childrens Services is highly desirable.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Janet Whelan, Department of Health and Human Services, phone (03) 6222 8440, email janet.whelan@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service***Branch Station Officer (510647).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$59,106 per annum.

Tasmanian Ambulance Service Award, Branch Station Officer (Advanced Life Support).

Permanent full-time shift work.

Location:—Tasmanian Ambulance and Health Transport Service, Smithton.

Duties:—Provision of pre-hospital care and the transport of patients by Ambulance or other means. Operation of a country or urban Branch Station including activities associated with public education and community relations, staff supervision, recruitment, training and development of local Volunteer Ambulance Officers.

Salary quoted is the base salary for this position.

Essential Requirements:—Certificate of Applied Science (Ambulance Officer) and current accreditation in the Advanced Life Support programme, or equivalent qualifications recognised by the Director Tasmanian Ambulance Service. Current drivers licence.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check for crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Paul Templar, Department of Health and Human Services, phone (03) 64346970, email paul.templar@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## North West Area

## Child Health and Parenting Services

**Clinical Nurse Manager (500829).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$74,792–\$76,561 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Child Health and Parenting Service, North West.

Duties:—In accordance with Primary Health Care principles, national standards, Agency directions, policies, legal requirements and professional competencies, undertake the delivery of quality client care services, based on best practice and within a collaborative and multidisciplinary framework. To provide effective and efficient management of the Child Health and Parenting Service (CHAPS), including the co-ordination of education and research to

ensure provision of quality care based on best practice principles. To provide generic business, clinical management and advice within the interdisciplinary team.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Cathy Hurst, Department of Health and Human Services, phone (03) 6434 6414, email [cathy.hurst@dhhs.tas.gov.au](mailto:cathy.hurst@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES.

*Children and Family Services*

## Northern Area

## Child Protection

**Support Worker, Child and Family Services (513373).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$34,812–\$35,533 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 5.

Permanent part-time day work, 30 hours per fortnight.

Location:—Child Protection, Launceston.

Duties:—Under the supervision of the Co-ordinator, provide support to children, young persons and families with the aim to enable children to grow up in a safe and supportive environment including providing transport and supervision of client access visits.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Leonie Watson, Department of Health and Human Services, phone (03) 6336 2376, email [leonie.watson@dhhs.tas.gov.au](mailto:leonie.watson@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## Northern Area

## Family Violence Service

***Provisional Psychologist Childrens Service (515208a).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$45,535–\$73,058 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Fixed-term part-time day work, 45.6 hours per fortnight, commencing as soon as possible for a period of 2 years.

Location:—Family Violence Service, Launceston.

Duties:—Under regular professional supervision provide specialist services to children, young people and families affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework. The Department of Health and Human Services is a lead agency within the whole of government initiative known as Safe at Home. The Children and Young Persons' Programme (CHYPP) was established as part of the Safe at Home whole of government integrated response to family violence within Tasmania. CHYPP is located within the Family Violence Counselling and Support Service (FVCSS) in the Department of Health and Human Services (DHHS) and works in close collaboration with other key Safe at Home agencies.

Essential Requirements:—Eligible for provisional registration as a Psychologist in Tasmania and a four year degree in Psychology or equivalent as deemed by the Psychologists Registration Board of Tasmania.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Jane Fleming, Department of Health and Human Services, phone (03) 6336 2283, email jane.fleming@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## South East Area

***Community Development Officer (501767).***

Applications Close:—Friday, 22 August 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Permanent full-time day work.

Location:—Children and Family Services, South.

Duties:—As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children. Co-ordinate area based operations and provide high level advice to Area Management in relation to the Neighbourhood House programme, local support services and community development initiatives. Undertake complex projects in accordance with Area Management direction to ensure the provision and maintenance of operational linkages within local communities and assist in planning the development of community resources. The position has responsibility for both the South East and South West areas.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Deborah Leisser, Department of Health and Human Services, phone (03) 6230 7861, email deborah.leisser@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## South West Area

***Child Protection Worker (Relief) (513232).***

Applications Close:—Friday, 22 August 2008.

Salary:—\$45,535–\$73,058 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Fixed-term casual day work, hours as and when required, commencing as soon as possible for a period of 12 months.

Location:—Child Protection, South West Area.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons. The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young person's home. The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment

checks before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email [leeann.russell@dhhs.tas.gov.au](mailto:leeann.russell@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Tenancy Officer Tm 1 (517089).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$43,431–\$47,038 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 4.

Permanent full-time day work.

Location:—NW Housing Services, Burnie.

