



# TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY  
AUTHORITY  
ISSN 0039-9795

WEDNESDAY 20 AUGUST 2008

OVER THE COUNTER  
SALES \$1.10  
INCLUDING G.S.T.

## CONTENTS

### VACANCIES—

Economic Development and Tourism.....	1536
Education .....	1536
Environment, Parks, Heritage and the Arts.....	1542
Health and Human Services .....	1542
Infrastructure, Energy and Resources.....	1555
Justice.....	1556
Police and Emergency Management.....	1557
Port Arthur Historic Site Management Authority .....	1559
Premier and Cabinet.....	1559
Primary Industries and Water.....	1560
TAFE .....	1561
Treasury and Finance .....	1562

### STAFF MOVEMENTS—

Appointments.....	1564, 1565
Promotions.....	1566
Resignations .....	1564
Retirements .....	1566
Transfers.....	1566

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.

**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**

ENTERPRISE DEVELOPMENT DIVISION

*Innovation Science and Technology***Manager, Science and Technology (424879).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Facilitate science and technology industry development and projects in accordance with the State's biotechnology strategy BioVision Tasmania 2007–2015, the Tasmanian Science and Technology Council Industry Plan and Tasmania Together in order to stimulate balanced and sustainable economic development in Tasmania.

Provide high level authoritative policy advice and strategic direction in relation to Science and Technology programmes and projects, and industry development issues.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations are highly desirable. Current driver's licence.

Enquiries to Susan Molyneux for a copy of the Statement of Duties on (03) 6233 9529 or email [Susan.Molyneux@development.tas.gov.au](mailto:Susan.Molyneux@development.tas.gov.au). For further information about the position please contact Polly McGee, Director Innovation Science and Technology, phone (03) 6233 5684, email [Polly.McGee@development.tas.gov.au](mailto:Polly.McGee@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).

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

**ECONOMIC DEVELOPMENT AND TOURISM**

SPORT AND RECREATION TASMANIA

*Sport and Recreation Services***Client Officer (424461).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term part-time for 6 months.

Location:—Launceston.

Duties:—Provide consultancy services, policy and project advice to the sport and recreation sector. Contribute as a member of the Sport and Recreation Services northern team to the development of strategies to address emerging sport and recreation issues.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations. A current driver's licence.

Enquiries to Lyn Jackson for a copy of the Statement of Duties on (03) 6336 2206 or email [Lyn.Jackson@development.tas.gov.au](mailto:Lyn.Jackson@development.tas.gov.au). For further information about the position please contact Nic Deka, Manager North/North West, phone (03) 6336 2206, email [Lynne.Jackson@development.tas.gov.au](mailto:Lynne.Jackson@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).

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

**EDUCATION**

CORPORATE SERVICES

*Finance, Facilities and Business Strategy*

Corporate Service Centre

Corporate Systems Team

**Senior Systems Officer (962686).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Oversight the development and management of the Department's corporate information systems and the development of policy and procedures that support operations. Assist with the operation of ancillary business system interfaces with corporate systems and training and systems support activities.

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 vacancy 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 Dilger, Department of Education, phone (03) 6233 6989, email phil.dilger@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 8832, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### CORPORATE SERVICES

#### *Finance, Facilities and Business Strategy*

#### Finance and Resource Services

#### Budget and Resource Services

#### **Senior Co-ordinator, Salary Allocation and Budget Management (963787).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Ensure efficient and effective salary and workforce management for the Department, in conjunction with Human Resources Management Branch, utilising appropriate management information systems.

Desirable Requirements:—Membership of a relevant professional organisation and/or relevant academic qualifications.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Nick May, Department of Education, phone (03) 6233 7087, email nick.may@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 8832, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

### CORPORATE SERVICES

#### *Information and Technology Services*

#### IT Infrastructure

#### **Senior IT Support Officer (962206).**

Applications Close:—Friday, 29 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, 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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to David Briggs, Department of Education, phone (03) 6233 6906, email david.briggs@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.

## EDUCATION

### CORPORATE SERVICES

#### *Information and Technology Services*

#### Schools and Client IT Support

#### **Network Support Officer (963536).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Permanent full-time.

Location:—Learning Services (South-East).

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, 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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Eric Brumby, Department of Education, phone (03) 6233 6946, email [eric.brumby@education.tas.gov.au](mailto:eric.brumby@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 8832, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### HELLYER COLLEGE

#### **Teacher, Art/Photography (200176).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$44,449–\$71,133 pro rata.

Teaching Service (TPS) Award, Teacher.

Permanent part-time 35 hours per fortnight.

Location:—Hellyer College.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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.

Desirable Requirements:—Ability to teach Art/Photography. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Kathy Cameron, Department of Education, phone (03) 6433 3611, email [kathy.cameron@education.tas.gov.au](mailto:kathy.cameron@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)*

#### **Social Worker (981254).**

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 45.6 hours per fortnight from as soon as possible to 31 December 2009.

Location:—Learning Services (North-West).

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a social work service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. 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.

Desirable Requirements:—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Maryanne Ryan, Department of Education, phone (03) 6431 8783, email [maryanne.ryan@education.tas.gov.au](mailto:maryanne.ryan@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)*

#### **Speech and Language Pathologist (300524).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time.

Location:—Burnie.

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to



provide a speech and language pathologist service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

**Essential Requirements:**—A degree in Speech Pathology from an Australian University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. Eligibility for membership of Speech Pathology Australia. 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.

**Desirable Requirements:**—A current driver's licence. Eligibility for membership of Speech Pathology Australia.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Sonia Guizzo, Department of Education, phone (03) 6431 9273, email [sonia.guizzo@education.tas.gov.au](mailto:sonia.guizzo@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)*

Boat Harbour Primary School

#### **Principal (200019).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$92,640 per annum.

Teaching Service (TPS) Award, Band 3, Level 4.

Permanent full-time.

Location:—Boat Harbour Primary School.

**Description of the Role:**—To lead and direct the educational programme and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

**Essential Requirements:**—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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.

**Desirable Requirements:**—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Kim Bennett, Department of Education, phone (03) 6434 7224, email [kim.bennett@education.tas.gov.au](mailto:kim.bennett@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

*Learning Services (North-West)*

Cooee Primary School

#### **Principal (200117).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$81,967 per annum.

Teaching Service (TPS) Award, Band 3, Level 2.

Permanent full-time.

Location:—Cooee Primary School.

**Description of the Role:**—To lead and direct the educational programme and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

**Essential Requirements:**—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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.

**Desirable Requirements:**—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Leanne Raw, Department of Education, phone (03) 6434 7221, email [leanne.raw@education.tas.gov.au](mailto:leanne.raw@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Latrobe Primary School

**School Library Technician (952147).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$38,927–\$45,854 pro rata.

Technical Employees Award, Level 2.

Permanent part-time 49 hours per fortnight up to 42 weeks per year.

Location:—Latrobe Primary School.

Description of the Role:—Undertake technical duties in a school library including implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for both monographs and serials. Apply established solutions to procedural and related problems and issues. Provide technical advice about access to publications and information generally and assist staff and students to access information generally.

Essential Requirements:—Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification. 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.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Vicki Hales, Department of Education, phone (03) 6431 3995, email vicki.hales@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.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Montello Primary School

**Principal (200260).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$92,640 per annum.

Teaching Service (TPS) Award, Band 3, Level 4.

Permanent full-time.

Location:—Montello Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Bruce Cameron, Department of Education, phone (03) 6434 6253, email bruce.cameron@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Strahan Primary School

**Principal (200548).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$77,046 per annum.

Teaching Service (TPS) Award, Band 3, Level 1.

Permanent full-time.

Location:—Strahan Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Leanne Raw, Department of Education, phone (03) 6434 7221, email [leanne.raw@education.tas.gov.au](mailto:leanne.raw@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Wilmot Primary School

#### **Principal (201079).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$77,046 per annum.

Teaching Service (TPS) Award, Band 3, Level 1.

Permanent full-time.

Location:—Wilmot Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Kim Bennett, Department of Education, (03) 6434 7224, email [kim.bennett@education.tas.gov.au](mailto:kim.bennett@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 (South)*

##### Claremont Primary School

#### **Principal (952910).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$98,341 per annum.

Teaching Service (TPS) Award, Band 3, Level 5.

Permanent full-time.

Location:—Claremont Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Brendan Kelly, Department of Education, phone (03) 6212 3242, email [brendan.kelly@education.tas.gov.au](mailto:brendan.kelly@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Bridgewater High School

#### **Support, Advice and Mentoring Project Officer (962289).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time from as soon as possible to 30 June 2009.

Location:—Bridgewater High School.



**Description of the Role:**—Provide intensive support to at risk young people to increase their engagement in further education, training and employment.

**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.

**Desirable Requirements:**—Experience working with adolescents.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Sandra Sheppard, Department of Education, phone (03) 6262 5500, email [sandra.sheppard@education.tas.gov.au](mailto:sandra.sheppard@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 8832, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### CORPORATE SERVICES

#### *Administrative Services*

#### **Assistant Manager Administrative Services (706261).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

**Duties:**—Directly assist and support the Manager in the provision of efficient and effective corporate support and administrative services to the Department and development and implementation of supporting policies, procedures and business systems.

