



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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 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 site or the enquiries person. Application forms are available from the 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 site. A list of currently operating registers is also available from this site.

Practical project management

A hands-on workshop for people coordinating small to medium size projects. The workshop is not based on any software.

The small group size ensures there is plenty of time to put the techniques into practice discuss specific issues.

- How to define the scope and objectives
- Assessing risk and developing contingency plans
- What is a network diagram?
- How to identify the *critical path* and estimate the project duration
- Scheduling activities and allocating resources
- A simple scale for prioritising day-to-day tasks
- How to manage emails, interruptions and the paperwork
- Discover your natural strengths and limitations as a project manager
- How to write clear progress reports



	Public	Hobart	In-house (6 - 16 people)
Practical project management	\$595	18 & 19 Sep	\$1650 / day
Negotiating at work	\$595	16 & 17 Sep	\$1650 / day
Writing clear procedures	\$295	25 Sep	\$1650
Influencing skills	\$275	24 Sep	\$1650



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au

Website: www.developingpotential.com.au

Phone: 6224 1066

Gazette

Email copy to

govt.gazette@thepat.com.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 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 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

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****INDUSTRY DEVELOPMENT DIVISION***Export and Market Development***Project Officer (424880).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—To support the work of the Business and Skilled Migration Unit with a focus on developing and implementing mechanisms to assist newly arrived business and skilled migrants successfully settle in Tasmania.

Desirable Requirements:—A current driver's licence.

Enquiries to Anthony McHugh, Manager Business and Skilled Migration, Department of Economic Development and Tourism, Phone (03) 6233 5772, Email Anthony.McHugh@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.

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

ECONOMIC DEVELOPMENT AND TOURISM**INDUSTRY DEVELOPMENT DIVISION***Food, Manufacturing and ICT***Senior Project Manager (425035).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time to 30 June 2011.

Location:—Hobart.

Duties:—Stimulate sustainable economic development through identification and facilitation of food and manufacturing industry development projects, which capitalise on the state's water development programme and support the achievement of departmental goals and objectives.

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

Enquiries to Cheryl Cleaver for a copy of the Statement of Duties on (03) 6233 5802 or Email Cheryl.Cleaver@development.tas.gov.au. For further information about the position please contact Debra Hill, General Manager FMI, Phone (03) 6233 5801, Email Debra.Hill@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.

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

ECONOMIC DEVELOPMENT AND TOURISM**INDUSTRY DEVELOPMENT DIVISION***Resources and Infrastructure Division***Senior Programme Manager (425036).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$80,382 per annum.

Administrative and Clerical Employees Award, Level 11.

Permanent full-time.

Location:—Hobart.

Duties:—Develop, manage and oversee the Department's Water Resources Investment and Marketing (WRIM) programme and other industry and development initiatives as required by the Industry Development Division. Provide high level authoritative policy advice to the General Manager in relation to investment opportunities associated with the state's water development programme, urban water and sewerage reform, and other water and sewerage initiatives.

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

Enquiries to Melissa Honey for a copy of the Statement of Duties on (03) 6233 5869 or Email Melissa.Honey@development.tas.gov.au. For further information about the position please contact Peter Sheldon-Collins, Acting Assistant General Manager, Phone (03) 6233 5618, Email Peter.Sheldon-Collins@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.

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

ECONOMIC DEVELOPMENT AND TOURISM

INDUSTRY DEVELOPMENT DIVISION

*Screen Tasmania***Administration Officer (424923).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide comprehensive and high level executive assistance and administrative support to the Director of Screen Tasmania and the business unit.

Co-ordinate the day to day functionality of the office, ensuring efficiency of internal operations and communications systems, including handling of enquiries, providing accurate guidance and advice to applicants and stakeholders and managing database systems for accurate tracking of information, applications and contacts.

Desirable Requirements:—Experience using Filemaker Pro.

Enquiries to Karena Slaninka, Director Screen Tasmania, Department of Economic Development and Tourism, Phone (03) 6233 6995, Email Karena.Slaninka@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.

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

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Strategy

Business Support Service

Consultant (963146).

Applications Close:—Friday, 5 September 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time from 1 January 2009 to 30 June 2010.

Location:—Hobart.

Description of the Role:—To provide quality business support and advice across a range of financial and other business processes in schools. Provide financial monitoring, advice and support that promotes best financial practice in schools. Assist in the development and implementation of strategies, policies, plans and advice to assist in effective business support services.

Desirable Requirements:—Relevant tertiary qualifications or studies. 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 Phil Dilger, Department of Education, Phone (03) 6233 6989, Email phil.dilger@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

CORPORATE SERVICES

Finance, Facilities and Business Strategy

Corporate Service Centre

Corporate Systems Team

Manager (Corporate Service Centre) (950465).

Applications Close:—Friday, 5 September 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Manage the provision of a high level, efficient, effective and client focussed corporate support service for schools and business units. Develop and advise on service delivery strategies to support business process and system improvement, training and support within the Department. Provide significant policy and strategic advice to the senior management of the Department and lead the Corporate Service Centre Section in becoming a best practice environment.

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.

For a copy of the Statement of Duties please contact Kerri-Ann Duval-Stewart, Phone (03) 6233 7054, Email kerri-anne.duval-ste@education.tas.gov.au.

Enquiries to Andrew Finch, Department of Education, Phone (03) 6233 7054, Email andrew.finch@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

CORPORATE SERVICES

Finance, Facilities and Business Strategy

Finance and Resource Services

Finance and Resources Project Consultant (962905).

Applications Close:—Friday, 5 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time from 20 September 2008 to 31 December 2009.

Location:—Hobart.

Description of the Role:—To provide high level project management, research and financial resources management consultancy services in relation to the implementation of a new school and college financial management system solution and other assigned projects.

Desirable Requirements:—Membership of a relevant professional organisation. The completion of tertiary qualification in a financial resource management or relevant field, or a significant background in financial resources management.

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.

For a copy of the Statement of Duties please contact Kerri-Anne Duval-Stewart Phone (03) 6233 7054 Email kerri-anne.duval-ste@education.tas.gov.au.

Enquiries to Andrew Finch, Department of Education, Phone (03) 6233 7054, Email andrew.finch@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

CORPORATE SERVICES

Finance, Facilities and Business Strategy

Finance and Resource Services

Finance and Resources Project Officer (963210).

Applications Close:—Friday, 5 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time from 3 January 2009 to 30 June 2010.

Location:—Hobart.

Description of the Role:—To provide high level project management, analysis and research functions in relation to the implementation of a new school and college financial management system solution and other assigned projects.

Desirable Requirements:—The completion of tertiary

qualification in a financial resource management or relevant field, or a significant background in financial resources management.

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 Steve Dineen, Department of Education, Phone (03) 6233 7400, Email steve.dineen@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

EDUCATIONAL PERFORMANCE SERVICES

Educational Review Officer (963205).

Applications Close:—Friday, 5 September 2008.

Salary:—\$77,046 pro rata.

Teaching Service (TPS) Award, Advanced Skills (Non Teaching) Band 2.

Permanent part-time 58.80 hours per fortnight.

Location:—Hobart.

Description of the Role:—Assist in implementing the programme of evaluation of students' achievements and school performance with reference to quality assurance matters. Analyse, report on and develop performance indicators and evaluation strategies as part of the Department's accountability and school improvement processes.

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

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 if payment made under this award. Tertiary qualifications in research.