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Enquiries to Alice Jarman, Department of Health and Human Services, phone (03) 6434 6291, email [alice.jarman@dhhs.tas.gov.au](mailto:alice.jarman@dhhs.tas.gov.au).

NB:Wednesday 20 August between 6.00pm – 7.30pm an information session will be held at Level 1 Reece House, 46 Mount St Burnie. This is an ideal occasion to gain a greater insight into the role and learn more about Housing Tasmania, to ask questions along with the opportunity to meet the Team Leader and Manager and view the working environment. Come along and discover the value and opportunities of working in the Public Sector.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Office for the Community Sector*

#### Finance and Performance Management

#### **Manager, Finance and Performance (500307).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

Permanent full-time day work.

Location:—Office for the Community Sector, Hobart.

Duties:—As a member of the Office for the Community Sector Executive, the objectives of this position are to: Provide strategic leadership and direction in the development of the non government community care sector involved in partnerships with the Department of Health and Human Services. Develop, implement and manage an integrated finance and performance framework and related policies, systems and processes to support the delivery of quality community sector services, thereby contributing to the health and well being of the Tasmanian population. Provide high level advice and support to the Director regarding the financial and performance management of organisations funded by DHHS under Service Agreements, thereby ensuring that Departmental funds are used efficiently and effectively to meet organisational objectives. Participate in the operation of the Unit as a member of the Management Team to assist in the achievement of Unit, Group and Agency objectives.

Desirable Requirements:—Extensive knowledge, experience and understanding of the workings of government, particularly with respect to financial management and matters relevant to the Tasmanian Government's relations with the non-government sector, and other levels of government. Broad knowledge and understanding of the contemporary issues facing the non-government sector, particularly in the area of community and health services. High-level conceptual and analytical skills, including a demonstrated capacity to develop and provide high level consultative advice in a senior executive environment on a wide range of policy issues.

Enquiries to Des Graham, Department of Health and Human Services, phone (03) 6233 8524, email [desmond.graham@dhhs.tas.gov.au](mailto:desmond.graham@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### FOREST PRACTICES AUTHORITY

#### *Research and Advisory Programme*

#### **Geologist/Geomorphologist (372050).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—This position plays a key role in achieving sustainable management of the geological and geomorphological features in the forestry estate by advising and educating forest practices officers about geology and geomorphology during forest operations and undertaking

research relevant to forest management decisions and the continuing improvement of the Forest Practices Code.

**Desirable Requirements:**—Postgraduate field experience with an ability to work in the field in difficult terrain and an interest in karst issues and/or knowledge of hydrological processes. Current driver's licence. Experience with Geographic Information Systems (GIS) based geological map manipulation and familiarity with database and spreadsheet programmes.

**Essential Requirements:**—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

For the purpose of the previous section, 'an appropriate course of study' is a Degree in Geology or a related discipline from a recognised tertiary institution.

Enquiries to Peter McIntosh, Senior Scientist, Department of Infrastructure, Energy and Resources, phone (03) 6233 8717, email peter.mcintosh@fpa.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6233 5004, fax (03) 6233 5337, email hr@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### INFRASTRUCTURE POLICY AND PLANNING

#### *Energy, Planning and Conservation*

#### **Senior Policy Analyst (371824).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Help achieve Agency and Office objectives through contributing to the implementation and continuous improvement of State and National Government policies and legislative frameworks for energy, providing high level policy advice on energy matters, and taking the lead on assigned projects.

**Desirable Requirements:**—Appropriate tertiary qualifications. Knowledge or experience relevant to the energy sector. Experience in the development or application of regulatory instruments.

Enquiries to Tony van de Vusse, Director Office of Energy, Planning and Conservation, Department of Infrastructure, Energy and Resources, phone 0419 944 471, email tony.vandevusse@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### INFRASTRUCTURE POLICY AND PLANNING

#### *Energy, Planning and Conservation*

#### **Senior Policy Analyst (371186).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Help achieve Agency and Office objectives through contributing to the implementation and continuous improvement of State and National Government policies and legislative frameworks for energy, providing high level policy advice on energy matters, and taking the lead on assigned projects.

**Desirable Requirements:**—Appropriate tertiary qualifications. Knowledge or experience relevant to the energy sector. Experience in the development or application of regulatory instruments.

Enquiries to Tony van de Vusse, Director Office of Energy, Planning and Conservation, Department of Infrastructure, Energy and Resources, phone 0419 944 471, email tony.vandevusse@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

## JUSTICE

### MONETARY PENALTIES ENFORCEMENT SERVICE

#### **Accounts Officer (Processing) (355155).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

**Duties:**—Responsible for performing the daily processing requirements associated with the management, collection and receipting of financial penalties. The provision of timely and accurate advice to clients in regard to account queries.