To provide specialist consultative advice and support to management and Business Units in the areas of policy, property and facilities management, risk management, procurement and contracting programmes.

Provide leadership and management in respect of emerging corporate and whole of government issues and associated projects.

Provide administrative advice and support to management and Business Units in line with government outcomes, compliance with corporate governance and recognised best practice.

**Desirable Requirements:**—It is desirable that you have tertiary qualifications in a relevant discipline and extensive, demonstrable experience in the provision of administration, property, asset and project management services to a large organisation, along with a current driver's licence.

Enquiries to Kevin Thomas, Manager Administrative Services, for more information about the vacancy or for a copy of the Statement of Duties, phone (03) 6233 5751, email [Kevin.Thomas@depha.tas.gov.au](mailto:Kevin.Thomas@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, Tasmania, 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

### BUSINESS SERVICES NETWORK

#### *Information Services*

#### Client Services Information Services

#### **Administrative Assistant (518216).**

Applications Close:—Friday, 29 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:—Hobart.

**Duties:**—To provide high level administrative and clerical support to the Director and staff within information services. Contribute towards the effective and efficient day-to-day operations of the Information Services Branch.

**Desirable Requirements:**—Demonstrated knowledge of and experience in contemporary office management practices. 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 judgment in the day-to-day management of tasks, including the ability to plan, organise, set priorities and meet deadlines.

Enquiries to Andrea Brittain, Department of Health and Human Services, phone (03) 62333827, email [andrea.brittain@dhhs.tas.gov.au](mailto:andrea.brittain@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, Tasmania, 7001.

## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *Information Services*

#### Client Services Information Services.

#### **Senior IT Officer (500379).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$54,291–\$59,721 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Computer Systems Officer, Level 6-7 (CSO 2).

Permanent full-time day work.

Location:—Hobart.

**Desirable Requirements:**—Demonstrated understanding of information technology client support issues. Demonstrated ability in ITC support (computer systems, network technical support, network administration, communication support, software and pc and peripheral support). Demonstrated conceptual, analytical and creative skills including the ability to identify relevant solutions and a strong understanding of working with changing priorities. To be considered for an interview an applicant must address the Selection Criteria that are contained within the the Statement of Duties.



Duties:—As a senior member of the Client Services team, you will provide technical, and procedural support to the IS Service Centre Manager and team members, to ensure the finest quality of first and second level support for Information Services' clients through the Statewide IT Service Centre. These services include problem resolution, logging, escalation, and follow-up to completion and client satisfaction.

To be considered for an interview an applicant must address the Selection Criteria that are contained within the Statement of Duties.

Enquiries to Julie Sanders, Department of Health and Human Services, phone (03) 62333965, email [julie.sanders@dhhs.tas.gov.au](mailto:julie.sanders@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, Tasmania, 7001.

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

##### North West

#### ***Intern Psychologist (502820a).***

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.

Permanent part-time day work.

Location:—Child and Adolescent Service Burnie.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Intern Psychologist undertakes the delivery of quality psychological services utilising evidence-based best practice principles and within a collaborative and multi-disciplinary framework, provides a psychological assessment and treatment service to clients of a Child and Adolescent Mental Health Service, and their families in relation to mental health issues in accordance with discipline specific skills and abilities and acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Christine Lander, Department of Health and Human Services, phone 6434 7280, email [christine.lander@dhhs.tas.gov.au](mailto:christine.lander@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 7001.

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

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

##### North West

#### ***Registered Nurse (518024).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$43,859–\$59,950 per annum.

Nurses (TPS) Award, Registered Nurse, Level 1.

Permanent full-time shift worker (fully rotational).

Location:—North West Regional Hospital.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Linda Rose, Department of Health and Human Services, phone 0364306579, mobile 0438075780, email [linda.rose@dhhs.tas.gov.au](mailto:linda.rose@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 7001.

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

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

##### North West

#### ***Registered Nurse (518023).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$43,859–\$59,950 per annum.

Nurses (TPS) Award, Registered Nurse, Level 1.

Permanent full-time shift worker (fully rotational).

Location:—North West Regional Hospital.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Linda Rose, Department of Health and Human Services, phone 034306579, mobile 0438075780, email [linda.rose@dhhs.tas.gov.au](mailto:linda.rose@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 7001.

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

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Population Health*

#### Cancer Screening and Control Service

#### **Administrative Assistant (501385).**

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:—25 Argyle Street, Hobart.

Duties:—The Administrative Assistant will be responsible to facilitate effective communication processes to and from the Policy and Education Unit including liaising with health professionals, other government departments, private sector and community organisations and appropriately directing recruitment related calls from the general public. Manage and co-ordinate the provision of a complete range of efficient and effective day to day office management support services for the Policy and Education Unit of Cancer Screening and Control Services under the general direction of the Team Leader, Policy and Education Unit.

Desirable Requirements:—Broad understanding of women's health issues including breast and cervical screening, assessment and treatment issues. Knowledge of, and experience in, day to day office management activities within a senior management environment. Well developed written, verbal, interpersonal and communication skills,

with the proven ability to liaise with a wide range of clients, including health care professionals and community organisations.

Enquiries to Karen Forster, Department of Health and Human Services, phone (03) 6216 4331, email [karen.forster@dhhs.tas.gov.au](mailto:karen.forster@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, Tasmania 7001.

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

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### **Community Health Nurse (506097).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual day work for a period of 2 years.

Location:—Glamorgan/Spring Bay Community Nursing Service.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Community Health Nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborate with other members of the health care team to ensure the delivery of high quality health care.

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

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 in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Sue Khan, Department of Health and Human Services, phone (03) 6257 3356, email [sue.khan@dhhs.tas.gov.au](mailto:sue.khan@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, Tasmania 7001.

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

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### **Deputy Manager Physiotherapy (513438).**

Applications Close:—Friday, 5 September 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.

Location:—Southern Region.

Duties:—This is a challenging position with opportunity to further develop your skills in leadership and management whilst maintaining a clinical focus. The Community Rehabilitation Unit offers a pleasant and supportive multidisciplinary environment with an emphasis on striving for excellence in quality and client service.

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Kerry Williams, Department of Health and Human Services, phone (03) 6222 7288, email kerry.williams@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, Tasmania, 7001. Please do not send applications to the contact person.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### ***HACC Data Manager (517370).***

Applications Close:—Friday, 29 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:—Hobart.

Duties:—Co-ordinate and manage the collection and processing of MDS data from a range of DHHS business units and Non Government Organisations. Ensure the integrity and reliability of the database through ongoing liaison with the application hosting provider. Manage standard and ad-hoc reporting requirements and manage applications from external parties for access to the data.

Enquiries to Steven Webber, Department of Health and Human Services, phone (03) 6233 4737, email steven.webber@dhhs.tas.gov.au.

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

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### ***Senior Physiotherapist Outpatients Rehab (503779).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Fixed-term part-time day worker, working 16 hours per fortnight. To commence 26 September 2008 until 25 September 2009.

Location:—Clinical Services, Allied Health.

Duties:—To provide and maintain optimal specialist physiotherapy care to Rehabilitation Outpatients.

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Dennis Holzberger, Department of Health and Human Services, phone (03) 6348 7209, email dennis.holzberger@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### ***Staff Specialist Anaesthetist (518198).***

Applications Close:—Friday, 29 August 2008.

Salary:—To be negotiated.

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

Fixed-term full-time day worker (with oncall). To commence 6 October 2008 until 5 October 2010.

Location:—Surgery.

Duties:—To provide quality specialist medical services to the Launceston General Hospital within the limits of specified clinical privileges.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/ State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Dr Maurice Vialle, Department of Health and Human Services, phone (03) 6348 7567, email maurice.vialle@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### ***Physician General Medicine (502359).***

Applications Close:—Friday, 29 August 2008.

Salary:—To be negotiated.

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



Fixed-term full-time day worker with on call. To commence 4 November 2008 until 3 November 2010.

Location:—Clinical Services, Medical/General Medicine.

Duties:—To provide high quality specialist physician services to the North West Region.

Visiting Medical Officers are encouraged to apply, part-time hours to be negotiated.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Karen Linegar, Department of Health and Human Services, phone (03) 64 30 6501, mobile 0419 339 782, email karen.linegar@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### **Registered Nurse (504193).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$43,859–\$59,950 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 1.

Fixed-term casual shiftwork, hours as and when required, commencing As soon as possible for a period of 2 years.

Location:—St Helens Hospital, St Helens.

Duties:—Strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 2111, email smhc.manager@dhhs.tas.gov.au.

You are encouraged to apply on line (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 Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Assistant Director of Nursing Central Co-ordination Service (518044).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$87,165 per annum.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 2.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Lead and implement change processes, including the structural and operational changes required to consolidate and implement the Central Co-ordinating Service. Take responsibility for on-going day to day leadership and management of the Central Co-ordination Service at the RHH. Set the strategic direction and respond to current and future demands by a continuing process of service improvement and innovation. In collaboration with RHH Directors of Clinical and Support Divisions provide leadership to form effective partnerships with the RHH and Community Service providers and to deliver co-ordinated patient outcomes.