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 Andrew Jones, Department of Education, Phone (03) 6233 7656, Email andrew.d.jones@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

EDUCATIONAL PERFORMANCE SERVICES

Financial Support Officer (152097).

Applications Close:—Friday, 5 September 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Assist with the management of Educational Performance Services (EPS) including control of accounting for all budgets maintained by the Branch. Assist in the preparation of correspondence, budgets, returns and financial statements. Requisition supplies and equipment and control associated inventories.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant 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 Andrew Jones, Department of Education, Phone (03) 6233 7656, Email andrew.d.jones@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)

St Helens District High School

Pedagogical Literacy Leader K-12 (963794).

Applications Close:—Friday, 5 September 2008.

Salary:—\$86,228 per annum.

Teaching Service (TPS) Award, Assistant Principal, Band 3 Level 3.

Fixed-term full-time from 22 September 2008 to 3 September 2010.

Location:—St Helens District High School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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 John Marshall, Department of Education, Phone (03) 6376 7100, Email john.marshall@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Latrobe High School

School Administrative Officer (952839).

Applications Close:—Friday, 5 September 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Latrobe High School.

Description of the Role:—Assist with the management of the school office including control of accounting for both Government and non-Government funds. Assist in the preparation of correspondence, budgets, returns and financial statements. Requisition supplies and equipment and control inventories and provide general administrative support.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy pre-employment check before taking up the appointment, promotion or transfer.

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 McKenzie, Department of Education, Phone (03) 6426 1061, Email philip.mckenzie@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)

Latrobe High School

School Executive Officer (952853).

Applications Close:—Friday, 5 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Latrobe High School.

Description of the Role:—Manage the school office, in particular control accounting for both Government and non-Government funds. Supervise office staff, grounds staff and cleaning staff. Provide advice to the Principal on all aspects of resource management and management improvement in school administration.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—Studies in accounting or related areas.

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 McKenzie, Department of Education, Phone (03) 6426 1061, Email philip.mckenzie@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 (South)

New Town High School

Assistant Principal (960975).

Applications Close:—Friday, 5 September 2008.

Salary:—\$86,228 per annum.

Teaching Service (TPS) Award, Assistant Principal, Band 3 Level 3.

Fixed-term full-time From 10 February 2009 to 17 December 2010.

Location:—New Town High School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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 Darryl Moir, Department of Education, Phone (03) 6278 0400, Email darryl.moir@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

SKILLS TASMANIA

Purchasing, Information and Research

Executive Officer Support Systems (963506).

Applications Close:—Friday, 5 September 2008.

Salary:—\$64,096–\$67,714 pro rata.

Administrative and Clerical Employees Award, Level 8.

Permanent part-time 44.1 hours per fortnight.

Location:—Hobart.

Description of the Role:—Responsible for systems administration of DELTA and associated systems including electronic lodgement of training contracts and the adoption

of client-centred business approaches to navigating and transacting vocational education and training to meet National and State requirements. Provide advice and support to the Manager on maintaining and improving the management of IT resources. Ensure that specified deadlines and work priorities are achieved and maintained.

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

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

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

For a copy of the Statement of Duties please contact Di House Phone (03) 6233 4873 Email dianne.house@education.tas.gov.au.

Enquiries to Daniel Albert, Department of Education, Phone (03) 6233 4616, Email daniel.albert@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

SKILLS TASMANIA

Strategic Directions

Strategy

Manager Strategy (961051).

Applications Close:—Friday, 5 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Provide leadership in the provision of advice on skill formation, Commonwealth/State business arrangements, strategic planning, performance and policy development to senior management and government. Manage the Section in the performance of its planning, reporting, policy development, research and analysis roles.

Desirable Requirements:—Appropriate tertiary 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.

For a copy of the Statement of Duties please contact Bianca Davies, Phone (03) 6233 7235, Email bianca.davies@skills.tas.gov.au.

Enquiries to Keith Thompson, Department of Education, Phone (03) 6233 7140, Email keith.thompson@skills.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

Policy and Business

Senior Environmental Officer, Food and Textiles (706300).

Applications Close:—Friday, 5 September 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Launceston.

Duties:—As a Senior Environmental Officer, the occupant will undertake the ongoing management of a broad range of environmentally relevant activities, as well as responding to environmental incidents and complaints in accordance with the objectives, principles and requirements of the Resource Management and Planning System, Environmental Management and Pollution Control Act 1994 and other relevant legislation, policies and regulations.

Essential Requirements:—A degree in Science, Engineering or Environmental Studies or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Extensive knowledge and/or experience in the field of best practice environmental management with an emphasis on the areas of pollution prevention, several years relevant post qualification experience, as well as a current motor vehicle drivers licence.

Enquiries to Sarah Richards, Senior Environmental Officer for further information regarding the vacancy Phone (03) 6233 6659 or Email Sarah.Richards@environment.tas.gov.au. For a copy of the Statement of Duties co, Sally Arnold, Phone (03) 6233 6506, Email Sally.Arnold@environment.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

Scientific and Technical

Senior Scientific Officer, Air Modelling (706286).

Applications Close:—Friday, 12 September 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior professional practitioner, co-ordinate and undertake a range of activities associated with industrial and diffuse-source emissions inventories, and atmospheric dispersion modelling. This includes atmospheric studies; impact assessments; application of environmental protection legislation and policy; and liaison with stakeholders.

Essential Requirements:—A degree in Science or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—A broad knowledge of the co-ordination, design and conduct of complex regional atmospheric dispersion modelling, as well as a current motor vehicle driver's licence.

Enquiries to Michael Power, Air Modelling Specialist for further information regarding the vacancy, Phone (03) 6233 6465 or Email Michael.Power@environment.tas.gov.au. For a copy of the Statement of Duties contact, Elaine Adams, Phone (03) 6233 3373, Email Elaine.Adams@environment.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

Scientific and Technical

Senior Scientific Officer, Air Monitoring (706299).

Applications Close:—Friday, 12 September 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior professional practitioner, undertake a range of activities associated with Air Quality monitoring, including software development; data validation; instrument calibration, maintenance and operation; publication of data on the web and elsewhere; and scientific investigation of trends and events recorded in the Air Quality database.

Essential Requirements:—A degree in Science or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Extensive experience in using high-level scientific data analysis software such as IDL, Matlab, or similar, for the purposes of scientific studies as well as a current motor vehicle driver's licence.

Enquiries to Bob Hyde, Air Specialist for further information about the vacancy, Phone (03) 6233 6206 or Email Bob.Hyde@environment.tas.gov.au. For a copy of the Statement of Duties contact, Elaine Adams, Phone (03) 6233 3373, Email Elaine.Adams@environment.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

Scientific and Technical

Senior Scientific Officer, Air/Industry (706298).

Applications Close:—Friday, 12 September 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior professional practitioner, undertake a range of activities associated with the provision of high level scientific and technical advice on the management of air quality issues relating to the assessment and regulation of industrial activities. The position is also to provide advice in relation to a range of ambient air monitoring programmes undertaken by the Environment Division, in particular the air toxics monitoring programme.

Essential Requirements:—A degree in Science or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—A broad knowledge of the nature and impacts of industrial atmospheric emissions as well as a current motor vehicle driver's licence.

Enquiries to Bob Hyde, Air Specialist for further information regarding the vacancy, Phone (03) 6233 6206 or Email Bob.Hyde@environment.tas.gov.au. For a copy of the Statement of Duties contact, Elaine Adams, Phone (03) 6233 3373, Email Elaine.Adams@environment.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

Information Management Branch

RE-ADVERTISED, Senior Web Designer (706266).