**Essential Requirements:**—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the Administration of Law and Justice; crimes against Executive or the Legislative Power; crimes involving conspiracy. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Experience in computer based receipting systems together with a demonstrated high level of accuracy and timeliness in the processing of receipts. Effective negotiation and conflict resolution skills and the ability to effectively communicate, both verbally and in writing, with staff and clients. Proven ability to work either individually or as part of a team in the efficient and timely delivery of professional client services.

Enquiries to Stephen Tsung, Co-ordinator Accounts Management, Monetary Penalties Enforcement Service, Department of Justice, phone (03) 6233 6416, email stephen.tsung@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Julian Iles on (03) 6233 2190.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

Ensure that your application is received by the actual closing date and time. Late applications will not be accepted.



## JUSTICE

## TASMANIA PRISON SERVICE

*Integrated Offender Management***Administrator Prison Service RTO (356092).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Fixed-term full-time for 12 months.

Location:—Risdon Prison.

**Duties:**—Administer the Tasmania Prison Service Registered Training Organisation (RTO) in line with the Australian Quality Training Framework standards and the strategic priorities of the Tasmania Prison Service. Arrange the provision of vocational training to inmates by the Tasmania Prison Service RTO and external providers. Provide supervision and support to trainers and students to ensure adherence to administrative and quality standards.

**Essential Requirements:**—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the Administration of Law and Justice; crimes against Executive or the Legislative Power; crimes involving conspiracy. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Demonstrated knowledge of, and the ability to, effectively administer a RTO, including the capacity to maintain accurate records. Demonstrated understanding of the vocational training needs of inmates or the ability to rapidly acquire that knowledge. Ability to work with a multidisciplinary team to identify, plan and implement vocational education within a prison.

Enquiries to Max Knight, Acting Co-ordinator Prisoner Education and Training, Tasmania Prison Service, Department of Justice, phone (03) 6216 8050, email max.knight@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kristie Bennett on (03) 6218 8051.

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Ensure that your application is received by the actual closing date and time. Late applications will not be accepted.

## JUSTICE

## TASMANIA PRISON SERVICE

*Integrated Offender Management***Team Leader Case Co-ordination (355457).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.50 hours per fortnight.

Location:—Risdon Prison.

**Duties:**—Lead and supervise a team responsible for inmate sentence planning and co-ordination. Manage inmate sentence assessment, planning and reintegration processes, including the provision of advice about the ongoing case management of inmates. Provide supervision to ensure staff provide effective case management services to inmates and correctional staff, including the provision of staff training and professional development.

**Essential Requirements:**—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the Administration of Law and Justice; crimes against Executive or the Legislative Power; crimes involving conspiracy. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Demonstrated high level leadership skills including the ability to lead and implement change in a contemporary corrections environment. Demonstrated knowledge of case management practices, preferably within a correctional environment, with the capacity to conduct research and design, implement and evaluate programmes and processes. Demonstrated ability to provide quality staff supervision, including establishing workloads, coaching, mentoring and monitoring performance.

Enquiries to Matt Bain, Acting Co-ordinator Programmes and Reintegration, Tasmania Prison Service, Department of Justice, phone (03) 6216 8010, email matt.bain@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Peter White on (03) 6216 8031.

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JUSTICE  
VICTIMS SUPPORT SERVICES

**Research Officer (355235).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Fixed-term part-time Monday, Tuesday and Wednesday each week until 24 June 2009.

Location:—Hobart.

Duties:—Undertake project work on a range of topics required by the service. Undertake research, either individually or in conjunction with other staff and put forward recommendations for consideration. Provide high-level administrative support to the Victims Support Service as required.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the Administration of Law and Justice; crimes against Executive or the Legislative Power; crimes involving conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Proven ability to undertake research and provide advice and recommendations. Comprehensive understanding of and/or practical experience in public administration, including an ability to understand and interpret legislation. Organisational skills which enable the co-ordination and conduct of a variety of tasks at the same time, and the planning and completion of work activities within pre-determined timeframes and specified performance standards.

Enquiries to Debra Rabe, Manager, Victims Support Services, Department of Justice, phone (03) 6233 5007, email [debra.rabe@justice.tas.gov.au](mailto:debra.rabe@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Josie McRae on (03) 6233 5002.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

Ensure that your application is received by the actual closing date and time. Late applications will not be accepted.

POLICE AND EMERGENCY MANAGEMENT  
CORPORATE SERVICES

*Communications and Information Technology Services*

**Clerk (002459).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time until 6 July 2009 (Variations to hours of employment will be considered).