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

Enquiries to Julie Vicieli, Department of Health and Human Services, phone (03) 6222 7885, email julie.vicieli@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Clinical Nurse (508477).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Hobart.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager 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 Jenni Young, Department of Health and Human Services, phone (03) 6222 8351, mobile 0417 560 289, email jenni.young@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse (509605).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time fully rotational shift work, with on call.

Location:—Hobart.

Duties:—Advanced clinical practitioner within Perioperative Services, main operating theatre, providing management support to the Nurse Unit Manager including participation in staff education and the management of staff performance.

On call is required.

Highly Desirable Requirements:—Experience and advanced skills in all aspects of running an emergency theatre list.

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

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8536, email rhh.cnmhrperiop@dhhs.tas.gov.au.

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

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse (509598).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work, with on call.

Location:—Royal Hobart Hospital.

Duties:—An advanced clinical practitioner within the operating room suite. Provide management support to the Nurse Unit Manager, Clinical Nurse Educators including participation in staff education and the management of staff performance. Be responsible for a portfolio in the orthopaedics specialty.

Highly Desirable Requirements:—Current skills in Orthopaedics surgery.

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

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8536, email rhh.cnmhrperiop@dhhs.tas.gov.au.

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

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse (509654).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work, with on call.

Location:—Royal Hobart Hospital.

Duties:—Advanced clinical practitioner within the Operating Room Suite RHH (Plastic Surgery). Provides management support to the Nurse Unit Manager, Clinical Nurse Educators including participation in staff education and the management of staff performance. Be responsible for a portfolio in the Plastic Surgery specialty.

Highly Desirable Requirements:—Current skills in Plastic Surgery.

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

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8536, email rhh.cnmhrperiop@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse (509592).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Fixed-term full-time day work, with on call. Commencing as soon as possible until 15 March 2009.

Location:—Royal Hobart Hospital.

Duties:—An advanced clinical practitioner within the Operating Room Suite (General Surgery). Provide management support to the Nurse Unit Manager, Clinical Nurse Educators including participation in staff education and the management of staff performance. Be responsible for a portfolio in the General Surgery specialty.

Highly Desirable Requirements:—Current skills in General Surgery.

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

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8536, email rhh.cnmhrperiop@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital****Clinical Nurse (Acute Rehabilitation) (508707).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Permanent part-time shift worker, 40 hours per fortnight.

Location:—Hobart.

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

Highly Desirable:—Relevant post graduate qualifications or working towards same.

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

Enquiries to Louise Harrison, Department of Health and Human Services, phone (03) 6222 7363, email [louise.harrison@dhhs.tas.gov.au](mailto:louise.harrison@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital****Clinical Nurse (Endoscopy Liaison Nurse) (508780).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Fixed-term full-time day work, commencing as soon as possible for six months.

Location:—Royal Hobart Hospital.

Duties:—Clinical practitioner within the Endoscopy Unit and provides management support to the Clinical Nurse Manager and the specialist area in management and booking of patients from the Endoscopy waiting list.

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

Enquiries to Michelle Muir, Department of Health and Human Services, phone (03) 6222 7365, email [michelle.muir@dhhs.tas.gov.au](mailto:michelle.muir@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital****Clinical Nurse, NPICU (Multiple Positions).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift work (fully rotational). Applicants wishing to work part-time hours are encouraged to apply.

Location:—Hobart.

Duties:—Functions as an advanced clinical practitioner within the NPICU ensuring efficient and effective provision of care based on best practice principles within a collaborative and multidisciplinary practice framework.

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

Enquiries to Jane Stebbins, Department of Health and Human Services, phone (03) 6222 8629, email [jane.stebbins@dhhs.tas.gov.au](mailto:jane.stebbins@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, Tasmania 7001.

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital****Food Services Officer (508005).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Permanent full-time shift work.

Location:—South.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice. Perform receipt and storage duties associated with food supplies. Perform general food preparation, service, menu related and cash handling duties.

Enquiries to Gwen Bloomfield, Department of Health and Human Services, phone (03) 6222 8544, email [gwen.bloomfield@dhhs.tas.gov.au](mailto:gwen.bloomfield@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital****Glaucoma Nurse (517996).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Fixed-term full-time day work, some intrastate weekend work applicants seeking to work part-time are encouraged to apply, commencing As soon as possible to 31 December 2009.



Location:—Hobart.

Duties:—Work on the National Eye Health Initiative Project 'Telemedicine model to prevent blindness from familial glaucoma'. The aim of this project is to reduce glaucoma blindness by the early detection of undiagnosed glaucoma in high risk individuals. In accordance with Agency policies and legal requirements, co-ordinate the planning, implementation, evaluation and promotion of the Glaucoma Family Screening Services within the Clinical Service and Hospital. Collaborates with members of the multi-disciplinary health team to ensure the delivery of optimum eye care to families with glaucoma.

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

Enquiries to Dr. David Mackey, Department of Health and Human Services, mobile 0419 388 308, email D.Mackey@utas.edu.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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Hospital Assistant, TCU (516532).***

Applications Close:—Friday, 29 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 twelve months. A 20% loading is payable, in lieu of leave.

Location:—Hobart.

Duties:—Provide a range of services to the Transition Care Unit, including general housekeeping services; cleaning, and maintenance of equipment and work areas within infection control guidelines; assistance to nursing staff in the transferring and positioning of patients; catering services to patient and their family/carers of the Unit.

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 in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Barry Auksoorius, Department of Health and Human Services, phone (03) 6222 7830, email [barry.auksorius@dhhs.tas.gov.au](mailto:barry.auksorius@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Registered Nurse, Midwife—4 Vacancies.***

Applications Close:—Friday, 29 August 2008.

Salary:—\$43,859–\$59,950 per annum.

Nurses (TPS) Award, Registered Nurse, Level 1.

Vacancy No. 509846.

Permanent part-time shift work (fully rotational)  
32 hours per fortnight.

Location:—Hobart.

Vacancy No. 509825.

Fixed-term part-time shift work (fully rotational)  
56 hours per fortnight, commencing as soon as possible until 2 May 2009.

Location:—Hobart.

Vacancy No. 509820.

Fixed-term part-time shift work (fully rotational)  
40 hours per fortnight, commencing as soon as possible until 17 January 2009.

Location:—Hobart.

Vacancy No. 510040.

Fixed-term full-time shift work (fully rotational),  
commencing as soon as possible until 21 March 2009.

Location:—Hobart.

Duties:—Strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

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

Enquiries to Katrina Greenwood, Department of Health and Human Services, phone (03) 6222 8299, email [katrina.greenwood@dhhs.tas.gov.au](mailto:katrina.greenwood@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, Tasmania 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Senior Physiotherapist, Neurosurgery (508319).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Fixed-term full-time day work, commencing As soon as possible until 26 June 2009.

Location:—Hobart.

Duties:—Provide and maintain optimal physiotherapy care to patients in the area of neurosurgery and medical units of the Royal Hobart Hospital.

**Essential Requirements:**—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Jennie Delaney, Department of Health and Human Services, phone (03) 6222 7491, email [jennie.delaney@dhhs.tas.gov.au](mailto:jennie.delaney@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, Tasmania 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Specialist Pharmacist (508363).***

Applications Close:—Friday, 29 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:—Hobart.

**Duties:**—As the professional specialist pharmacist. Manage medications for inpatients and outpatients of the oncology, haematology and palliative care units of the Royal Hobart Hospital. Provide training, professional supervision and support to pharmacy staff within the Royal Hobart Hospital. Provide specialist consultant advice to internal and external stakeholders in relation to:—The co-ordination and practice of clinical activities. Contribution to policy and treatment pathways. Conducting, analysing and presenting findings of research and being an authoritative source of drug information in the specialized field of oncology, haematology and palliative care pharmacy.

**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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and 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 (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, Tasmania 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Staff Specialist (Emergency Medicine) (513846).***

Applications Close:—Friday, 5 September 2008.

Salary:—To be negotiated.

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

Permanent full-time shift worker.

Location:—Hobart.

The new and enlarged Emergency Department has approximately 40,000 presentations per year, with an admission rate of 33%. The casemix is diverse, spanning all age groups and specialties and the Department features a custom-built paediatric area to cater for the 25% paediatric caseload. The Royal Hobart Hospital is the principal teaching hospital for the University of Tasmania School of Medicine. The Royal Hobart Hospital has approximately 340 beds, and all major specialties are available on site including trauma care, cardiothoracic surgery, neurosurgery, burns and hyperbaric medicine. The Royal Hobart Hospital is the state's tertiary referral centre.

**Duties:**—Provide specialist emergency care to public and private patients attending the Department of Emergency Medicine at the Royal Hobart Hospital. Be involved in research and quality improvement activities, undergraduate and postgraduate teaching at Royal Hobart Hospital. Provide specialist advice to inpatient units as required.