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).

Fixed-term full-time, for a period of 12 months.

Location:—Hobart.

Duties:—To create web design and user interfaces that enable ease-of-use and efficiency in web applications and web sites. To lead and contribute to the best possible use of team resources to ensure that deadlines and commitments to clients throughout the Department are met.

Desirable Requirements:—It is desirable that you have at least 5 years experience in commercial website design and production environments, along with completed tertiary qualification(s) or course(s) in graphic design, multimedia and New Media or similar discipline(s).

Enquiries to Asger Steffensen, Knowledge Services Manager, for more information about the vacancy, Phone (03) 6233 4933, Email asger.steffensen@depha.tas.gov.au or Kelly Medhurst for a copy of the Statement of Duties, Phone (03) 6233 5596, Email Kelly.Medhurst@depha.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

Health Professional opportunities (various)

Applications Close:—Friday, 26 September 2008.

Salary:—To be negotiated.

Administrative and Clerical Employees Award or Teaching Service (TPS) Award.

Permanent full-time and fixed term full-time vacancies are available.

Location:—Statewide.

We have a diverse range of opportunities available, current vacancies include: Allied Health, Dental, Medical, Nursing and Paramedic.

Enquiries to HR Consultant, Recruitment Strategy, Department of Health and Human Services, Email expo@dhhs.tas.gov.au.

We encouraged you to visit our website www.dhhs.tas.gov.au/careers and apply online.

HEALTH AND HUMAN SERVICES

Senior Disability Officer (502886).

Applications Close:—Friday, 12 September 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Fixed-term full-time shift worker commencing 18 October 2008 until 16 October 2010.

Location:—Disability Services North West.

Duties:—Co-ordinate services to individual clients, monitor and review intervention strategies. Supervise, support, train and advocate for people with disabilities and supervise staff.

Desirable Requirements:—Qualifications in human services from a recognised academic/training organisation. Comprehensive knowledge and experience in working with people with disabilities, families, service providers, advocates and other key stakeholders. Working knowledge and experience of the disability field.

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

Enquiries to Denise Hamilton, Department of Health and Human Services, Phone (03) 6434 4103, Email denise.hamilton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

*Oral Health***Customer Service Officer (518011).**

Applications Close:—Friday, 12 September 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Fixed-term full-time day work, commencing as soon as possible until 15 June 2010.

Location:—Northern Region.

Duties:—Provide an efficient and effective reception service to all clients and centre based staff as well as administrative and clerical support to Oral Health Services Tasmania staff and external service providers. Liaise and assist in the co-ordination of the day to day functions of the Dental Centre and community clinics. Provide a clerical support service in relation to the administrative functions associated with primary patient care.

Desirable Requirements:—Well developed communication and interpersonal skills, with the ability to liaise with all disciplines of professional staff. Ability to be flexible and work effectively as part of a team in a busy, demanding work environment, together with well developed time management skills and the ability to prioritise work. Demonstrated ability to work with difficult and demanding clients, including a high level of adaptability and flexibility.

Enquiries to Adele Eadie, Department of Health and Human Services, Phone (03) 6336 4118, Email adele.eadie@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

*Population Health***Public and Environmental Health Service.**

Executive Support Officer (515576).

Applications Close:—Friday, 12 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 day work.

Location:—Hobart.

Duties:—As a member of the Business Support Unit, the Executive Support Officer works across work teams and provides high level administrative, programme and project support across all of the Population Health Business Unit. The position also plays a key role in co-ordinating the timely preparation and provision of high quality information and documentation for the Department, Minister and National committees.

Desirable Requirements:—An ability to exercise initiative in gathering, interpreting and analysing information.

Demonstrated organisational and co-ordination skills, with a capacity to work collaboratively as a member of a team, as well as work independently and meet deadlines within the context of a changing organisational environment and competing priorities.

Sound written and oral communication skills, including the ability to liaise effectively with internal and external stakeholders and to prepare reports and submissions.

Enquiries to Felicity Poulter, Department of Health and Human Services, Phone (03) 6222 7723, Email felicity.poulter@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Administration Officer (514090).

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.

Location:—HealthWest, based at Zeehan.

Duties:—Within a Primary Health Care framework and in accordance with Agency policies, provide an accurate and timely clerical and administrative support service. Tasks would include a variety of general administrative and clerical duties including, reception, finance, human resources and customer service.

Desirable Requirements:—Sound knowledge of contemporary office management practices and administrative skills, broad experience in the use of office management software, including the use of Email and internet services and well developed interpersonal and communication skills, with an ability to work effectively with other team members and members of the general public.

Enquiries to Karen Fell, Department of Health and Human Services, Phone (03) 6471 4745, Email karen.fell@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Co-ordinator/Diversional Therapist (514089).

Applications Close:—Friday, 5 September 2008.

Salary:—\$38,464 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 7.

Permanent full-time.

Location:—HealthWest.

Duties:—Co-ordinate recreational centre activities ensuring that aged, frail or disabled clients are encouraged to participate in a wide range of interests and activities orientated towards enhancing their quality of life. Co-ordinate activities ensuring that individual interests, customs, beliefs, cultural and ethnic backgrounds are valued and fostered in activities within the centre. In consultation with the Manager/Care Manager and clients, plan, implement, evaluate and oversee the provision of quality individual and group client programmes and activities at the recreational centre and direct, supervise and co-ordinate staff and volunteers within the Recreational Centre.

Essential Requirements:—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: serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Karen Fell, Department of Health and Human Services, Phone (03) 6471 4745, Email karen.fell@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Administrative Assistant (513300).

Applications Close:—Friday, 12 September 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time day work, working 28 hours per fortnight.

Location:—Clarence Plains Community Health Centre, Rokeby.

Duties:—The position provides a reception service to all clients and staff as well as providing administrative and clerical support to service providers and staff.

Desirable Requirements:—Sound knowledge of, and experience in office management. Demonstrated good communication and interpersonal skills, including the ability to relate to clients in a sensitive and confidential manner. Ability to complete tasks accurately, within set deadlines and within guidelines and protocols.

Essential Requirements:—Enquiries to Marina Campbell, Department of Health and Human Services, Phone (03) 6211 4523, Email marina.campbell@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Alcohol and Drugs Service (South)

Principal Policy Officer (518218).

Applications Close:—Friday, 12 September 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Southern Region.

Duties:—The Principal Policy Officer role is to provide high level advice and support to the Team Leader, Policy Unit on the development, implementation and monitoring of policy initiatives under the Tasmanian Drug Strategy Framework. As an initial priority, the position will support and oversee the development and implementation of the Inter Agency Working Group on Drugs Governance Framework.

Desirable Requirements:—High level of experience in, and knowledge of alcohol, tobacco and other drugs policy and contemporary issues, or proven ability to quickly acquire. High level and demonstrated experience in policy development, service planning, research and evaluation including the ability to produce clear, concise and well written documents within strict and demanding timelines. High level strategic, conceptual, analytical and creative skills and the capacity to understand and work within the political, social and organisational environment impacting on the Agency.

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

Enquiries to Sylvia Engels, Department of Health and Human Services, Phone (03) 6230 7027, Email sylvia.engels@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Senior Social Worker-Transition Care Project (516270).

Applications Close:—Friday, 5 September 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Fixed-term part-time day worker, working 40 hours per fortnight. To commence as soon as possible until 11 September 2009.

Location:—Clinical Services, Allied Health.

