



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.

Email copy to 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. 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.

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.

Government Gazette:—

Copy must be received by Print Applied Technology Pty Ltd by prior to publication.

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

TASMANIAN GOVERNMENT GAZETTE & TASMANIAN STATE SERVICES NOTICES

PUBLICATION AND COPY CLOSURE DATES

Christmas 2008

COPY for the Tasmanian Government Gazette and State Service Notices to be published on Wednesday, 24 December 2008:—

All copy for the General Gazette must be received by 12pm on Friday 19 December 2008.

Copy for the State Services must be received by 12 noon on Friday 19 December 2008.

COPY for the Tasmanian Government Gazette to be published on Wednesday, 31 December 2008:—

All copy for General Gazette must be received by 12pm on 23 December 2008.

NOTE: There will not be a State Service section on this date.

COPY for the Tasmanian Government Gazette and State Service Notices to be published on Wednesday, 7 January 2009:—

All copy for the General Gazette must be received by 4 p.m. on Friday, 2 January 2009.

ECONOMIC DEVELOPMENT AND TOURISM

ENTERPRISE DEVELOPMENT DIVISION

Regional Office North

Client Manager (424069).

Applications Close:—Friday, 12 December 2008.

Salary:—\$66,660–\$70,423 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Launceston.

Duties:—Deliver sustainable economic benefits to Northern Tasmania through support and assistance to enterprises in Northern Tasmania, with the objective of maximising employment, investment and growth outcomes in accordance with the Department's economic objectives.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or professional affiliations. Current drivers licence.

Enquiries to Glenys Holt for a copy of the Statement of Duties on (03) 6336 2822 or email Glenys.Holt@development.tas.gov.au. For further information about the position please contact Tom Black, Regional Manager North, phone (03) 6336 2891, email Tom.Black@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

COMMUNITY KNOWLEDGE NETWORK

Adult and Community Learning Services

Tasmanian Communities Online

Co-ordinator, Community Learning and Information Services (963312).

Applications Close:—Friday, 12 December 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Permanent part-time 47 hours per fortnight.

Location:—Wynyard/Yolla Online Access Centre.

Description of the Role:—To co-ordinate the day-to-day delivery of community learning and information services in an Online Access Centre or specified Library.

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

Desirable Requirements:—Certificate IV in Workplace Training and Assessment, Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification.

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 Anne-Marie Lillico, Department of Education, phone 0419 151 519, email anne-marie.lillico@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

Adult and Community Learning Services

Tasmanian Communities Online

Co-Ordinator, Community Learning and Information Services (963314).

Applications Close:—Friday, 12 December 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Permanent part-time 54 hours per fortnight.

Location:—Ulverstone/Forth Online Access Centre.

Description of the Role:—To co-ordinate the day-to-day delivery of community learning and information services in an Online Access Centre or specified Library.

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

Desirable Requirements:—Certificate IV in Workplace Training and Assessment, Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification.

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 Anne-Marie Lillico, Department of Education, phone 0419 151 519, email anne-marie.lillico@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Information Technology Consultant (104664).

Applications Close:—Friday, 12 December 2008.

Salary:—\$64,096–\$67,714 per annum.

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

Permanent full-time.

Location:—Hobart.

Description of the Role:—Undertake consultancies in information technology in one or more of the following areas: technical support of IT infrastructure including desktop PC equipment and associated information technology peripherals, networking equipment and servers. software support and development projects. client support. consultancy and planning.

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

Desirable Requirements:—post secondary qualification and/or industry experience relevant to the position. At least three years experience in the delivery of IT support and infrastructure services. A current drivers licence.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant 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 Paul Enkelaar, Department of Education, phone (03) 6233 2290, email paul.enkelaar@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Application Support and Development

IT Officer (960981).

Applications Close:—Friday, 12 December 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.

Location:—Hobart.

Description of the Role:—To provide customer focused information technology support services and assist with the support and development of departmental computer infrastructure. Plan and implement troubleshooting, hardware support and software management strategies. Provide supervision and training for other ICT support staff.

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

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

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

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

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

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Schools and Client IT Support

IT Officer—2 Vacancies.

Applications Close:—Friday, 12 December 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Vacancy No. 963488.