**Essential Requirements:**—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Dr Anthony Lawler, Director of Emergency Medicine, Department of Health and Human Services, mobile 0418 104 224, email [anthony.lawler@dhhs.tas.gov.au](mailto:anthony.lawler@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Staff Specialist, Gynaecologic Oncologist (509866).***

Applications Close:—Wednesday, 17 September 2008.

Salary:—To be negotiated.

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

Contract Position, 3 month, full-time day work (with oncall).

Location:—Hobart.

**Duties:**—To provide statewide clinical services of the highest possible standard to gynaecologic oncology patients and their families resident in Tasmania. To participate in the delivery of a State wide service with outreach clinics in Northern Tasmania. To pursue actively improved outcomes for gynaecologic oncology patients by participating in:—Post graduate teaching, Audit and evaluation, Research relevant to gynaecologic oncology patients.

**Essential Requirements:**—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Dr Penny Blomfield, Department of Health

and Human Services, phone (61) 3 6222 8049, email penny.bloomfield@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, Tasmania 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Supervisory Pharmacist (508369).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$80,262–\$88,771 pro rata.

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

Fixed-term part-time day work (38 hours per fortnight), commencing 20 October 2008 for a period of 12 months.

Location:—Hobart.

Duties:—Responsible for the co-ordination and supervision of inpatient and outpatient dispensing services for the Royal Hobart Hospital and its clients.

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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and 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 (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, Tasmania 7001.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Theatre Medical Orderly (515920).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Hobart.

Duties:—Provide support services to the Operating Theatre Suite including relief and support to the Day Procedure Unit and Endoscopy.

Desirable Requirements:—Demonstrated knowledge of skills required in lifting and positioning of patients in compliance with current hospital policy, and to assist with the general care of peri-operative patients. Good

written and verbal communication skills, and an ability to work as a motivated member of a patient oriented team. Comprehensive knowledge of practices, equipment and procedures relating to Medical Orderly involvement in Perioperative practice. A good understanding of the practical application of infection control relating to the Perioperative environment.

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8536, email rhb.cnmhrperiop@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, Tasmania, 7001.

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

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### North West Area

#### Child Protection

#### **Child Protection Worker—2 Vacancies.**

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.

Vacancy No. 501555.

Fixed-term full-time day work, commencing as soon as possible until 7 August 2009.

Location:—Child Protection, North West Area.

Vacancy No. 513231.

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

Location:—Child Protection, North 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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 6404, email selina.mcguire@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, Tasmania, 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).

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### North West Area

#### Child Protection

#### ***Co-ordinator Service Centre Operations (501504).***

Applications Close:—Friday, 29 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:—Child Protection, Burnie.

Duties:—Manage and co-ordinate day to day administrative and business support services in the Service Centre, through effective and efficient use of financial, human and physical resources with particular responsibility for budget/financial management and related advice to the Manager to ensure the cost effective provision and utilisation of services. Work as part of the Service Centre Management team to achieve the goals and desired outcomes in accordance with policy, budgetary and human resource goals. Provide support and assistance for Division wide activities identified by the Manager of Business Support Unit. Oversee the day-to-day management of the Service Centre support staff.

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 in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Dean Chatwin, Department of Health and Human Services, phone (03) 6434 6405, email [dean.chatwin@dhhs.tas.gov.au](mailto:dean.chatwin@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, Tasmania, 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).

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### Northern Area

#### Child Protection

#### ***Early Support Programme/Case Contracting Co-ordinator—2 Vacancies.***

Applications Close:—Friday, 29 August 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Vacancy No. 518196.

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

Location:—Child Protection, Launceston.

Vacancy No. 518197.

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

Location:—Child Protection, Burnie.

Duties:—As a senior and experienced member of the Child Protection Programme the Co-ordinator manages the Early Support Programme. This Programme seeks to match vulnerable families with relevant services and thereby to ameliorate risk to children in a sustainable way in line with the programme specifications provided to the community sector. The position is responsible for developing and maintaining effective collaboration between all stakeholders in the Early Support Programme. It is also responsible for establishing ongoing programme infrastructure and for reporting on the effectiveness and efficiency of the programme. The co-ordinator facilitates or provides advice about risk and case management when requested by the community sector. Through effective and timely communication with all stakeholders the Co-ordinator is the key interface between funded projects in the programme and statutory child protection.

Essential Requirements:—University acquired degree or diploma in a humanities field.

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 in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Mike Willie, Launceston, Department of Health and Human Services, phone (03) 6336 4390, email [mike.willie@dhhs.tas.gov.au](mailto:mike.willie@dhhs.tas.gov.au) or Yvonne Kachel, Burnie, Department of Health and Human Services, phone (03) 6434 6474, email [yvonne.kachel@dhhs.tas.gov.au](mailto:yvonne.kachel@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, Tasmania, 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).

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### Northern Area

#### Family Violence Service

#### ***Team Leader-Adult Programme (501711).***

Applications Close:—Friday, 29 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.

Location:—Family Violence Service, Launceston.

**Duties:**—To work as an effective member of the multidisciplinary Family Violence Service (Adult Service) providing tailored programmes that incorporate a multi-level mode of assessment and intervention, for women who have experienced family violence. To ensure an integrated approach to response services for adult victims of family violence and their families, and to ensure professional and practice consistency is delivered in a timely manner in line with practice standards and agency protocols.

**Essential Requirements:**—University acquired degree or diploma in a humanities field.

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 in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and 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: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania, 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).

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### South West Area

#### Family Violence Service

#### ***Manager, Family Violence Counselling and Support Service (515198).***

Applications Close:—Friday, 29 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.

Location:—Family Violence Service, Hobart.

**Duties:**—Manage the effective operation of the adult and children's teams of the multidisciplinary Family Violence Service (South) that had been established as part of the Safe at Home Initiative. Provide leadership and direction in the provision of specialist programmes that meet the support needs of individual children, young people and adults who have been affected by family violence. Ensure the provision of an integrated approach to the provision of services for children, young people and adults affected by family violence in accordance with practice standards, agency policies and protocols. Ensure effective collaboration with other related service providers and other sections of Government.

**Essential Requirements:**—University acquired degree or diploma in a humanities field.

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 in the following areas: crimes of violence, sex related offences, serious drug offences and crimes

involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Mike Willie, Department of Health and Human Services, phone (03) 6336 4390, email mike.willie@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, Tasmania, 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).

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### ***Customer Support Officer (511146, 511039, 511055)—3 Vacancies.***

Applications Close:—Friday, 5 September 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 and Permanent full-time day work and Permanent part-time day work.

Location:—Housing Tasmania, Hobart.

**Duties:**—As part of a multi-skilled Customer Services Team, perform a range of duties including reception, administrative, clerical and customer support services for staff and clients, to ensure the efficient and effective delivery of housing services across Areas as required.

There are three vacancies available, 2 full-time and one part-time that could suit some-one looking for employment during school hours.

**Desirable Requirements:**—Ability to liaise and communicate effectively with clients on a range of matters relating to Housing Tasmania services, other housing options and maintenance issues. Good interpersonal and communication skills both written and verbal. Ability to adequately determine client needs and to treat clients with dignity and respect.

Enquiries to Michael Hniat, Department of Health and Human Services, phone (03) 6233 5354, email michael.hniat@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, Tasmania, 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).

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### ***Senior Policy Analyst (518047).***

Applications Close:—Friday, 5 September 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 for a period of 12 months.

Location:—Housing Tasmania, Hobart.

Duties:—As a member of the Housing and Homelessness Policy Unit, participate in the development of the strategic policy framework for Housing Tasmania, housing models and services, planning and performance frameworks and generally undertake high-level research and analysis as it pertains to the housing system.

Desirable Requirements:—High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues. High level interpersonal, communication, negotiation and conflict resolution skills and an ability to represent the Department and identify and negotiate mutually acceptable solutions in situations of differing interests. A well demonstrated ability to develop policy and programmes and to market options to affected parties.

Enquiries to Jeanette Lewis, Department of Health and Human Services, phone (03)6233 5476, email [jeanette.lewis@dhhs.tas.gov.au](mailto:jeanette.lewis@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, Tasmania, 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).

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Office for the Community Sector*

#### Finance and Performance Management

#### **Grants Programme Officer (515667).**

Applications Close:—Friday, 29 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:—Finance and Performance Management, Hobart.

Duties:—Management of the provision of funding to community sector organisations and the development of appropriate service agreements, make payments to organisations and act as the first point of contact for community sector organisations with the Department.

Desirable Requirements:—Highly developed project management, planning and co-ordination skills. Proven ability to research, interpret and analyse information, legislation and policy direction and to decide or recommend appropriate action. Ability to think strategically and creatively and to identify innovative solutions for issues.

Enquiries to Ulo Raabus, Department of Health and Human Services, phone (03) 6233 7847, email [ulo.raabus@dhhs.tas.gov.au](mailto:ulo.raabus@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, Tasmania, 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).

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Youth Justice Services*

#### Custodial Youth Justice

#### **Team Leader (513536).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time shift work.

Location:—Ashley Youth Detention Centre, Deloraine.

Duties:—Provide leadership and management of residential youth workers to ensure the provision of safe and secure client-focused youth justice services consistent with a restorative justice framework. As part of an interdisciplinary team, ensure the provision of quality, accountable and responsible services and programmes to young people in custody that meet legislative requirements and case management and centre service plans.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate for custodial duties.