Duties:—In accordance with agency policies and relevant professional codes of ethics develop, provide and evaluate social work services for patients of the Transitional Care Unit, LGH. Undertake assessment for suitability of admission to the transition care unit. Undertake case management including the provision of Social Work intervention in consultation with the patient, their carers and community agencies.

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

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Client Services Liaison Officer (512511).

Applications Close:—Friday, 5 September 2008.

Salary:—\$38,464 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 7.

Permanent part-time daywork, 8 hours per fortnight.

Location:—Campbell Town Multi Purpose Service.

Duties:—Monitor and review a range of client services for Home and Community Care (HACC) and other clients, their families and/or carers, within the Campbell Town Health and Community Service catchment area.

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

Enquiries to Jan Harvey, Department of Health and Human Services, Phone (03) 6381 3330, Email jan.harvey@dhhs.tas.gov.au.

You are encouraged to apply on line (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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Finance Manager (507606).

Applications Close:—Friday, 5 September 2008.

Salary:—\$85,057 per annum.

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

Permanent full-time.

Location:—Primary Health, North.

Duties:—As a member of the Primary Health Executive, this position is accountable to the CEO Primary Health. The occupant of the position will provide financial and accounting support and services for Primary Health, provide authoritative advice and expertise to the CEO Primary Health on issues relating to business management, strategic planning and financial performance, operate strategically with responsibility for internal and external reporting and budgeting requirements. Is responsible for the recording of all accounting transactions and finance functions.

Desirable Requirements:—High level resource management skills and experience and knowledge of contemporary management practice, including change management skills with a particular focus on contemporary financial management practices. Demonstrated high level knowledge and understanding of current issues impacting on the health and human services industry, with particular knowledge of issues relating to financial management.

Enquiries to Pip Leedham, Department of Health and Human Services, Phone (03) 6336 5590, Email pip.leedham@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Administrative Assistant (518264).

Applications Close:—Friday, 5 September 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term part-time day work, 40 hours per fortnight, commencing as soon as possible until 19 November 2008.

Location:—Royal Hobart Hospital.

Duties:—Provide comprehensive clerical and computer based administrative support to the Community Relations Unit. Undertake the set up, maintenance, data entry and integrity of the patient information brochure data base as required for administrative and quality improvement purposes. Utilise the patient information brochure database to collate statistics and retrieve information.

Enquiries to Pene Snashall, Department of Health and Human Services, Phone (03) 6222 8050, Email pene.snashall@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Administrative Assistant (508766).

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.

Location:—Royal Hobart Hospital.

Duties:—Manage the day-to-day administrative functions of the office of the Director, Diabetes and Endocrine Services unit and the Director of the Endocrinology Laboratory and ensure the efficient flow of information and correspondence relating to the activities of these units. Provide a high level administrative and secretarial support to the Director of Clinical Endocrinology and the Endocrinology Laboratory. Provide administrative support for project and research work as required by the medical, scientific staff and allied health professionals.

Enquiries to Dr Tim Greenaway, Department of Health and Human Services, Phone (03) 6222 7330, Mobile 0408121054, Email tim.greenaway@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Renal Research Nurse (518067).**

Applications Close:—Friday, 12 September 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Fixed-term part-time day work, 30.4 hours per fortnight, commencing as soon as possible for a period of 12 months.

Location:—Hobart.

Duties:—Undertakes the delivery of quality patient care, through the efficient and effective utilisation of physical and material resources in conjunction with other members of the health-care teams.

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

Enquiries to Dr Matthew Jose, Department of Health and Human Services, Phone (03) 6222 7190, Email matthew.jose@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Senior Speech Pathologist (517462).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Permanent part-time day work, 15.2 hours per fortnight.

Location:—Hobart.

Duties:—Provide specialised clinical assessment and intervention for the requirements of the Speech Pathology service to paediatric patients of the Royal Hobart Hospital.

Assist the Manager, Speech Pathology Service, in providing clinical leadership, professional support and ensuring best practice standards for speech pathology services provided by the Royal Hobart Hospital, in accordance with organisational policies and the professional code of conduct.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

Highly Desirable:—Possession of a current driver's licence.

Enquiries to Gudrun Peacock, Department of Health and Human Services, Phone (03) 6222 8054, Email peacock@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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service***Branch Station Officer (510666).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$59,106 per annum.

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

Permanent full-time shift work.

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

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

Please note that salary quoted is base salary.

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

The Commissioner has determined that the person nominated for this position is to satisfy 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; Crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service***Student Ambulance Officer (Multiple Statewide Vacancies).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$35,875–\$42,474 per annum.

Tasmanian Ambulance Service Award, Student Ambulance Officer.

Fixed-term full-time shift work. Commencing February 2009 for a specified period to enable successful completion of the Associate Degree in Paramedic Studies.

Location:—Various Student Ambulance Officer Vacancies available.

Duties:—Under the direct supervision of a suitably qualified Ambulance Officer provide pre-hospital care, in a competent and expedient manner, transport patients by ambulance or other appropriate means. Undertake tertiary education and training programmes as required.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate to the duties of an Ambulance Officer. Current Driver's 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; Crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Wolfi Rechberger, Department of Health and Human Services, Phone (03) 63365770, Email wolfgang.rechberger@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

North West Area

Community Development Officer (501525).

Applications Close:—Friday, 5 September 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Fixed-term full-time day work commencing as soon as possible until 27 February 2009.

Location:—Children and Family Services, Burnie.

Duties:—As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children. Provide co-ordination and high level advice to Area Management in relation to the development and support of the Community Support Programme to ensure a high level of service delivery to the community. Undertake complex projects in accordance with Area Management direction to ensure the provision and maintenance of operational linkages within local communities and assist in planning the development of community resources.

Desirable Requirements:—Demonstrated experience in and/or knowledge of service provision and funding relationships with community based and private sector organisations. Demonstrated experience in working with Agency and community stakeholders including the development and monitoring of service agreements and contracts. A demonstrated high level of written and verbal communication, negotiation and conflict resolution skills, and the ability to represent Children and Family Services.

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

Enquiries to Cathy Hurst, Department of Health and Human Services, Mobile 0419 579 491, Email cathy.hurst@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability Services

Service Co-ordinator (502849).

Applications Close:—Friday, 12 September 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Fixed-term full-time day work commencing 1 October 2008 until 30 September 2010.

Location:—Disability Services North West.

Duties:—Plan, organise, co-ordinate, and monitor services provided to the client that effectively meet individual client needs.

Desirable Requirements:—Sound knowledge or the ability to quickly acquire this of the disability field and service co-ordination practices, together with demonstrated ability in working with people with disabilities, their families, service providers, advocates and other key stakeholders. Demonstrated commitment and ability to enhance the image of and opportunities for people with disabilities. Well-developed written, oral communication and interpersonal skills, together with the demonstrated capacity to utilise various Microsoft word processing, excel and database software packages.

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

Enquiries to David Mitchell, Department of Health and Human Services, Phone (03) 6434 4103, Email david.mitchell@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Customer Support Officer (511168).**

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.

Fixed-term full-time day work commencing 15 September 2008 until 15 March 2009.

Location:—Housing Tasmania, Burnie.

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.

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 Anna Radford, Department of Health and Human Services, Phone (03) 6434 6280, Email anna.radford@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

*Information Management***Customer Service Delivery Officer (372184).**

Applications Close:—Friday, 12 September 2008.

Salary:—\$38,927–\$51,357 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 1 (A and C Level 3-5).