Permanent full-time.

Location:—Riverside High School.

Vacancy No. 963489.

Permanent full-time.

Location:—Prospect High School.

Description of the Role:—To provide customer focused information technology support services and assist with the support and development of departmental computer infrastructure. Plan and implement troubleshooting, hardware support and software management strategies. Provide supervision and training for other ICT support staff.

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

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

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

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

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

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

EDUCATIONAL PERFORMANCE SERVICES

WITHDRAWN, Clerk (961744).

Applications Close:—Friday, 12 December 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time 73.5 hours per fortnight 52 weeks per year commencing on 17 December 2008.

Location:—Hobart.

Description of the Role:—Carry out clerical, keyboard and general administrative duties as required in relation to the functions of an office, section or unit. Supervise the records of the office, section or unit. Assist in routine operational processes.

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.

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 7066, 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) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

HOBART COLLEGE

College Office Clerk (953753).

Applications Close:—Friday, 12 December 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart College.

Description of the Role:—To provide general clerical and administrative support in the College office, including client service, maintenance of the School Administration Computer system (SACS) database and the Open Learning Data Warehouse as well as records management, word processing and other duties as required.

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

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

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

Enquiries to Jackie Harris, Department of Education, phone 0408 441 800, email jackie.harris@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Teacher, Maths and Science (203870).

Applications Close:—Friday, 12 December 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 9 February 2009.

Location:—To be negotiated.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Ability to teach Maths and Science. 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 Ben Neate, Department of Education, phone (03) 6336 2594, email benjamin.neate@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) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Teacher Aide (Multiple).

Applications Close:—Friday, 12 December 2008.

Salary:—\$36,554–\$39,434 per annum.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time and/or Fixed-term part-time (options for hours see below).

Location:—Various locations within Learning Services North.

Please note:—Numerous vacancies for Teacher Aides within schools of the Learning Services (North) will become available in 2009. These vacancies will be filled on either part-time permanent or fixed-term basis.

Vacancy No. 100001. 41 - 55 hours per fortnight for up to 42 weeks per year from 9 February 2009.

Vacancy No. 100002. 21 - 40 hours per fortnight for up to 42 weeks per year from 9 February 2009.

Vacancy No. 100003. 10 - 20 hours per fortnight for up to 42 weeks per year from 9 February 2009.

Applicants must indicate on the Application for Employment form whether they wish to be considered for permanent and/or fixed-term vacancies by stating the relevant vacancy number(s).

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students.

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

Desirable Requirements:—Previous experience working with High and additional needs students is an advantage. College or TAFE studies in health and/or education.

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 Amanda Smith, Department of Education, phone (03) 6336 2524, email amanda.smith@education.tas.gov.au or Michael Walker, Department of Education, phone (03) 6336 2538, email michael.walker@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Port Dalrymple School

Advanced Skills Teacher (955066).

Applications Close:—Friday, 12 December 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Port Dalrymple School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector 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 Phil Challis, Department of Education, phone (03) 6382 0500, email philip.challis@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

St Helens District High School

Assistant Principal (203662).

Applications Close:—Friday, 12 December 2008.

Salary:—\$86,228 per annum.

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

Fixed-term full-time 70 hours per fortnight from 9 February 2009 to 17 December 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 of up to 1000 words addressing the selection criteria, a 2 page CV and nominate two referees.

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 1214, email john.marshall@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Edith Creek Primary School

Teacher Aide—2 Vacancies.

Applications Close:—Friday, 12 December 2008.

Salary:—\$36,554–\$39,434 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 300213.

Permanent part-time 20 hours per fortnight up to 42 weeks per year.

Location:—Edith Creek Primary School.

Vacancy No. 960803.

Permanent part-time 14 hours per fortnight up to 42 weeks per year.

Location:—Edith Creek Primary School.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students.

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. 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:—College or TAFE studies in health and/or education.

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 Hudson, Department of Education, phone 0418 128 772, email john.hudson@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South)

Huonville Primary School

Principal (204186).

Applications Close:—Friday, 12 December 2008.

Salary:—\$101,945 per annum.

Teaching Service (TPS) Award, Band 3, Level 6.

Permanent full-time.