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 in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Fiona Atkins, Department of Health and Human Services, phone (03) 6362 2311, email [fiona.atkins@dhhs.tas.gov.au](mailto:fiona.atkins@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, Tasmania, 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).

## HEALTH AND HUMAN SERVICES

### COMMISSIONER FOR CHILDREN

#### **Youth Liaison Officer (Children and Young Persons Consultative Council) (518223).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$52,481–\$54,291 pro rata.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 6.

Fixed-term part-time day work for 15.2 hours per week from as soon as possible for a period of 12 months.

Location:—Hobart.

Duties:—The Youth Liaison Officer will assist the Commissioner and the research and policy staff to obtain the views of the Council about issues under consideration by the Commissioner in a timely manner. The Officer will enable members of the Council to participate in the work of the Commissioner by contributing their views about such issues and about other issues that concern them from time to time. The Officer will be able to advise the Commissioner about the efficacy of the Commissioner's Web Forum as a vehicle for these objectives and about other mechanisms for achieving them.



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 in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Colleen Moran-Ford, Department of Health and Human Services, phone (03) 6233 4920, email [colleen.moran-ford@childcomm.tas.gov.au](mailto:colleen.moran-ford@childcomm.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, Tasmania, 7001.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### INFRASTRUCTURE POLICY AND PLANNING

#### *Infrastructure Policy*

#### **Principal Policy Analyst (371343).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—The Tasmanian Government has committed to a National Transport Policy Framework, including the development and implementation of national transport policy reform. The successful candidate will be a key team member involved in contributing to the development of road and rail transport reform by:—providing high-level consultative advice to Government and senior management on transport and infrastructure policy issues and leading and positively participating in the development and implementation of policy for the strategic use of Tasmania's transport system for the safe and efficient movement of freight.

Desirable Requirements:—Appropriate tertiary qualifications. A sound understanding of economic principles and the ability to apply this understanding to transport and infrastructure issues and responses. Current drivers licence.

Enquiries to Sophie Reid, Assistant Director, Department of Infrastructure, Energy and Resources, phone (03) 6233 8724, email [sophie.reid@dier.tas.gov.au](mailto:sophie.reid@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 2060, fax (03) 6233 5337, email [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### INFRASTRUCTURE POLICY AND PLANNING

#### *Infrastructure Policy*

#### **Senior Policy Analyst (372191).**

Applications Close:—Friday, 29 August 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:—The Tasmanian Government contributes to shipping and aviation policy at a national, state and local level. The successful candidate will be a key team member

involved in contributing to the development of aviation and shipping reform, and managing the existing policy, regulations and agreements in these areas by providing high-level advice to Government and senior management on transport and infrastructure policy issues, leading and participating in the development and implementation of policy for the strategic use of Tasmania's transport system for the safe and efficient movement of freight.

Desirable Requirements:—Appropriate tertiary qualifications. A sound understanding of economic principles and the ability to apply this understanding to transport and infrastructure issues and responses. Current driver's licence.

Enquiries to Sophie Reid, Assistant Director, Department of Infrastructure, Energy and Resources, phone (03) 6233 8724, email [sophie.reid@dier.tas.gov.au](mailto:sophie.reid@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 2060, fax (03) 6233 5337, email [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### PASSENGER TRANSPORT

#### *Passenger Transport Services*

#### **Contract Administration Officer (373494).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time 73.5 hours per fortnight, until July 2009.

Location:—Hobart.

Duties:—Undertake all necessary investigations and planning tasks associated with the Department's role in the provision of Regular Passenger Transport (RPT) services including the production of route maps. Provide efficient and accurate advice and assistance to industry and public in relation to RPT services.

Desirable Requirements:—Current Driver's Licence.

Enquiries to Andrew Mullen, Manager Contracts, Department of Infrastructure, Energy and Resources, phone (03) 6233 8207, email [andrew.mullen@dier.tas.gov.au](mailto:andrew.mullen@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 5004, fax (03) 6233 5337, email [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS AND TRAFFIC

#### *Operations*

#### **Network Supervisor (372200).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Duties:—As a member of the Maintenance Services Group, to actively contribute to the delivery of the day-to-day operational requirements associated with the maintenance of the North West Road Network in accordance with established policies and procedures to ensure:—The road network is maintained to set performance standards. Responsible financial management of minor works budgets. Effective and proactive management of operational issues.

Desirable Requirements:—Formal qualifications in line with the duties.

Essential Requirements:—Current Drivers Licence.

Enquiries to Karyn Crew, Executive Officer, Business Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3522, email karyn.crew@der.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@der.tas.gov.au.

## JUSTICE

### CORPORATE SERVICES

#### *Records*

#### **Records Officer (350029).**

Applications Close:—Friday, 29 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:—Sort incoming and outgoing mail and allocate to the relevant officer or section. Classify correspondence using the Department's classification scheme, extract and record relevant data on the records management system. Maintain the filing systems for the Department's central office.

Desirable Requirements:—Knowledge and experience in government records management and disposal systems and procedures. Demonstrated clerical experience, with the capacity to work as part of a small team undertaking records services to a variety of clients subject to time pressures and demand. Sound computer literacy skills with a good understanding of Microsoft Office and experience in using databases.

Enquiries to Debra Bennett, Senior Records Management Officer, Corporate Services, Department of Justice, phone (03) 6233 3400, email debra.bennett@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart TAS 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 Debra Bennett on (03) 6233 3400.

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

### CROWN LAW

#### **Crown Solicitor (350007).**

Applications Close:—Friday, 29 August 2008.

Salary:—To be negotiated.

Legal Practitioners Agreement 2005, Level 6.

Fixed-term full-time for five years.

Location:—Hobart.

Duties:—Overall administration and direction of the legal aspects of the commercial, property and financial affairs of the Tasmanian Government. Responsible for the effective management of the Office of the Crown Solicitor. Provision of legal policy options in relation to commercial, property and financial matters.

Essential Requirements:—Legal practitioner of at least 10 years standing.

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:—Commercial legal practitioner with legal skills of the highest order. High level management and professional leadership skills, including an ability to manage human, financial and physical resources, and to monitor effectiveness and efficiency and to foster team development and build organisational capability. High level strategic, conceptual, analytical and creative skills, including the ability to understand the political, social and organisational environment, and identify relevant issues.

Enquiries to Lisa Hutton, Secretary, Department of Justice, phone (03) 6233 6241, email lisa.hutton@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart, TAS 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 Julie Bellette on (03) 6233 3201.

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

#### **Correctional Officer (Various).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$42,970–\$47,415 per annum.

Correctional Officers Agreement 2005, Correctional Officer.

Permanent full-time Day or Shift Work.

Location:—Hobart.

There are two (2) working arrangements, Full Shift Work and Day Work. On Full Shift Work you can earn from \$54,273 and on Day Work you can earn from \$42,970.

The Tasmania Prison Service is seeking men and women

who are looking for a career in a dynamic, challenging and forward-looking organisation.

Correctional Officers come from a wide range of backgrounds including finance, trades and hospitality. They join us because the work is rewarding, diverse and absorbing. Although it's not without its challenges, being a Correctional Officer carries a large amount of job satisfaction and the knowledge that they are playing an active role in contributing to the rehabilitation and reintegration of prisoners whilst at the same time contributing to the safety of the Tasmanian community.

Working in a prison environment requires personal integrity, great communication skills, confidence, the ability to work in a team and life experience.

To find out more about the role of Correctional Officer go to <http://www.justice.tas.gov.au/prisonservice>. This website provides an overview of the type of work a Correctional Officer does, conditions of employment, salary, uniform, training, recruitment assessment stages and includes answers to frequently asked questions. Copies of the Statement of Duties for a Correctional Officer can also be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Prior training, experience or qualifications are not required for the role of Correctional Officer. Applicants bring their life skills and maturity to the job and the Tasmania Prison Service provides all the training needed to develop the skills and abilities needed for the job. You will need to be fit and pass a Criminal History Background check. You will also be assessed for your suitability to perform the duties of a Correctional Officer. If you are successful, in the first twelve months you will be enrolled and undergo on and off the job training to complete a nationally recognised qualification, the Certificate III in Correctional Practice (Custodial).

To be considered for a position applicants need only to send in a current Resume/Curriculum Vitae.

To learn more about this challenging career you are invited to attend an information night in Hobart. Please contact Ms Alike Ertl on 1800 233 911 to obtain further information regarding date and venue for the information night.

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:—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 Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Ms Alike Ertl, Administrative Assistant, Staff Development and Training, Tasmania Prison Service, Department of Justice, phone 1800 233 911, email [correctional.officer.recruiting@justice.tas.gov.au](mailto:correctional.officer.recruiting@justice.tas.gov.au).

Applications to Ms Daphne Webb, Administrative Support Officer, 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 Alike Ertl on 1800 233 911.

Applications close on 5 September 2008. Please ensure that your application is received by the actual closing date and time. Late applications will not be accepted.

## JUSTICE

### WORKCOVER

#### **Senior Advisory and Research Officer (355888).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Fixed-term full-time for a period of six months.