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—To provide information technology support to departmental clients in the delivery of help desk services, and undertake other operational and infrastructure activities or project initiatives, as required.

Desirable Requirements:—A Degree in Information Technology or related qualifications from a tertiary institution. Accreditation in support and administration of Sun Unix and Microsoft Windows servers and at least 2 years experience in support of that environment. A current drivers licence.

Enquiries to Chaz Redman, Team Leader, Department of Infrastructure, Energy and Resources, Phone (03) 6233 5696, Email chaz.redman@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.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting Jessica Kelly on (03) 6233 2060 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Operations***Utility Officer—2 Vacancies.**

Applications Close:—Friday, 5 September 2008.

Salary:—\$37,378 per annum.

Operational Employees Award, Level 5.

Vacancy No. 372206.

Fixed-term full-time 73.5 hours per fortnight for a period of 3 years.

Location:—Launceston.

Vacancy No. 372207.

Fixed-term full-time 73.5 hours per fortnight for a period of 3 years.

Location:—Launceston.

Duties:—Assist with and support the installation and maintenance of traffic control equipment, in particular the implementation of electronic speed limit signs throughout the State.

Essential Requirements:—A current driver's licence.

Enquiries to Tony Bannister, Senior Electrical Technician, Department of Infrastructure, Energy and Resources, Phone (03) 6336 2694, Email tony.bannister@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.

JUSTICE

MAGISTRATES COURT

*Hobart***Conciliator/Court Officer (354939).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$49,523–\$51,357 pro rata.

Administrative and Clerical Employees Award, Level 5.

Permanent part-time 44.10 hours per fortnight, working Wednesday, Thursday and Friday each week.

Location:—Hobart.

Duties:—Facilitate and conduct conciliations of civil and other matters. Provide high-level advice and assistance to Court users in relation to the progress of matters. Receive and respond to complex enquiries for the Civil Division via the front counter, telephone and electronic medium.

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

Desirable Requirements:—Possession of a recognised qualification in conciliation, mediation or other relevant field or an ability and preparedness to undergo required training.

Enquiries to Evelyn Robertson, Manager, Civil Court, Magistrates Court, Department of Justice, Phone (03) 6233 3620, Email evelyn.robertson@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Andrew Cox on (03) 6233 3607.

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

MAGISTRATES COURT

Launceston

Administrative Support Officer (350227).

Applications Close:—Friday, 5 September 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Launceston.

Duties:—Receive and respond to all general and finance related enquiries for the Criminal and General Division, the Civil Division and all other jurisdictions of the court via the front counter, correspondence, telephone and electronic mediums.

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

Enquiries to Roger Illingworth, Manager North/North West, Magistrates Court, Department of Justice, Phone (03) 6336 2605, Email roger.illingworth@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Roger Illingworth on (03) 6336 2605.

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

MAGISTRATES COURT

Launceston

Clerk (Data Processing) (350236).

Applications Close:—Friday, 5 September 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time 73.5 hours per fortnight, commencing as soon as possible until 2 February 2009.

Location:—Launceston.

Duties:—Processing all formal court documents relative to Court of Petty Sessions, Civil Division, Minor Civil Division and various tribunals including daily court listings and notice board lists.

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

Enquiries to Roger Illingworth, Manager North/North West, Magistrates Court, Department of Justice, Phone (03) 6336 2605, Email roger.illingworth@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Roger Illingworth on (03) 6336 2605.

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

*Media and Marketing Services***Media Liaison Officer (002186).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time (Part-time or flexible work arrangements may be considered).

Location:—Hobart.

Duties:—The Department of Police and Emergency Management is offering an opportunity for an experienced communications specialist to join its Media and Marketing unit to provide an effective liaison between Departmental members, media representatives and other external organisations and to act as first point of contact for media representatives and develop and implement media strategies, media releases and speeches relating to initiatives and incidents.

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

Qualifications and Experience:—Essential qualifications have not been prescribed, however, successful completion of relevant tertiary degree or journalism experience to a similar level will be viewed favourably.

Enquiries to Ms Jodi De Cesare, Acting Manager, Media and Marketing, Corporate Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, Phone (03) 6230 2867, Email Jodi.DeCesare@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, Email applications@police.tas.gov.au.

Applications forwarded by Email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

POLICE AND EMERGENCY MANAGEMENT

SOUTHERN DISTRICT

*Kingston Division***Clerk (001339).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Kingston.

Duties:—Provide administrative/clerical/keyboard support to the Officer in Charge and to other police personnel. Maintain the correspondence system and distribute files and correspondence. Attend to public enquiries, maintain budgetary records and the filing system. Provide administrative support to community and partnership groups.

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

Enquiries to Acting Inspector Scott Coad, Officer in Charge, Kingston Police Station, Department of Police and Emergency Management, 1 Hutchins Street, Kingston 7050, Phone (03) 6230 8005, Email scott.coad@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, Email applications@police.tas.gov.au.

Applications forwarded by Email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

PREMIER AND CABINET

COMMUNITY DEVELOPMENT DIVISION

*Disability Bureau***Policy Analyst (001492).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide advice and support to Government agencies, Local Councils, and community organisations in the implementation of the Tasmanian Government's Disability Framework for Action. Undertake designated projects, policy research, analysis, development, implementation and review at the direction of the Manager, Disability Bureau, including assisting with the delivery of the Companion Card Programme. Contribute to the effective operation of the Disability Bureau.

Desirable Requirements:—Tertiary qualifications in a policy related discipline and/or experience in a related area.

Enquiries to Jo Hall, Senior Policy Analyst, Disability Bureau, Department of Premier and Cabinet, Phone (03) 6233 9243, Email Jo.Hall@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.

PREMIER AND CABINET

LOCAL GOVERNMENT DIVISION

Policy Analyst (001489).

Applications Close:—Friday, 5 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake research, analysis and development of policy issues relating to local government in Tasmania and provide advice on legislation administered by the Local Government Division.

Desirable Requirements:—Legal knowledge gained through the completion of tertiary qualifications or equivalent experience in interpretation of legislation would be an advantage. A current driver's licence.

Enquiries to Alistair Scott, Deputy Director, Local Government Division, Department of Premier and Cabinet, Phone (03) 6233 3132, Email Alistair.Scott@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.

PREMIER AND CABINET

POLICY DIVISION

Policy Analyst (000982).

Applications Close:—Friday, 5 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time (12 months).

Location:—Hobart.

Duties:—To undertake policy research, analysis, development, implementation and review in relation to policies at a strategic level. Provide the Premier and Cabinet with broad-based advice from a Government-wide perspective.

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

Enquiries to Tim Bullard, Director, Policy Division, Department of Premier and Cabinet, Phone (03) 6233 6452, Email Tim.Bullard@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.

PREMIER AND CABINET

POLICY DIVISION

Policy Analyst (000983).

Applications Close:—Friday, 5 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time (12 months).

Location:—Hobart.

Duties:—To undertake policy research, analysis, development, implementation and review in relation to policies at a strategic level. Provide the Premier and Cabinet with broad-based advice from a Government-wide perspective.

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

Enquiries to Tim Bullard, Director, Policy Division, Department of Premier and Cabinet, Phone (03) 6233 6452, Email Tim.Bullard@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.

PREMIER AND CABINET

PUBLIC SECTOR MANAGEMENT OFFICE

Senior Consultant (001491).

Applications Close:—Friday, 5 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time (12 months).

Location:—Hobart.