Location:—Hobart.

Duties:—Operation of the IT Help Desk function as well as the provision of administrative, clerical and secretarial support to the Director Information Management and senior staff within Communications and Information Technology Services.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and serious traffic offences.

Enquiries to Mr Greg Samms, Manager, Infrastructure Support Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2272, email [greg.samms@police.tas.gov.au](mailto:greg.samms@police.tas.gov.au).

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 620 2266, fax (03) 6230 2119.

POLICE AND EMERGENCY MANAGEMENT  
EXECUTIVE SUPPORT

**Administrative Officer (002485).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—To ensure a comprehensive level of secretarial, administrative and clerical support is provided to the Commander and members of the Executive Support Command.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and serious traffic offences.

Enquiries to Mr Alex Lee, Co-ordinator Web and Admin Services, Executive Support, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2163, email [alex.lee@police.tas.gov.au](mailto:alex.lee@police.tas.gov.au).

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119.

## POLICE AND EMERGENCY MANAGEMENT

## NORTHERN DISTRICT

*Criminal Investigation Branch***Clerk (001255).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Launceston.

Duties:—Provide clerical/secretarial and general office support to the Officer in Charge and police personnel attached to the Criminal Investigation Branch, Launceston.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and serious traffic offences.

Enquiries to Mr Kevin Osborne, Executive Officer, Department of Police and Emergency Management, phone (03) 6336 3749, email kevin.osborne@police.tas.gov.au.

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119.

## POLICE AND EMERGENCY MANAGEMENT

## SOUTHERN DISTRICT

*Southern Regional Prosecution Services***Team Leader (002055).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—To take responsibility for the day-to-day co-ordination and quality assurance of work in Southern Regional Prosecution Services. Undertake training of State Service employees in work process and procedures and ensure the highest level of customer service is provided.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and serious traffic offences.

Enquiries to Ms Caroline Playsted, Supervisor, Southern Regional Prosecution Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2309, email caroline.playsted@police.tas.gov.au.

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119.

## PREMIER AND CABINET

## GOVERNMENT INFORMATION AND SERVICES DIVISION

*Service Tasmania Unit***Budget and Project Officer (001486).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Assist in the development, administration, monitoring and support of Service Tasmania Budget, including Shop Funding Model. Liaise with Lead Agencies and Client Agencies on budget and shop funding model issues. Undertake projects relating to Service Tasmania's financial management and service delivery.

Desirable Requirements:—Appropriate tertiary qualification or significant progress towards such qualifications would be an advantage.

Enquiries to Kathy Baker, Business Development Manager, Department of Premier and Cabinet, phone (03) 6233 6167, email Kathy.Baker@dpac.tas.gov.au.

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

## PREMIER AND CABINET

## TASMANIA TOGETHER PROGRESS BOARD

**Project Officer (Benchmarking) (001167).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level support and authoritative advice to the Tasmania Together Progress Board in relation to benchmark development, information management, monitoring and reporting.

Desirable Requirements:—A tertiary qualification in a relevant discipline or research experience to similar level would be desirable.

Enquiries to Phillip Hoysted, Director, Department of Premier and Cabinet, phone (03) 6233 5958, email Phillip.Hoysted@tasmaniattogether.tas.gov.au.

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

## PRIMARY INDUSTRIES AND WATER

## BIOSECURITY AND PRODUCT INTEGRITY

*Animal Health and Welfare***Veterinary Officer (Disease Control and Surveillance) (702885).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Devonport.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience.

Applicants should note that while this vacancy has been advertised as full-time, DPIW may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s. Pro rata salary is based on the above full-time rates.

Duties:—Provide a range of specialised Government professional animal health and welfare services, including animal disease control and accreditation programmes, regulation of animal exports and imports, and health and welfare surveillance, including regulatory and extension services, supervise technical and professional staff as required.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

**Appropriate Course of Study:**—For the purpose of the previous section, an appropriate course of study is a Degree in Veterinary Science or an equivalent qualification from a recognised tertiary institution enabling eligibility for registration under the Veterinary Surgeons Act 1987.

**Desirable Requirements:**—A current motor vehicle driver's licence. Several years' relevant post graduate practical experience would be an advantage. Interest in seeking post graduate qualifications in epidemiology or animal welfare.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated.

Enquiries to Rick Campbell, phone (03) 6421 7644, email [rick.campbell@dpiw.tas.gov.au](mailto:rick.campbell@dpiw.tas.gov.au).