Location:—Rosny.

Duties:—Research, analyse and provide advice regarding policy options in relation to the operations of the Board, including the areas of worker's rehabilitation, compensation and safety. Prepare associated reports, proposals and recommendations for the Board.

Desirable Requirements:—High-level research, analysis and investigation skills with the proven ability to resolve complex issues, making sound and appropriate recommendations, together with the capacity to apply evaluation and review methodologies in the conduct of investigations and assessments.

Enquiries to Vanessa Fenton, Senior Advisory and Research Officer, WorkCover, Department of Justice, phone (03) 6233 8580, email [vanessa.fenton@justice.tas.gov.au](mailto:vanessa.fenton@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart Tas 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 Vanessa Fenton on (03) 6233 8580.

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

#### *Employee Relations Services*

#### **Co-ordinator, Workplace Diversity Programme (002978).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the activities of the Departmental Workplace Diversity Programme including the design, implementation and delivery of education strategies statewide. Manage related HR /IR projects and advise employees and senior managers on services available and governing legislation.

Qualifications and Experience:—Essential qualifications have not been prescribed, however successful completion of, or substantial progress towards, tertiary qualifications and/or participation in professional development programmes or membership of a relevant professional body, may be considered advantageous.



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, serious traffic offences.

Enquiries to Mr Tony Martin, Manager, Employee Relations, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2387, fax (03) 6230 2119, email [tony.martin@police.tas.gov.au](mailto:tony.martin@police.tas.gov.au).

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

## POLICE AND EMERGENCY MANAGEMENT

### EXECUTIVE SUPPORT

#### *Drug Policy Services*

#### ***Manager, Drug Strategies and Support Projects (002615).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$80,382–\$85,813 per annum.

Administrative and Clerical Employees Award, Executive Manager, Level 11/12.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of the Command's senior management team, provide leadership and direction in developing and managing the departments' strategic and business framework, including the development of policies, systems and processes to support the delivery of policing services to the Tasmanian community.

To provide specialist advice in relation to Cabinet and legislation matters and on issues relating to the National Drug Strategy, national policy benchmarks and national crime and justice information.

To provide specialist project management of departmental initiatives, particularly those in relation to the progress of Tasmania Together. Inter-Agency and Whole-of-Government projects.

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, serious traffic offences.

Desirable Requirements:—Tertiary qualifications in a discipline relevant to policy and planning and/or management highly desirable.

Enquiries to Commander Stephen Bonde, Executive Support, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2600, email [stephen.bonde@police.tas.gov.au](mailto:stephen.bonde@police.tas.gov.au).

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

## POLICE AND EMERGENCY MANAGEMENT

### EXECUTIVE SUPPORT

#### *Drug Policy Services*

#### ***Policy Officer (002556).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—To assist and support the Manager, Drug Policy Services in the development, implementation and monitoring of national and state drug strategies, including the Tasmania Police Illicit Drug Diversion Initiative.

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, serious traffic offences.

Qualifications and Experience:—Tertiary qualifications in a relevant discipline and demonstrated ability in the delivery of policy objectives will be considered advantageous.

Enquiries to Ms Debra Salter, Drug Policy Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2550, email [debra.salter@police.tas.gov.au](mailto:debra.salter@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

### STATE EMERGENCY SERVICE

#### *State Headquarters*

#### ***Manager, Learning and Development (002824).***

Applications Close:—Friday, 29 August 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Manage all competency and skills based training within the SES and ensure the maintenance of strict national Australian Quality Training Framework (AQTF) compliance as a Registered Training Organisation (RTO).

Develop, implement and manage SES training policy, resources and learning and assessment strategies throughout the state. Manage the delivery of training and student support to volunteers and manage staff professional development state-wide.

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, serious traffic offences.

Qualifications and Experience:—Tertiary qualifications in a relevant discipline would be viewed favourably as would a Certificate IV Training and Assessment.

Enquiries to Ms Elke Browne, Assistant Director, State Emergency Service, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2705, email [elke.browne@police.tas.gov.au](mailto:elke.browne@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.

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

#### **Conservation Project Officer (200808).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$40,628–\$59,856 per annum.

Port Arthur Historic Site Staff Agreement 2004, Professional Stream, Level 1.

Fixed-term full-time 2 Year Contract.

Location:—Port Arthur.

Duties:—Assist with the effective and efficient management of conservation and infrastructure tasks and projects, including collections and interpretation projects, for the Port Arthur Historic Site Management Authority.

Desirable Requirements:—Tertiary qualifications (honours degree) in museum studies, archaeology or a cultural heritage related discipline from an approved University, College or educational institution.

Enquiries to Jane Harrington, Director, Conservation and Infrastructure, Port Arthur Historic Site Management Authority, Port Arthur, Tas, 7182, phone (03) 6251 2330, fax (03) 6251 2322, mobile 0409 344 598, email [jane.harrington@portarthur.org.au](mailto:jane.harrington@portarthur.org.au).

Applications to Jane Bale, HR Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, Tas, 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

#### PREMIER AND CABINET

##### COMMUNITY DEVELOPMENT DIVISION

##### *Multicultural Tasmania*

#### **Graduate Research Officer (001305).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$38,927–\$49,523 per annum.

Administrative and Clerical Employees Award, Administrative Trainee (Graduate Recruit) A and C, Level 3-1 to 5-1.

Permanent full-time.

Location:—Hobart.

Duties:—To assist in the research, analysis and development of policy issues across government. This work will involve problem solving, analysis of complex issues, investigation and research into policy issues and liaison with line agencies on the broad range of policy issues.

Desirable Requirements:—A degree or tertiary qualification in a relevant discipline.

Enquiries to Sharron Middleton, Senior Policy Analyst, Department of Premier and Cabinet, phone (03) 6233 2846, email [Sharron.Middleton@dpac.tas.gov.au](mailto:Sharron.Middleton@dpac.tas.gov.au).

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

#### PREMIER AND CABINET

##### COMMUNITY DEVELOPMENT DIVISION

##### *Office of Children and Youth Affairs*

#### **Policy Analyst (001341).**

Applications Close:—Friday, 29 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 co-ordination of policies and programmes and information for children and young people across government, service providers and the community. Assist in the establishment, management and maintenance of youth and children related networks across government, services providers and within the community.

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

Enquiries to Rebecca Smith, Manager, Office of Children and Youth Affairs, Department of Premier and Cabinet, phone (03) 6233 7329, email [Rebecca.Smith@dpac.tas.gov.au](mailto:Rebecca.Smith@dpac.tas.gov.au).

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

#### PREMIER AND CABINET

##### EXECUTIVE DIVISION

##### *Communications and Marketing Unit*

#### **Communications Consultant (001488).**

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:—Assist in developing and implementing internal and external communications and marketing strategies, materials and events for the Department, and its individual business units, and at a whole-of-government level.

Desirable Requirements:—A degree or tertiary qualification; or background in journalism, communications or marketing, with professional experience in either field.

Enquiries to Mandy Denby, Manager, Strategic Communications and Marketing, Department of Premier and Cabinet, phone (03) 6270 5474, email [Mandy.Denby@dpac.tas.gov.au](mailto:Mandy.Denby@dpac.tas.gov.au).

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

#### PREMIER AND CABINET

##### EXECUTIVE DIVISION

##### *Communications and Marketing Unit*

#### **Multimedia Consultant (001487).**

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:—To manage the development and maintenance of the Department's online content and related multimedia projects. To provide input on web publishing and multimedia to assist in the development and implementation of internal and external communications and marketing strategies for the Department, and individual business units.

Desirable Requirements:—A degree or tertiary qualification; or background in web publishing or multimedia, with professional experience in either field.

Enquiries to Mandy Denby, Manager, Strategic Communications and Marketing, Department of Premier and Cabinet, phone (03) 6270 5474, email Mandy.Denby@dpac.tas.gov.au.

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

## PRIMARY INDUSTRIES AND WATER

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Diagnostic Services*

#### **Technical Officer (701094).**

Applications Close:—Friday, 29 August 2008.

Salary:—See Below.

Technical Employees Award, See Below.

Permanent full-time.

Location:—Mt Pleasant, Launceston.

This vacancy may be filled at Technical Employees Award, Level 1 or Level 2.

Salary Range Level 1: \$34,003 to \$37,378 per annum.

Salary Range Level 2: \$38,927 to \$45,854 per annum.

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:—The occupant is part of a team responsible for receiving and processing laboratory specimens, including live animals and carcasses, into the specimen reception area of the Diagnostic Services Laboratory. The duties include efficient sample reception and recording of details related to samples following established laboratory procedures, packaging of samples for referral to external laboratories according to IATA guidelines, and liaison with laboratory clients.

Duties will also involve participation in laboratory testing following established procedures as directed.

Essential Requirements:—Eligible for admission to the relevant course of study at a recognised TAFE institution.

Relevant Course of Study:—Level 1: For the purpose of the Essential Requirements section, the relevant course of study is an Advanced Diploma in Applied Science – Laboratory Technician.