Duties:—Progress the strategic direction of the State Service (People Directions Framework) through a high level contribution to the government budget initiative on Health and Wellbeing Programme. Provide the Public Sector Management Office management team, State Service Agencies and other stakeholders with advice and support in the development and implementation of this initiative.

Desirable Requirements:—Tertiary qualifications in a relevant discipline. High level computer literacy preferably including experience with internet based applications.

Enquiries to Frank Ogle, Director, Public Sector Management Office, Department of Premier and Cabinet, Phone (03) 6233 6546, Email Frank.Ogle@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

Manager (Wildlife Disease Research) (702898).

Applications Close:—Friday, 5 September 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Mt Pleasant, Launceston.

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 Manager (Wildlife Disease Research) leads a research team in implementing components of the Save the Tasmanian Devil Programme. This will include co-ordination and management of project outputs such as reports and scientific publications; management of the human and physical resources allocated to the project; co-ordination and facilitation of scientific collaborations and ensuring animal ethics and OHandS requirements are met. As a professional specialist with postgraduate research experience, the successful applicant will participate scientifically to the Animal Health DFTD research programme and will supervise, a team of professional, technical and utility staff in the realisation of project goals and outcomes of the Save the Tasmanian Devil Programme.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. Appropriate Course of Study:—For the purpose of the previous section, an appropriate course of study is a Degree in Veterinary Science with postgraduate experience in diagnostic pathology or another health related discipline OR a Degree in Science with post graduate experience in molecular biology, genetics, cytogenetics, oncology or immunology.

Desirable Requirements:—A post graduate academic qualification or experience in a relevant field of veterinary science would be well regarded. 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 Robyn Campain, Phone (03) 6336 5406, Email robyn.campain@dpiw.tas.gov.au.

Applications to Robyn Campain, Administrative Assistant (Diagnostic Services), Department of Primary Industries and Water, P.O. Box 46, Kings Meadows 7249, Phone (03) 6336 5406, Fax (03) 6336 5374, Email robyn.campain@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

Corporate Information Technology

Trainee Computer Support Officer (702896).

Applications Close:—Friday, 5 September 2008.

Salary:—\$202–\$453 per week.

National Training Wage Agreement 2005, Traineeship.

Fixed-term full-time from as soon as possible for two years.

Location:—Hobart.

Commencing salary within the above range is calculated from the year the successful applicant completed year 10.

Duties:—To be trained in basic information technology duties in one or more of the following areas: technical support of computer systems; technical support of computer networks; software development projects; and client support.

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

Enquiries to John Lojek, Phone (03) 6214 5177, Email john.lojek@work-training.com.

Applications to John Lojek, Team Leader, Work and Training, Department of Primary Industries and Water, 1 Bowen Road, Moonah, Tas, 7009, Phone (03) 6214 5177, Fax (03) 6228 2299, Email john.lojek@work-training.com.

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Client Service Officer (702890 and 702891) (2 vacancies).

Applications Close:—Friday, 5 September 2008.

Salary:—\$40,547–\$44,938 per annum.

Administrative and Clerical Employees Award, Customer Service Officer (Level 3-3 to 4-2).

Permanent part-time (36.75 hours per fortnight).

Location:—Hobart/Southern Region.

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

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services on behalf of the three tiers of Government. These service delivery activities will include the accurate collection, receipt and reconciliation of monies and the provision of information.

Essential Requirements:—The Commissioner has determined that the person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: Crimes involving dishonesty.

Desirable Requirements:—12 months experience in a customer service environment, or clerical and administrative environment involving cash handling and reconciliation of monies and the use of current technology.

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

Enquiries to Dean Kane, Phone (03) 6233 5447, Email dean.kane@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Client Service Officer (702892).

Applications Close:—Friday, 5 September 2008.

Salary:—\$40,547–\$44,938 per annum.

Administrative and Clerical Employees Award, Customer Service Officer (Level 3-3 to 4-2).

Permanent full-time.

Location:—Glenorchy/Southern Region.

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

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services on behalf of the three tiers of Government. These service delivery activities will include the accurate collection, receipt and reconciliation of monies and the provision of information.

Essential Requirements:—The Commissioner has determined that the person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: Crimes involving dishonesty.

Desirable Requirements:—12 months experience in a customer service environment, or clerical and administrative environment involving cash handling and reconciliation of monies and the use of current technology.

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

Enquiries to Linda Gunn, Phone (03) 6233 4993, Email linda.gunn@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

*Service Tasmania Operations***Client Service Officer (702893).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$40,547–\$44,938 per annum.

Administrative and Clerical Employees Award, Customer Service Officer (Level 3-3 to 4-2).

Fixed-term full-time (36.75 hours per fortnight).

Location:—New Norfolk/Southern Region.

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

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services on behalf of the three tiers of Government. These service delivery activities will include the accurate collection, receipt and reconciliation of monies and the provision of information.

Essential Requirements:—The Commissioner has determined that the person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: Crimes involving dishonesty.

Desirable Requirements:—12 months experience in a customer service environment, or clerical and administrative environment involving cash handling and reconciliation of monies and the use of current technology.

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

Enquiries to Shane Bourke, Phone (03) 6233 6381, Email shane.bourke@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

*Service Tasmania Operations***Client Service Officer (700042).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$40,547–\$44,938 per annum.

Administrative and Clerical Employees Award, Customer Service Officer (Level 3-3 to 4-2).

Permanent part-time (39 hours per fortnight).

Location:—Triabunna/Southern Region.

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

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services on behalf of the three tiers of Government. These service delivery activities will include the accurate collection, receipt and reconciliation of monies and the provision of information.

Essential Requirements:—The Commissioner has determined that the person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: Crimes involving dishonesty.

Desirable Requirements:—12 months experience in a customer service environment, or clerical and administrative environment involving cash handling and reconciliation of monies and the use of current technology.

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

Enquiries to Shane Bourke, Phone (03) 6233 6381, Email shane.bourke@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

*Land Conservation***Weed Management Planning Officer (700807).**

Applications Close:—Friday, 5 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart, Launceston or Devonport (subject to negotiation).

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

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

Duties:—Provide high level support and advice to the Principal Weed Management Officer for the effective implementation of the Weed Management Act 1999 and achievement of the Department's weed management objectives, by undertaking planning, policy and administrative functions.

Desirable Requirements:—A tertiary qualification in a relevant discipline. Relevant experience in agricultural extension/information transfer preferably in the area of weed management would be an advantage. 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 Sue Reid, Phone (03) 6233 2185, Email sue.reid@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

STRATEGIC POLICY

Senior Policy Analyst (702899).

Applications Close:—Friday, 5 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Initiate and direct research, and analysis to enable the development of high level advice on policy, planning, operational, technical and/or legislative matters with the aim of developing a sustainable urban water sector.

Proactively manage projects (including managing contracts and consultants) that implement the recent reforms to the urban water sector.

Desirable Requirements:—An appropriate tertiary qualification.

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

Enquiries to Ben Goodsir, Phone (03) 6233 3849, Email ben.goodsir@dpiw.tas.gov.au.

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

TAFE TASMANIA

CORPORATE SERVICES

Project Manager Reporting and Co-ordinator Shared Services (000789).

Applications Close:—Friday, 5 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time as soon as possible until 1/3/09.

Location:—South.

Duties:—To project manage a reporting platform as well as assist the General Manager Corporate Services to co-ordinate the establishment of a shared services unit across the Tasmania Tomorrow entities. This work will involve supporting a range of services comprising client services, ICT services, human resource services, financial management services, student management system and facilities management.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications.