Applications to Rick Campbell, Veterinary Officer (Disease Management and Training), Department of Primary Industries and Water, P.O. Box 303, Devonport 7310, phone (03) 6421 7644, fax (03) 6421 7666, email [rick.campbell@dpiw.tas.gov.au](mailto:rick.campbell@dpiw.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Plant Health*

#### **Administrative Assistant (25048).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—New Town.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience.

**Duties:**—Contribute to an efficient office environment by providing keyboard, clerical and administrative support to the Manager and staff of the Plant Health Branch. This will include processing invoices, purchase orders and journals relating to purchase of goods and services within allocated financial limits.

**Desirable Requirements:**—A current motor vehicle driver's licence. Proficiency in shorthand or transcribing dictation from tape to text. Proficiency with Finance One and Smartdata or similar financial information management systems.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated.

Enquiries to Helen Measham, Clerk/Receptionist, phone (03) 6233 6833, email [helen.measham@dpiw.tas.gov.au](mailto:helen.measham@dpiw.tas.gov.au).

Applications to Jill Roberts, Administrative Assistant, Department of Primary Industries and Water, 13 St Johns Avenue, New Town 7008, phone (03) 6233 7580, fax (03) 6278 2716, email [jilli.roberts@dpiw.tas.gov.au](mailto:jilli.roberts@dpiw.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Plant Health*

#### **Technical Officer (702886).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent part-time (20 hours per week).

Location:—New Town.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Pro rata salary is based on the above full-time rates.

**Duties:**—The occupant will undertake technical duties associated with the provision of services for the Department's Plant Health Programme, in particular providing technical support to both the TASAG ELISA and Pathogen Testing Laboratory.

**Essential Requirements:**—A Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

**Qualification Appropriate to the Nature of the Work:**—For the purpose of the previous section, a Diploma appropriate to the nature of the work is a Diploma in Applied Science or Laboratory Skills.

**Desirable Requirements:**—Demonstrated experience in the area of plant virology. Demonstrated experience in the area of plant pathology. A current motor vehicle driver's licence.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated.

Enquiries to Peter Cross, Department of Primary Industries and Water, phone (03) 6233 6845, email [peter.cross@dpiw.tas.gov.au](mailto:peter.cross@dpiw.tas.gov.au).

Applications to Jill Roberts, Administrative Assistant, Department of Primary Industries and Water, 13 St Johns Avenue, New Town 7008, phone (03) 6233 7580, fax (03) 6278 2716, email [jilli.roberts@dpiw.tas.gov.au](mailto:jilli.roberts@dpiw.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

### INFORMATION AND LAND SERVICES

#### *Geodata Services*

#### **Senior Land Information Officer (702888).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent part-time (20 hours per week).

Location:—Hobart.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Pro rata salary is based on the above full-time rates.

**Duties:**—Undertake a broad range of conventional and/or complex technical photogrammetric work associated with the acquisition, development, maintenance and interrogation of a comprehensive range of digital topographic land information data forming part of the Land Information System Tasmania (LIST) using photogrammetric and GIS systems.

**Essential Requirements:**—A Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

**Qualification Appropriate to the Nature of the Work:**—For the purpose of the previous section, a Diploma appropriate to the nature of the work is a Diploma in Spatial Information Services.

**Desirable Requirements:**—A current motor vehicle driver's licence.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated.

Enquiries to Malcolm Crawford, Department of Primary Industries and Water, phone (03) 6233 6486, email [malcolm.crawford@dpiw.tas.gov.au](mailto:malcolm.crawford@dpiw.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart 7001, phone (03) 6233 3004, fax (03) 6233 2660, email [jonathan.horne@dpiw.tas.gov.au](mailto:jonathan.horne@dpiw.tas.gov.au).



## PRIMARY INDUSTRIES AND WATER

## PRIMARY INDUSTRIES

*Marine Farming***Manager (Marine Farming) (26448).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the resources of the Marine Farming Branch including staff, budgets, assets and information technology systems to ensure the effective and efficient delivery of branch business outputs.

Desirable Requirements:—Relevant tertiary qualifications and post graduate qualifications or experience.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated.

Enquiries to Katrina Edwards, phone (03) 6233 6061, email [katrina.edwards@dpiw.tas.gov.au](mailto:katrina.edwards@dpiw.tas.gov.au).

Applications to Katrina Edwards, Administrative Officer (Marine Resources), Department of Primary Industries and Water, G.P.O. Box 44, Hobart 7001, phone (03) 6233 6061, fax (03) 6223 1539, email [katrina.edwards@dpiw.tas.gov.au](mailto:katrina.edwards@dpiw.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

## RESOURCE MANAGEMENT AND CONSERVATION

*Land Conservation***Section Leader (Geodiversity Conservation and Management) (701535).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience.