Qualification Appropriate to the Nature of the Work:—Level 2: For the purpose of the Essential Requirements section, an Advanced Diploma appropriate to the nature of the work is an Advanced Diploma in Applied Science – Laboratory Technician.

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 Bronwyn Gardner, phone (03) 6336 5335, email bronwyn.gardner@dpiw.tas.gov.au.

Applications to Bronwyn Gardner, Administrative Assistant, Diagnostic Services, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5335, fax (03) 6336 5374, email bronwyn.gardner@dpiw.tas.gov.au.

## PRIMARY INDUSTRIES AND WATER

### INFORMATION AND LAND SERVICES

#### *Land Data Registration*

#### **Public Liaison Officer (334897).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—Provide a high standard of customer service by responding to enquiries in accordance with legislation and policy relevant to the Land Data Registration Branch. Ensure efficient and accurate workflow through the Client and Registration Support area.

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

Enquiries to Gwen Eaves, phone (03) 6233 3659, email gwen.eaves@dpiw.tas.gov.au.

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

## PRIMARY INDUSTRIES AND WATER

### PRIMARY INDUSTRIES

#### *Wild Fisheries*

#### **Principal Fisheries Management Officer (Scalefish) (700272).**

Applications Close:—Friday, 29 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:—Lead the activities of the scalefish fisheries section to develop and implement marine resource management plans and provide fisheries policy and strategic advice to senior staff for the sustainable management of marine resources adjacent to Tasmania.

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 Biological Science or an equivalent qualification from a recognised tertiary institution.

**Desirable Requirements:**—Several years experience involving fisheries management, or assessment or equivalent experience. 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 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), Primary Industries, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 6061, fax (03) 6223 1539, email [katrina.edwards@dpiw.tas.gov.au](mailto:katrina.edwards@dpiw.tas.gov.au).

## TAFE TASMANIA

### DELIVERY TEAMS

#### *Clothing and Textiles*

#### **Team Leader (Clothing and Textiles North/North West) (330126).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$73,787 per annum.

TAFE Teachers Award, Head of Department 1 (Team Leader).

Permanent full-time.

Location:—North/North West.

An increased salary of \$7,735 may be negotiated in lieu of additional recreation leave entitlements available for the position.

**Duties:**—To facilitate the delivery of educational and training service programmes offered by TAFE Tasmania, motivate and lead teaching teams and participate as a member of the management team.

Required to manage, contribute to, and participate in the development and delivery of a range of general and specific innovative training programmes and services whilst undertaking management functions involving staff, resource allocation, monitoring, planning and student administration within a framework defined by the commercial objectives of TAFE Tasmania and with the demands of industry.

**Desirable Requirements:**—Relevant vocational qualifications, ie an appropriate tertiary qualification and/or industry/ professional experience relevant to the position. A teaching qualification and/or a qualification in education administration or general management. Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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 Gayle Jeffery, A/Campus Leader North, TAFE Tasmania, phone (03) 6336 4295, mobile 0417 361 033, email [Gayle.Jeffery@tafe.tas.edu.au](mailto:Gayle.Jeffery@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

### DELIVERY TEAMS

#### *Furniture and Construction North*

#### **Teacher (Construction, Carpentry and Joinery) (000703).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—North.

**Duties:**—Responsible to the designated Team Leader for teaching and co-ordination duties as may be required.

**Desirable Requirements:**—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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 Terry Powell, Team Leader, Furniture and Construction (North), TAFE Tasmania, phone (03) 6336 2736, mobile 0417 551 167, email [Terry.Powell@tafe.tas.edu.au](mailto:Terry.Powell@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

### DELIVERY TEAMS

#### *Mining and Engineering N/NW*

#### **Teacher (Mechanical Engineering) (330737).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—North West.

Duties:—Responsible to the designated Team Leader for teaching and co-ordination duties as may be required.

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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 Michael Jack, Team Leader, TAFE Tasmania, phone (03) 6434 5899, email [Michael.Jack@tafe.tas.edu.au](mailto:Michael.Jack@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

###### *Budget Management Branch*

#### **Senior Budget Analyst (724128).**

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:—To provide specialist advice to Government on:—the development and monitoring of the State Budget, the provision of agency services and the financial performance of government agencies and budgetary and financial issues and reforms as they arise.

In the context of the selection criteria, to be successful in the position applicant will possess:—well developed consultative, financial analysis and accounting skills including knowledge of contemporary budget management; an ability to understand complex issues and identify possible solutions and high level interpersonal and communications skills.

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

Enquiries to Frances Hall, Principal Budget Analyst, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 8785, email [frances.hall@treasury.tas.gov.au](mailto:frances.hall@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

##### BUDGET AND FINANCE DIVISION

###### *Budget Management Branch*

#### **Specialist Budget Analyst (724129).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—To provide high-level specialist advice to Government on:—the development and monitoring of the State Budget; the provision of agency services and the financial performance of government agencies and budgetary and financial issues and reforms as they arise.

As a senior member of the Branch, the occupant will be expected to provide direction to and management of other Branch officers.

In the context of the selection criteria, to be successful in the position, applicants will possess:—a high level of financial analysis and accounting skills including knowledge of contemporary budget management; demonstrated ability to understand complex issues and identify possible solutions and good verbal and written communications skills.

Desirable Requirements:—Relevant tertiary, or industry recognised, qualifications and affiliations are highly desirable.

Enquiries to Michael Reynolds, Director, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 2234, email [michael.reynolds@treasury.tas.gov.au](mailto:michael.reynolds@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

##### BUDGET AND FINANCE DIVISION

###### *Shareholder Policy and Markets Branch*

#### **Administrative Assistant (723843).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time until 30 June 2010 (14.7hrs per week, Monday and Tuesday).

Location:—Hobart.

Duties:—Provide administrative support to the Director and senior officers and other members of the Shareholder Policy and Markets Branch.

In the context of the selection criteria, to be successful in the position applicants will:—possess very good organisational and administrative skills and will demonstrate initiative, tact and discretion (while ensuring confidentiality is maintained).

Enquiries to Dale Hickman, Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6233 5139, email dale.hickman@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

### BUDGET AND FINANCE DIVISION

#### *Shareholder Policy and Markets Branch*

#### **Senior Business Analyst (723766).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time until 3 July 2009.

Location:—Hobart.

Duties:—The Senior Analyst is to bring a high level of expertise and actively contribute to both:—the development and implementation of the framework for the analysis of the performance of the State's GBEs and SOC's and the establishment of appropriate governance arrangements for Government-owned businesses.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated ability to understand complex issues by drawing on a range of factual information; ability to communicate precisely and succinctly to internal and external stakeholders and demonstrated initiative and the ability to manage own output and work effectively in a team environment.

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

Enquiries to Dale Hickman, Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6233 5139, email dale.hickman@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

### BUDGET AND FINANCE DIVISION

#### *Shareholder Policy and Markets Branch*

#### **Specialist Business Analyst (724127).**

Applications Close:—Friday, 29 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—The Specialist Business Analyst will have a high level of expertise and make a significant contribution to:—

the development and implementation of the framework for the analysis of the performance of the State's GBEs and SOC's and the establishment of appropriate governance arrangements for Government-owned businesses.

In the context of the selection criteria, to be successful in the position applicants will have:—proven ability to identify strategic issues, understand complex matters, identify problems and assess and recommend possible solutions; skills necessary to develop and manage consultation and communication strategies in an environment of conflicting stakeholder interests; leadership skills and be able to provide direction to assist in managing resources to deliver outcomes in accordance with the position objective and a flexible and adaptive approach, be highly self-driven and be able to manage deliverables.

Desirable Requirements:—Relevant tertiary, or industry recognised, qualifications and affiliations are highly desirable.

Enquiries to Derek Inglis, Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6233 6103, email derek.inglis@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

### CORPORATE SUPPORT DIVISION

#### *Information Systems Branch*

#### **Senior Computer Systems Officer (722890).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 3 (A and C Level 8).

Permanent full-time.

Location:—Hobart.

Duties:—Working individually or as a team member of the Infrastructure Support Unit, the Senior Computer Systems Officer will co-ordinate IT related support activities and projects, provide high quality technical advice to stakeholders on their IT requirements and assist the Manager and other team members to deliver operational and project related IT outcomes for the branch.

In the context of the selection criteria, to be successful in the position applicants will have:—strong organisational abilities that will permit the services delivered by the Infrastructure support unit to meet client requirements and agreed service levels; demonstrated initiative, a high degree of self motivation and commitment to deliver department and branch outcomes; a strong customer focus; excellent oral and written communication skills that will enable clear and succinct communication with stakeholders on matters relating to their IT requirements and issues; a high level of analytical, problem solving skills and judgement to resolve complex technical and business related IT issues affecting stakeholders and strong contemporary technical skills in the technologies that are used within the department.

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

Enquiries to Malcolm Smith, Manager Infrastructure Support, Information Systems Branch, Department



of Treasury and Finance, phone (03) 6233 6105, email [malcolm.smith@treasury.tas.gov.au](mailto:malcolm.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](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

#### *Information Systems Branch*

#### **Senior Computer Systems Officer (723971).**

Applications Close:—Friday, 5 September 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.