Location:—Huonville Primary School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: crimes of violence, sex related offences, serious drug offences.

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

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

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

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

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South)

Ogilvie High School

Advanced Skills Teacher—2 Vacancies.

Applications Close:—Friday, 12 December 2008.

Salary:—\$77,046 per annum.

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

Vacancy No. 951088.

Fixed-term full-time from 10 February 2009 until 17 December 2010.

Location:—Ogilvie High School.

Vacancy No. 962161.

Fixed-term full-time from 10 February 2009 until 17 December 2010.

Location:—Ogilvie High School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector 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 Judith Timbs, Department of Education, phone (03) 6228 8800, email judith.timbs@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

*Learning Services (South-East)***Guidance Officer (962828).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Guidance Officer.

Permanent full-time.

Location:—To be negotiated.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Registration as a Psychologist within Tasmania or possession of a degree with a fourth year qualification in Psychology which will enable registration following two years of supervised practice as a Guidance Officer. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—A current driver's licence. Eligible for membership of the Australian Psychological Society.

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 Diana Williams, Department of Education, phone (03) 6261 7108, email diana.williams@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

*Learning Services (South-East)***Social Worker (954156).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$46,148–\$73,844 per annum.

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

Fixed-term full-time from 1 January 2009 to 31 December 2009.

Location:—Learning Services (South East).

Description of the Role:—Work in nominated schools

to provide a social work service which supports increased attendance of specified students. Contribute to capacity building within families and schools to improve access, participation and achievement of students.

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: crimes of violence, sex related offences, serious drug offences.

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

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

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

Enquiries to Tamika Ross, Department of Education, phone (03) 6212 3301, email tamika.ross@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) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Distance Education Tasmania

Advanced Skills Teacher (963848).

Applications Close:—Friday, 12 December 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Distance Education Tasmania.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector 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 Janine Bowes, Department of Education, phone (03) 6233 7786, email janine.bowes@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

Principal Policy Analyst (106376).

Applications Close:—Friday, 12 December 2008.

Salary:—\$101,945 per annum.

Teaching Service (TPS) Award, Band 3, Level 6.

Fixed-term full-time from as soon as possible for 2 years (Non Teaching conditions apply).

Location:—Hobart.

Description of the Role:—Manage policy development for the education system that reflects government direction, national initiatives, international trends and achievements, and interagency service improvement opportunities. Provide high level advice on the development and implementation of the Department's strategic policies to the Secretary and General Manager, including advice on cross-agency issues and responsibilities.

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

Enquiries to Jenny Gale, Department of Education, phone (03) 6233 7985, email jenny.gale@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

Scientific and Technical

Marine Pollution Officer (706324).

Applications Close:—Friday, 12 December 2008.

Salary:—\$61,012–\$62,895 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent part-time (0.6FTE).

Location:—To be negotiated.

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

Duties:—To manage the Department's responsibilities in relation to Tasmania's obligations under the National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances (the 'National Plan'). To administer and co-ordinate the activities of the State Marine Pollution Committee. To develop, co-ordinate and conduct training courses and exercises in relation to the management of Tasmania's response to ship-sourced pollution incidents.

Desirable Requirements:—At least 5 years practical experience in emergency response and emergency management and/or developing and conducting training courses in these fields, project management qualifications/experience and a current motor vehicle driver's licence.

Enquiries to Elaine Adams for a copy of the Statement of Duties or further information regarding the vacancy, 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

PARKS AND WILDLIFE SERVICE

Operations and Performance

North West Region

Ranger (706329).

Applications Close:—Friday, 12 December 2008.

Salary:—\$43,922–\$46,736 per annum.

Parks and Wildlife Service Agreement 1996, Level 3.

Permanent full-time.

Location:—Cradle Mountain.

In addition to the above salary a loading of 31% under the Parks and Wildlife Industrial Agreement is payable to employees who meet the allowance conditions required by the Agreement. Total salary if meeting the conditions would be \$57,538 - \$61,224.

Duties:—Assist in managing, maintaining and protecting of areas under the jurisdiction of the Department, including departmental assets, bio-diversity, geo-diversity, historic and Aboriginal heritage, within the Region and the Overland Track.