Duties:—Provide high level professional, operational and policy support to the Branch Manager and other senior staff related to the conservation of Tasmania's geodiversity and associated resource management, conservation and assessment issues and programmes.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Appropriate Course of Study:—For the purpose of the previous section, an appropriate course of study is a Degree in Earth Science or Geography or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—A current motor vehicle driver's licence.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated.

Enquiries to Peter Voller, phone (03) 6336 5293, email [peter.voller@dpiw.tas.gov.au](mailto:peter.voller@dpiw.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart 7001, phone (03) 6233 3004, fax (03) 6233 2660, email [jonathan.horne@dpiw.tas.gov.au](mailto:jonathan.horne@dpiw.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

## INLAND FISHERIES SERVICE

**Fisheries Inspector (700933).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Liawenee.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience.

Duties:—As first point of contact, provide advice and assistance to the public and industry on the management of the fisheries and native fauna. Enforce the Inland Fisheries Act 1995 and Inland Fisheries Regulations 1996 as well as other legislations for which authority has been delegated.

Essential Requirements:—A current motor vehicle driver's Licence.

Desirable Requirements:—A restricted coxswains certificate or the knowledge and experience to readily obtain one.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated.

Enquiries to Cindy Gillespie, phone (03) 6261 8065, email [cindy.gillespie@ifs.tas.gov.au](mailto:cindy.gillespie@ifs.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart 7001, phone (03) 6233 3004, fax (03) 6233 2660, email [jonathan.horne@dpiw.tas.gov.au](mailto:jonathan.horne@dpiw.tas.gov.au).

## TAFE TASMANIA

## DELIVERY TEAMS

*Accounting and Finance***Administrative Assistant (321902).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 53 hours per fortnight.

Location:—North West.

Duties:—Experienced clerical level involved in maintenance of TAFE Tasmania's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Stephen Allen, Team Leader Accounting and Finance, TAFE Tasmania, phone (03) 6421 5551, email [Steve.Allen@tafe.tas.edu.au](mailto:Steve.Allen@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email [HRRecruitment@tafe.tas.edu.au](mailto:HRRecruitment@tafe.tas.edu.au).

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.



TAFE TASMANIA  
DRYSDALE INSTITUTE  
*International Education*

**International Student Advisor (000756).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$53,188–\$55,020 pro rata.

Administrative and Clerical Employees Award, Level 6.

Permanent part-time 0.5 FTE, 36.75 hours per fortnight.

Location:—South.

Duties:—Provide administrative and clerical support in the International Education Unit across a range of community, human and educational resource issues concerning fee-paying international students.

Desirable Requirements:—Appropriate tertiary qualifications in social work, psychology, welfare or behavioural science.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Tom Ellis, Manager International Education, TAFE Tasmania, phone (03) 6233 7443, email [Tom.Ellis@tafe.tas.edu.au](mailto:Tom.Ellis@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email [HRRecruitment@tafe.tas.edu.au](mailto:HRRecruitment@tafe.tas.edu.au).

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA  
ORGANISATIONAL AND BUSINESS DEVELOPMENT  
*Human Resources Branch*

**HR Consultant (331191).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—North West.

Duties:—Provide a high quality consultancy and advisory service to managers and staff on a broad range of human resource management issues. Co-ordinate and resolve complex issues, and promote and assist in the development of effective human resources practices in the workplace to ensure the appropriate management of human resources within TAFE Tasmania.

Desirable Requirements:—Relevant tertiary qualifications or equivalent experience and/or membership of relevant professional organisations.

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Tom Kleyn, Manager Workplace Relations, TAFE Tasmania, phone (03) 6233 4631, email [Tom.Kleyn@tafe.tas.edu.au](mailto:Tom.Kleyn@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email [HRRecruitment@tafe.tas.edu.au](mailto:HRRecruitment@tafe.tas.edu.au).

All applications are formally acknowledged within 3 working days of the closing date.

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TREASURY AND FINANCE  
BUDGET AND FINANCE DIVISION  
*Procurement and Property Branch*

**Senior Property Officer (723861).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position applicants will:

- participate in the management and implementation of a programme for the disposal of non-strategic surplus Crown properties; provide specialist advice in relation to the assembly and sale of Crown properties; and, participate in the accommodation and property functions including managing medium to large works projects and building management.

Desirable Requirements:—Relevant tertiary qualifications, or substantial progress thereto, is desirable.

Enquiries to Gary Boud, Assistant Director, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 3403, email [gary.boud@treasury.tas.gov.au](mailto:gary.boud@treasury.tas.gov.au).

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 7001, phone (03) 6233 3483, fax (03) 6233 3851, email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au).