Duties:—The Infrastructure Support Unit is seeking a staff member who has excellent customer service skills and a broad range of technical competencies and possesses the flexibility to undertake a wide range of technical and

system administration tasks relating to the Department's IT systems infrastructure and provide advanced IT support functions for end users.

The role will appeal to IT professionals who enjoy a variety of challenges in their job, seek customer interaction and prefer a small team environment.

In the context of the selection criteria, to be successful in the position applicants will have:—good communications skills to enable effective communications with clients; strong customer service skills that will provide high quality support for stakeholders at all levels within the department; sound contemporary technical skills in IT technologies used within the department; demonstrated initiative and is driven to achieve branch related outcomes and good personal organisational and work prioritisation skills.

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

Enquiries to Malcolm Smith, Manager Infrastructure Support, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6105, email [malcolm.smith@treasury.tas.gov.au](mailto:malcolm.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](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.

## Staff Movements

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development & Tourism	Conference Centre Coordinator	Angela Berry	26.08.08
Education	Teacher	Melissa Brown	01.08.08
Education	School Executive Officer	Christine Howard	01.08.08
Education	Senior Social Worker	Catriona Chin	25.07.08
Education	Senior IT Support Officer	Steve Earle	07.08.08
Education	Teacher Aide	Sharon Gilbert	08.08.08
Education	School Attendant	Susan Burgess	31.07.08
Education	Principal	Steven Reissig	26.08.08
Health & Human Services	Manager Child Protection -NW	S. Howard	12.08.08
Health & Human Services	Domestic Services Officer	P. R. Johnstone	11.08.08
Health & Human Services	House Services Assistant	C. Tatnell	26.07.08
Health & Human Services	Registered Nurse	Melanie Oosterkamp	01.08.08
Health & Human Services	Service Co-ordinator	S. Latham	25.07.08
Infrastructure, Energy & Resources	Geoscientist	A. Hammond	06.08.08
Justice	Inspector Awards	P. Bell	20.08.08

### *Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development & Tourism	TIS Trainee	Helen Griffiths	2 years	11.08.08
Environment, Parks, Heritage & the Arts	Manager Markree Museum	Brian Allison	2 years	06.08.08
Justice	Assistant Inspector	L. Wells	2 years	11.08.08
Treasury & Finance	Administrative Assistant	V. Lyndon	12 months	21.08.08

*Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Manager International Operations	Geraldine Camilleri	6 months	01.09.08
Economic Development & Tourism	Records / Reception Officer	Lauren Stevenson	3 months	11.08.08
Economic Development & Tourism	Football Coach - Mens	Dean May	6 months	13.08.08
Education	Network Support Officer	Daniel Haneveer	6 months	03.07.08
Education	Network Support Officer	Simon Dewhurst	6 months	03.07.08
Education	Network Support Officer	Simeon Lever	6 months	03.07.08
Education	Network Support Officer	Owen Goodwin	6 months	07.07.08
Education	Network Support Officer	Stuart Van Steenis	6 months	03.07.08
Education	Network Support Officer	Jeffrey Hen	6 months	03.07.08
Education	Network Support Officer	Wesley Campbell	6 months	03.07.08
Education	Network Support Officer	Joel Hodson	6 months	03.07.08
Education	Network Support Officer	Colin Campbell	6 months	07.07.08
Education	Network Support Officer	Nicholas Turner	6 months	03.07.08
Education	Network Support Officer	Melissa Revell	6 months	25.07.08
Education	Network Support Officer	James Statton	6 months	25.07.08
Education	Network Support Officer	Craig Hailey	6 months	04.07.08
Education	Network Support Officer	Ian Davidson	6 months	25.07.08
Education	Graphic Designer	April Krause	6 months	25.07.08
Education	Teacher	Shanan Chugg	6 months	28.07.08
Education	Teacher	Leigh Crawford	6 months	30.07.08
Education	Administrative Officer	Melanie Holness	6 months	18.08.08
Education	Clerk	Michele Stubbs	6 months	11.08.08
Education	School Attendant	Mark Stansbie	6 months	05.08.08
Education	School Attendant	Graham Cooper	6 months	15.08.08
Education	Teacher - Middle School	Andrew Rolls	6 months	15.08.08
Education	Administrative Officer	Christine Parker	6 months	11.08.08
Health & Human Services	Dental Technician	A. Pitchford	6 months	18.08.08
Health & Human Services	Enrolled Nurse	C. Shepherd	6 months	31.08.08
Health & Human Services	Enrolled Nurse	L. Bruce	6 months	31.08.08
Health & Human Services	Hyperbaric Technical Officer	S. Lessels	6 months	18.08.08
Health & Human Services	Child and Family Health Nurse Home Visitor	A. Hollingsworth	6 months	01.09.08
Health & Human Services	Finance Services Officer Accounts Receivable	C. Hawker	6 months	18.08.08
Health & Human Services	Physiotherapist	E. Grey	6 months	11.08.08
Health & Human Services	Emergency Department Support Officer	Z. Healey	6 months	13.08.08
Health & Human Services	Finance Services Officer	K. Cassidy	6 months	02.08.08
Health & Human Services	Asset Development Officer	J. Round	6 months	18.08.08
Health & Human Services	Maintenance Officer	R. Bellchambers	6 months	15.08.08
Infrastructure, Energy & Resources	HR Consultant	Angela Dougan	6 months	11.08.08
Justice	Probation Officer	K. Gillam	6 Months	07.08.08
Police & Emergency Management	Computer Systems Officer	E. Track	6 months	01.09.08
Primary Industries & Water	Utility Officer (Animal Care and Handling)	C. O'Halloran	6 months	12.08.08
Primary Industries & Water	Utility Officer (Animal Care and Handling)	F. Seward	6 months	12.08.08
Primary Industries & Water	Conservation Management Officer	O. Carter	n/a	30.07.08
Port Arthur Historic Site Management Authority	Day Guide	Caitlin Vertigan	1 month	22.07.08

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	Rachele Carnevale	Senior Librarian	28.07.08
Education	Gaylee Chick	School Office Clerk	25.07.08
Education	Bev Shadbolt	Principal	24.07.08
Education	Rochelle Cunningham	Advanced Skills Teacher	22.09.08
Education	Debbie Doole	School Office Clerk	11.08.08
Education	Bronwen Dewey	School Office Clerk	04.08.08
Education	Craig Carnes	Assistant Principal	07.08.08
Education	Mathew Moore	Manager Internal Audit	01.08.08
Environment, Parks, Heritage & the Arts	Carolyn Knight	Administrative Assistant	07.08.08
Environment, Parks, Heritage & the Arts	Heidi Jones	Manager Secretariat	14.08.08
Health & Human Services	G. Read	IT Consultant	18.08.08
Health & Human Services	L. Gibson	Child and Family Health Nurse	01.09.08
Health & Human Services	A. Milan	Child and Family Health Nurse	01.09.08
Health & Human Services	A. Giltinan-Hay	Child and Family Health Nurse	01.09.08
Health & Human Services	A. Daly	Policy Analyst	28.07.08
Health & Human Services	W. Bennett	Maintenance Officer/Ambulance Driver	16.07.08
Health & Human Services	G. Butler	Director of Nursing Primary Health/Manager Safety and Quality Unit	06.08.08
Health & Human Services	P. Davis	Coordinator Asset Planning and Development	14.08.08
Health & Human Services	G. Macreadie	Branch Station Officer	01.09.08
Health & Human Services	J. Arm	Senior Specialist Radiographer - MRI	08.09.08
Health & Human Services	J. Aylward	Clinical Nurse	10.08.08
Health & Human Services	P. North	Asset Development Officer	14.08.08
Health & Human Services	L. Greives	Clinical Skills Educator	21.07.08
Health & Human Services	M. Charlton	Manager - Housing Information Systems Unit	18.08.08
Justice	C. MacDonald	Executive Assistant	07.08.08
Justice	G. Kivi	Executive Assistant	07.08.08
Primary Industries & Water	K. Chawa	HRM Adviser (Recruitment Management)	18.08.08

*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	Beverley Thomas	Education	Senior Accounts Officer	18.08.08
Treasury & Finance	A. Chisholm	Treasury & Finance	Principal Policy Analyst	25.08.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Executive Officer	Kristine O'Toole	17.07.08
Education	Teacher	Amanda Olding	21.08.08
Education	Teacher	Pamela Knight	07.07.08
Education	Teacher	Dorelle Ashford	25.08.08
Education	Teacher	Theo Oosterloo	24.07.08
Education	Library Technician	Ann Stuart	24.07.08
Education	Teacher	Noelene Wood	08.08.08

**Disclaimer**

Products and services advertised in this publication are not endorsed by the State of Tasmania and the State does not accept any responsibility for the content or quality of reproduction. The Contractor reserves the right to reject any advertising material it considers unsuitable for government publication.

**Copyright**

The Tasmanian Government Gazette and Tasmanian State Services are subject to the Copyright Act. No part of any material published in the Tasmanian Government Gazette or the Tasmanian State Services Notices may be reproduced except in accordance with the Copyright Act.

Printed by Print Applied Technology Pty Ltd under authority of the Government of the State of Tasmania