Proven experience in corporate or operational management.

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.

Enquiries to Tony Luttrell, General Manager, Corporate Services, TAFE Tasmania, Phone (03) 6233 4607, Mobile 0418 120 875, Email Tony.Luttrell@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.

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

CORPORATE SERVICES

*Facilities and Planning***Facilities Officer (331243).**

Applications Close:—Friday, 12 September 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—South.

Duties:—Provide efficient and effective client focused services within a region or campus associated with procurement of goods and services, asset/stores control, courier service, security and the implementation of operational maintenance programmes.

Desirable Requirements:—Current drivers licence.

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.

Enquiries to Chris Jacobs, Facilities Manager, Clarence, TAFE Tasmania, Phone (03) 6245 8086, Mobile 0429 861 565, Email Chris.Jacobs@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.

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TAFE TASMANIA

CORPORATE SERVICES

*Facilities and Planning***Support Services Supervisor/Specialist (322548).**

Applications Close:—Friday, 12 September 2008.

Salary:—\$35,598 per annum.

Miscellaneous Workers (Public Sector) Award, Support Services Worker, Classification 2.

Permanent full-time.

Location:—South.

Duties:—To supervise the activities of Support Services Workers and/or undertake specialised duties under the Regional Facilities Manager's direction. This may involve cleaning, grounds keeping, stores, and residential services duties, to assist with the efficient operation of TAFE Tasmania.

This role will commence as an evening shift, but must be flexible as business needs change.

Desirable Requirements:—To have completed a recognised training programme in the areas covered by the primary tasks. Fork lift licence. First aid certificate.

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.

Enquiries to John Lamp, A/Facilities Manager, Hobart, TAFE Tasmania, Phone (03) 6233 7390, Mobile 0418 149 845, Email John.Lamp@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.

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TAFE TASMANIA

DELIVERY TEAMS

Teacher (Refrigeration and Air Conditioning) (330809).

Applications Close:—Friday, 12 September 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—South.

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

It would be beneficial for potential applicants to have the following: Certificate III or trade certificate in Refrigeration and Air Conditioning. Strong industry knowledge. Basic knowledge of electrical concepts and applications. ARC licence.

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.

Enquiries to Tony McKinlay, Team Leader, Refrigeration and Air Conditioning, TAFE Tasmania, Phone (03) 6214 4400, Mobile 0437 987 918, Email Tony.McKinlay@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.

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

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TAFE TASMANIA

DELIVERY TEAMS

Teacher (Start @ TAFE) (331467, 331468)—2 Vacancies.

Applications Close:—Friday, 12 September 2008.

Salary:—\$44,085–\$65,971 pro rata.

TAFE Teachers Award, Teacher.

Permanent part-time (0.4 FTE, 28 hours per fortnight) and Permanent part-time (0.6 FTE, 42 hours per fortnight).

Location:—South.

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

Start @ TAFE is a Tasmanian initiative designed to re-engage early school leavers in further education and training to gain basic workplace skills in a flexible learning environment that meets their individual needs. The qualification delivered is Certificate II in Workplace Practices.

Are you extraordinary? Do you have wide and varied experiences in life and the workplace? Are you a positive person who inspires others to be and do their best? Are you up for the challenge to contribute to a team who are innovative, dedicated and inspirational? Do you connect with youth "At Risk" and have experience with working with young people?

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. Experience working with or training young people.

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.

Enquiries to Susie Aulich, Team Leader, TAFE Tasmania, Mobile 0447 823 300, Email Susie.Aulich@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.

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

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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
Electrotechnology

Teacher (Electrical Instrumentation)—2 Vacancies.

Applications Close:—Friday, 12 September 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Vacancy No. 322307.

Permanent full-time.

Location:—North West.

Vacancy No. 331535.

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. Current A Grade Electrical License.

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.

Enquiries to Denise Colledge, Team Leader, TAFE Tasmania, Phone (03) 6434 5790, Email Denise.Colledge@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.

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

TAFE TASMANIA

ORGANISATIONAL AND BUSINESS DEVELOPMENT

Business and Industry Solutions

Manager Business and Industry Solutions North-West (331220).

Applications Close:—Tuesday, 9 September 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—North-West.

Duties:—Provide leadership in the initiative, development and maintenance of relationships with business. Relationship manage a portfolio of clients with a focus on

growing profitable business through developing new and mutually beneficial business opportunities with existing clients and acquiring new clients. Provide input to and take responsibility for the implementation of relevant strategies to ensure TAFE Tasmania strengthens its existing business relationships and creates new ones. The occupant will be part of a high performance team focused on delivering client led solutions and also provide leadership to a regional Business and Industry Solutions team.

The occupant of this role will be an enthusiastic and driven individual who will embody a 'Working with Business, for Business, like Business' culture. In applying for this role the person will need to demonstrate their suitability to meet the selection criteria detailed and they will hold strong industry aligned values, and truly embrace the fact that TAFE Tasmania is a vital part of ensuring that Tasmania's economy remains strong and productive.

Desirable Requirements:—Demonstrated skills in relationship management and/or business development at a senior management level in an educational/training environment. Knowledge of the training marketplace and training framework with an understanding of current trends. An understanding of the benefits of workforce development to an organisation. Current driver's license. Relevant tertiary qualifications.

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. Applicants are strongly urged to contact Jan Edwards in the first instance for further information regarding this vacancy.

Enquiries to Jan Edwards, Executive Manager, Business Development, TAFE Tasmania, Phone (03) 6233 7337, Mobile 0419 366 230, Email Jan.Edwards@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.

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.

THE PUBLIC TRUSTEE

ADMINISTRATION

Administrative Assistant (790219).

Applications Close:—Friday, 5 September 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—As the first point of contact for The Public Trustee the administrative assistant provides a professional reception service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts and contributes to the achievement of team objectives.

Desirable Requirements:—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, a high level of oral and written communication skills and appropriate clerical experience and/or skills. They may have a general knowledge of basic and estate and trust management procedures, practices and regulations or the ability to quickly acquire such knowledge. They will have the ability to work effectively in a team environment and the capacity to adapt to and participate effectively in ongoing organisational improvement directed towards continually improving client service. Finally, they will have an understanding of contemporary workplace practices including a commitment to the principles of workplace diversity and workplace health and safety within the working environment.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the www.jobs.tas.gov.au website.

Enquiries to Jamie Lawrence, Southern Branch Manager, The Public Trustee, G.P.O. Box 1565, Hobart 7001, Phone 6233 7607, Email jlawrence@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, The Public Trustee, 116 Murray Street, Hobart, Tas, 7000, Phone 6233 7706, Email kjohns@publictrustee.tas.gov.au.

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community. Further information about our services is available at www.publictrustee.tas.gov.au.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Government Finance and Accounting Branch

Specialist Financial Accountant (724132).

Applications Close:—Friday, 12 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior member of the Government Finance and Accounting Branch, the occupant will: provide specialist advice on contemporary financial management issues for Government departments, including researching and developing accounting, reporting and taxation policies; ensure the reliability and quality of budgeting, financial reporting and advice relating to the Public Account and the Finance-General Division; provide specialist advice to the Department, the Government and other agencies on accounting and reporting of public sector finances; and assist with the management of the Financial Services Unit, including the professional development of staff.

As part of this role, it is important to keep abreast of developments in contemporary financial management issues and emerging trends in both the public and private sectors.