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

TREASURY AND FINANCE  
CORPORATE SUPPORT DIVISION  
*Finance and Administration Branch*

**Senior Systems Accountant (724123).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—The key function of this position is to provide effective management and administration of the corporate Financial Management and Budget Information System in order to ensure that Treasury meets its corporate and whole-of-government accounting, budgeting and reporting requirements.

In the context of the selection criteria, to be successful in the position applicants will possess extensive knowledge of budget and financial management information systems; the capacity to organise, schedule and deliver output with a stakeholder focus; and, the ability to research and exercise initiative in order to implement improvements.

Desirable Requirements:—Relevant tertiary qualifications, or substantial progress thereto, is desirable.

Enquiries to Michael Gluskie, Assistant Director, Finance

and Administration Branch, Department of Treasury and Finance, phone (03) 6233 5036, email michael.gluskie@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

#### TREASURY AND FINANCE

##### REVENUE, GAMING AND LICENSING DIVISION

###### *Liquor and Gaming Branch*

###### **Administrative Officer (724046).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time or part-time job share arrangement may be considered.

Location:—Launceston.

Applicants should note that whilst this position has been advertised as full-time, we may be prepared to negotiate a job share arrangement with the successful applicant/s. Pro rata salary is based on the above full-time rates.

Duties:—In the context of the selection criteria, to be successful in the position applicants will perform a range of clerical functions associated with the administration and regulation of liquor and gaming; assist with the process of applications for licences and permits under the Gaming Control Act 1993 and the Liquor Licensing Act 1990; provide administrative support to senior officers and other members of the Liquor and Gaming Branch; and, advise the public on liquor and gaming matters, including licensing matters.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for crimes of violence, sex related offences, serious drug and alcohol related offences, crimes involving dishonesty, serious traffic offences. Identification check for: finger prints, palm prints, photograph and credit check.

Enquiries to Jane Scott, Manager Operations, Liquor and Gaming Branch, Department of Treasury and Finance, phone (03) 6233 3534, email jane.scott@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

#### TREASURY AND FINANCE

##### REVENUE, GAMING AND LICENSING DIVISION

###### *Revenue Branch*

###### **Business Analyst (724115).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time until 30 June 2011.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position applicants will support the State Revenue Office's Business Processes and Information Technology project through the preparation and maintenance of project management documentation; have a strong stakeholder focus; have good written communication skills with demonstrated attention to detail and record keeping skills; and, have strong interpersonal skills.

Desirable Requirements:—Relevant tertiary qualifications or progress thereto is desirable.

Enquiries to Ross Smith, Manager Advice and Audit, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 8859, email ross.smith@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

#### TREASURY AND FINANCE

##### REVENUE, GAMING AND LICENSING DIVISION

###### *Revenue Branch*

###### **Specialist Business Analyst (724117).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time until 30 June 2011.

Location:—Hobart.

Duties:—Working both individually and as a member of a small team, the Specialist Business Analyst, as a senior member of the Revenue Branch, will undertake complex research, investigation, analysis and system implementation activities and prepare major correspondence, reports and submissions relating to the State Revenue Office's Business Process and Information Technology Project.

In the context of the selection criteria, to be successful in the position applicants will have demonstrated experience in project management; demonstrate the ability to understand complex issues by drawing on a range of factual information; demonstrate ability to deliver outputs in an environment of competing priorities; demonstrate the ability to formulate options and present in the context of a business case; demonstrate high level written communication skills; have demonstrated experience in nurturing internal and external relationships, and facilitating co-operation; and, demonstrate the ability to manage own output and work effectively in a team environment, while managing client expectations and priorities; The Specialist Business Analyst will also be required to represent the Branch both on internal committees and at external meetings from time to time.

Enquiries to Chrissie Berryman, Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 6647, email chrissie.berryman@treasury.tas.gov.au.