Essential Requirements:—A current motor vehicle driver's licence Workplace, Level 2 First Aid Certificate or the ability to acquire prior to appointment.

Desirable Requirements:—Progress towards a Diploma of Environmental and Cultural Resources (Park Management) or equivalent qualification from a recognised tertiary institution.

Enquiries to Eddie Staier, Parks and Reserves Manager for information regarding the role or for a copy of the Statement of Duties, phone (03) 6492 1115, email Eddie.Staier@parks.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.

HEALTH AND HUMAN SERVICES

Allied Health Professional Forensic Disability (515620).

Applications Close:—Friday, 12 December 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Disability Services, Complex and Exceptional Needs, Hobart.

Duties:—In accordance with primary health care principles, Agency policy and direction, legal requirements, Service policy and procedures and professional competencies, undertake the delivery of quality client care services, based on best practice and within a collaborative and transdisciplinary framework. The position will assist in the development of linkages across the programme areas of Disability Services, Forensic Mental Health Services and Correctional Health Services to ensure quality support services to people with a disability.

Desirable Requirements:—Demonstrated contemporary knowledge of Disability, Correctional and Forensic Mental Health support and service models particularly for people with a disability. Demonstrated knowledge of and a commitment to the principles of community support, integration and quality improvement. Proven ability to work collaboratively as a part of team including the ability to be adaptable and flexible in a complex environment and to identify mutually acceptable solutions in situations of differing interests.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Kereth West, Department of Health and Human Services, phone (03) 6233 2259, email kereth.west@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

Child Protection Worker (516150).

Applications Close:—Friday, 12 December 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Fixed-term casual day work commencing 19 January 2009 until 15 January 2010.

Location:—Children and Family Services, South East.

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

Desirable Requirements:—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility. Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public. A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Bruce Kemp, Department of Health and Human Services, phone (03) 6230 7755, email bruce.kemp@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

Youth Justice Worker (501597).

Applications Close:—Friday, 12 December 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Fixed-term full-time day work commencing as soon as possible until 05 September 2009.

Location:—Youth Justice Services, Burnie.

Duties:—As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programmes and case manage a caseload of identified clients on legal orders.

Desirable Requirements:—Demonstrated ability to work within a legislative framework, together with a good knowledge and understanding of the Youth Justice Act 1997 or the ability to acquire the same. Demonstrated high standard of communication skills, in particular strong interpersonal, conflict resolution, counselling and group work skills together with the ability to present confidently in public with groups and stakeholders. Demonstrated knowledge of and ability to work within restorative justice and community capacity building principles or the ability to acquire the same.

Essential Requirements:—Satisfactory completion of an appropriate course of study from a recognised tertiary institution. A current drivers licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to David Fischmann, Department of Health and Human Services, phone (03) 6434 6449, email david.fischmann@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

Youth Justice Worker, Casual Pool (516267).

Applications Close:—Friday, 12 December 2008.

Salary:—per annum.

Senior Executive.

Fixed-term casual day work commencing as soon as possible until 07 December 2010.

Location:—Youth Justice Services, Burnie.

Duties:—As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programmes and case manage a caseload of identified clients on legal orders.

Desirable Requirements:—Demonstrated ability to work within a legislative framework, together with a good knowledge and understanding of the Youth Justice Act 1997 or the ability to acquire the same. Demonstrated high standard of communication skills, in particular strong interpersonal, conflict resolution, counselling and group work skills together with the ability to present confidently in public with groups and stakeholders. Demonstrated knowledge of and ability to work within restorative justice and community capacity building principles or the ability to acquire the same.

Essential Requirements:—Satisfactory completion of an appropriate course of study from a recognised tertiary institution. A current drivers licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the

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

Enquiries to David Fischmann, Department of Health and Human Services, phone (03) 6434 6449, email david.fischmann@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

CARE REFORM

Programme Manager, Partners in Health (517526).

Applications Close:—Friday, 19 December 2008.

Salary:—\$65,874–\$75,280 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

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

Location:—34 Davey Street, Hobart.

PLEASE NOTE: Interviews will not be held until mid January 2009.