In the context of the selection criteria, to be successful in the position applicants will have: a strong background in researching, analysing and synthesising financial management issues; high level verbal and written communication skills; the ability to effectively liaise with a range of internal and external stakeholders; demonstrated ability to understand complex issues and identify possible solutions; high level accounting and financial systems skills; and high level organisational and self-management skills.

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

Enquiries to Jenny Scott, Assistant Director, Government Finance and Accounting Branch, Department of Treasury and Finance, Phone (03) 6233 3758, Email jenny.scott@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

Intergovernment and Financial Policy Branch

Specialist Policy Analyst (724125).

Applications Close:—Friday, 12 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—To support the Assistant Director by independently initiating, planning, directing and undertaking research investigations and analysis primarily on regulatory and legal issues in relation to reform of Tasmania's water and sewerage sector. The position will also contribute to the management of the Team's resources in order to ensure the meeting of milestones and budget objectives.

In the context of the selection criteria, to be successful in the position, applicants will: demonstrate the ability to identify strategic issues, understand complex issues, identify problems and assess and recommend possible solutions; and demonstrate an understanding of economic regulation and the behavioural drivers of stakeholders.

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

Enquiries to Kim Enkelaar, Assistant Director, Regulatory and Communications, Intergovernment and Financial Policy Branch, Department of Treasury and Finance, Phone (03) 6233 2334, Email kim.enkelaar@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 or alternatively by phoning Melissa Webster on (03) 6233 3483.

Senior Executives

PREMIER AND CABINET

LOCAL GOVERNMENT DIVISION

Director Partnerships Agreements (000598).

Applications Close:—Friday, 5 September 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Senior Executive.

Location:—Hobart.

Duties:—Provide strategic direction and advice to the Premier and the Cabinet about Local Government Partnership Agreements. Within a broad strategic

framework, initiate, develop, implement and monitor the development of Partnership Agreements. Ensure a whole of government focus for the development of policies and programmes arising through Partnership Agreements. Provide direction to, and manage the Partnership Agreements Team in the Division of Local Government. Assist in managing the strategic relationship between the State and Local Government.

Desirable Requirements:—Tertiary qualifications or demonstration of an equivalent level of skills.

Enquiries to Jessie Byrne, Director, Local Government Division, Department of Premier and Cabinet, Phone (03) 6233 6091, Email Jessie.Byrne@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.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Finance Officer	A. Spargo	6 months	21.08.08
Environment, Parks, Heritage & the Arts	Liaison Officer	D. Kellahan	6 months	25.08.08
Environment, Parks, Heritage & the Arts	Administrative Support Officer	C. Reidy	6 months	25.08.08
Environment, Parks, Heritage & the Arts	Visitor Reception Officer	C. Harvey	6 months	20.08.08
Health & Human Services	Medical Scientist	R. Peterson	6 months	11.08.08
Health & Human Services	Domestic Services Officer	M. Poulter	6 months	24.08.08
Health & Human Services	Registered Nurse	J. Van Tatenhove	6 months	17.08.08
Health & Human Services	Registered Nurse	J. Hilton	6 months	17.08.08
Health & Human Services	Registered Nurse	K. Edwards	6 months	17.08.08
Health & Human Services	Enrolled Nurse	L. McAlpine	6 months	17.08.08
Health & Human Services	Administrative Assistant	H. Lawson	6 months	25.08.08
Health & Human Services	Business Analyst	J. Horton	6 months	19.08.08
Infrastructure, Energy & Resources	Executive Assistant	R. Coulson	6 months	08.09.08
Infrastructure, Energy & Resources	Service Delivery Consultant	L. Heazlewood	6 months	18.08.08
Infrastructure, Energy & Resources	Service Delivery Consultant	S. McElwee	6 months	18.08.08
Infrastructure, Energy & Resources	Scientific Officer	T. Leaman	6 months	11.08.08
Infrastructure, Energy & Resources	Senior Compliance Officer	D. Gillie	nil	18.09.08
Infrastructure, Energy & Resources	Network Supervisor	D. Elmer	6 months	18.08.08
Police & Emergency Management	Computer Systems Officer	M. Fewings	6 months	25.08.08
Police & Emergency Management	Clerk	C. Bigwood	6 months	08.09.08
Premier & Cabinet	Technical Specialist Officer	T. Hill	6 months	07.08.08
Primary Industries & Water	Senior Hatchery Officer (Fisheries Management and Planning)	G. Jones	6 months	21.08.08
Primary Industries & Water	Senior Adviser (Monitoring and Stewardship)	L. Mendel	6 months	21.08.08
Primary Industries & Water	Computer Systems Officer	P. McLean	6 months	19.08.08
Treasury & Finance	Executive Assistant	S. Rowan	6 months	25.08.08

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>
Environment, Parks, Heritage & the Arts	Project Assistant, Markree Museum	A. Curtis	2 years	16.08.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	J. Davey	Senior Project Manager	15.08.08
Economic Development & Tourism	G. Parssey	Manager International Industry Support	18.08.08
Economic Development & Tourism	E. Johnson	Human Resource Officer	21.08.08
Economic Development & Tourism	G. Maynard	Project Officer - Indigenous Sport	21.08.08
Economic Development & Tourism	R. Campbell	Senior Project Manager	25.08.08
Economic Development & Tourism	K. Dickinson	Program Manager	25.08.08
Health & Human Services	P. Marriot	Principal Finance Officer	25.08.08
Health & Human Services	J. Riddell	Cook	24.08.08
Health & Human Services	T. Murray	Communications Officer	25.08.08
Health & Human Services	V. Arnol	Endoscopy Unit Booking Clerk	08.09.08
Health & Human Services	J. House	Clinical Nurse	03.08.08
Health & Human Services	A. Venetsanakos	Clinical Nurse	03.08.08
Health & Human Services	J. Christensen	Clinical Nurse	03.08.08
Health & Human Services	M. Smith	Team Leader	21.08.08
Health & Human Services	S. Ball	Co-ordinator Identification Services	20.08.08
Health & Human Services	P. Bell	Clinical Support Officer	24.08.08
Police & Emergency Management	E. Browne	Assistant Director (Operations and Resources)	15.08.08
Police & Emergency Management	D. White	Systems Co-ordinator Organisational Learning	15.08.08
Premier & Cabinet	K. Gonda	Senior Consultant	11.08.08
Premier & Cabinet	K. Brown	Administrative Officer	18.08.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Driver	A. Draayers	15.08.08
Health & Human Services	Specialist Medical Orderly	R. Kwongwah	18.08.08
Health & Human Services	Senior Nuclear Medicine Technologist	F. Lee	18.08.08
Health & Human Services	Graduate Administrative Trainee	T. Duke	01.08.08
Health & Human Services	Customer Support Officer	D. McCormick	26.03.08
Health & Human Services	Team Leader	H. Gammidge	22.08.08
Health & Human Services	Senior Specialist Radiographer	A. Lee	22.08.08

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Justice	Clerk	V. Casey	22.08.08
Premier & Cabinet	Business Development Consultant	R. Dobson	22.08.08
Treasury & Finance	Assistant Director	S. FitzGerald	22.08.08
Treasury & Finance	Senior Financial Analyst	S. Todd	22.08.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Police & Emergency Management	A. Cusack	Health & Human Services	IT Consultant	25.08.08
Health & Human Services	A. Koroma	Premier & Cabinet	Policy Analyst	25.08.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Pharmacy Receptionist	Maree Harwood	18.08.08

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