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 7001, phone (03) 6233 3483, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services	Health Promotions Coordinator	J. Milnes	6 months	11.08.08
Health & Human Services	Administrative Assistant	T. Breen	6 months	06.08.08
Health & Human Services	Project Systems Officer	A. Waugh	6 months	11.07.08
Health & Human Services	Client Support Officer	C. Stopp	6 months	18.08.08
Health & Human Services	Clinical Nurse	R. Harris	6 months	16.07.08
Health & Human Services	Tenancy Officer Tm1	P. Menzie	6 months	11.08.08
Health & Human Services	Tenancy Officer Tm1	R. Patmore	6 months	04.08.08
Health & Human Services	Tenancy Officer Tm1	Y. Nakayama	6 months	04.08.08
Health & Human Services	Tenancy Officer Tm1	A. Paynter	6 months	04.08.08
Health & Human Services	Senior Asset Development Officer	H. Glidden	n/a	11.08.08
Health & Human Services	Case Worker	S. Stafford	6 months	05.08.08
Health & Human Services	House Services Assistant	T. Viney	6 months	25.08.08
Health & Human Services	Senior Audit Consultant	C. Buell	6 months	11.08.08
Health & Human Services	Maintenance Assistant/Cleaner	A. Matthey	6 months	11.08.08
Health & Human Services	Registered Nurse	N. Faircloth	6 months	10.08.08
Health & Human Services	Registered Nurse	J. James	6 months	24.08.08
Health & Human Services	Hospital Aide	V. Barker	6 months	17.08.08
Health & Human Services	Registered Nurse	B. Smith	6 months	11.08.08
Health & Human Services	Registered Nurse	B. Smith	6 months	11.08.08
Justice	Administrative Assistant	C. Dittman	6 Months	11.08.08
Police & Emergency Management	Maintenance Officer	D. Wilson	6 months	04.08.08
Primary Industries & Water	Program Leader (Horticulture)	D. Close	6 months	06.08.08
Primary Industries & Water	Senior Human Resources Officer (Payroll and Personnel/Recruitment)	J. McKerrow	6 months	06.08.08
Treasury & Finance	Business Analyst	Y. Sikkema	6 months	18.08.08
The Public Trustee	Northern Branch Manager	790108	6 months	07.08.08

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	S. Brown	02.08.08
Health & Human Services	Enrolled Nurse	C. Windridge	12.07.08
Health & Human Services	Registered Nurse	R. Harmer	30.06.08
Health & Human Services	Executive Assistant	K. Crane	04.08.08
Health & Human Services	Administrative & Clerical Level 5 Year 2	M. Jackson	04.11.07
Health & Human Services	Physiotherapist	W. Oliver	30.07.08
Health & Human Services	Registered Nurse	M. Stewart	06.08.08
Health & Human Services	Child Protection Worker	D. Hammond	17.07.08
Health & Human Services	Service Improvement Officer	M. Loudon	01.08.08
Health & Human Services	Area Manager Disability Services (North)	Ms C Brown	08.08.08
Police & Emergency Management	Clerk	T. Vince	15.08.08
Police & Emergency Management	Property Officer	J. Harris	13.08.08



*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	K. Woodham	Finance and Accounting Officer	07.08.08
Economic Development & Tourism	K. Mirowski	Project Manager	06.08.08
Economic Development & Tourism	W. Arthur	Senior Human Resource Officer	07.08.08
Environment, Parks, Heritage & the Arts	M. Stammers	Senior Financial Systems Analyst	07.08.08
Environment, Parks, Heritage & the Arts	L. Harper	Administrative Officer	01.08.08
Environment, Parks, Heritage & the Arts	J. Sharp	Systems Support Officer	07.08.08
Health & Human Services	D. Jones	Medical Scientist in Charge, Microbiology	11.08.08
Health & Human Services	K. Kitchin	Team Leader	11.08.08
Health & Human Services	M. Kingston	Team Leader	11.08.08
Health & Human Services	M. McKendrick	Ward Clerk	11.08.08
Health & Human Services	E. Gibb	Clinical Nurse Manager	05.08.08
Health & Human Services	M. Flanagan	Procurement and Reporting Officer	07.08.08
Health & Human Services	T. Fowler	Team Leader	18.08.08
Health & Human Services	I. Hamilton	IT Consultant	05.08.08
Health & Human Services	L. Hyland	Nurse Unit Manager	11.08.08
Justice	G. Mander	Executive Officer	31.07.08
Primary Industries & Water	G. Hall	Shop Manager	07.08.08

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	J. Furness	Economic Development & Tourism	Project Manager	04.08.08
Health & Human Services	J. Reicha	Education	Teacher of the Deaf	10.07.08
Justice	M. West	Health & Human Services	Communications Officer	11.08.08
Treasury & Finance	K. Matuszuek	Treasury & Finance	Budget Analyst	11.08.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Tenancy Officer	S. Mihal	01.08.08
Health & Human Services	Pharmacy Stores Officer	W. Dobson	09.08.08
Health & Human Services	Community Nurse	H. Austen	09.08.08
Primary Industries & Water	Administrative Officer	G. Sheedy	25.08.08

*Resignation of Officers*

<i>Agency</i>	<i>Occupant's Name</i>	<i>Title</i>	<i>Position No.</i>	<i>Date Effective</i>
Treasury & Finance	A. Reeves	Government Prices Oversight Commissioner	722919	01.08.08

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