Duties:—Provide high level co-ordination, support, advice, analysis and expertise in relation to the strategic aims and activities associated with the Partners in Health agreement between the University of Tasmania Faculty of Health Science and the Department of Health and Human Services. Participate in the development of policies and projects relating to implementation of Tasmania's Health Plan, Faculty of Health Science strategic agenda and Partners in Health strategic objectives. This is a Conjoint Position between Department of Health and Human Services and the University of Tasmania Faculty of Health Science.

Desirable Requirements:—High, Level experience in and knowledge of health workforce and higher education issues, including specific knowledge of Partners in Health, Tasmania's Health Plan and the Faculty of Health Science strategic agenda, or the proven ability to quickly acquire such knowledge. High level experience in policy development, research, analysis and evaluation including the ability to produce clear, concise and well written documents within strict and demanding deadlines. Demonstrated knowledge and experience of project management in accordance with the Tasmanian Government Project Management Framework.

Enquiries to Dr Elizabeth Shannon, Department of Health and Human Services, phone (03) 6233 3531, email elizabeth.shannon@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, Tasmania 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

FINANCE AND BUSINESS PERFORMANCE

*Budget and Reporting***Business Analyst (517577).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$50,816–\$56,463 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4.

Permanent full-time day work, working 76 hours per fortnight.

Location:—Budget and Reporting, Hobart.

Duties:—The Business Analyst will assist with the development, communication, and implementation of policy in relation to budgetary, financial and resource management matters, and for the preparation of financial information associated with the Department's budget, financial statements and taxation obligations. The Business Analyst will be expected to exercise judgement, initiative and interpretive skills in carrying out the functions of the position. The Business Analyst will be expected to prioritise his/her workload with overall supervision and direction provided by the team leaders within Finance on specific projects and tasks.

Desirable Requirements:—The Business Analyst will assist with the development, communication, and implementation of policy in relation to budgetary, financial and resource management matters, and for the preparation of financial information associated with the Department's budget, financial statements and taxation obligations. The Business Analyst will be expected to exercise judgement, initiative and interpretive skills in carrying out the functions of the position. The Business Analyst will be expected to prioritise his/her workload with overall supervision and direction provided by the team leaders within Finance on specific projects and tasks.

Enquiries to Pat Cummins, Department of Health and Human Services, phone (03) 6236 5807, email pat.cummins@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

FINANCE AND BUSINESS PERFORMANCE

*Budget and Reporting***Corporate Accountant (500311).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$79,047–\$82,814 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work, 76 hours per fortnight.

Location:—Budget and Reporting, Hobart.

Assist the Manager, Budget and Reporting in financial management and reporting for the Department and the development and implementation of financial policies, procedures and controls throughout the Agency.

Desirable Requirements:—The Corporate Accountant (Principal Finance Officer) will be expected to carry out the functions of the position with only limited direction from the Manager, Budget and Reporting. In particular, the occupant will be expected to identify financial and control weaknesses and implement solutions as required. The occupant will be responsible for ensuring the integrity of the Department's general ledger, financial reporting process and in the development of policy and options on a broad range of finance issues. The Corporate Accountant is expected to have a high degree of initiative and competency in financial management and contemporary public sector management. The Corporate Accountant while reporting to the Manager, Budget and Reporting, is expected to operate within the framework of broad general direction to meet agreed objectives.

Enquiries to Pat Cummins, Department of Health and Human Services, phone (03) 6236 5807, email pat.cummins@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

FINANCE AND BUSINESS PERFORMANCE

*Budget and Reporting***Financial Accountant (500354).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$65,874–\$75,280 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Permanent full-time day work, 76 hours per fortnight.

Location:—Budget and Reporting Hobart.

Duties:—The Financial Accountant is responsible for assisting the Corporate Accountant in ensuring the integrity of the general ledger; completing the external reporting requirements of the Department, including financial reporting to Treasury and the completion of the Department's annual financial statements; and developing relevant accounting policies and processes which improve controls and result in greater efficiencies.

Desirable Requirements:—The Financial Accountant will be primarily responsible for the preparation of the Departments annual financial statements (accrual basis) and supporting work files for the Tasmanian Audit Office (TAO) year end audit; completion of general ledger month end procedures and subsequent reporting requirements to Treasury, including whole of government returns and regular accrual statements in the research of financial accounting issues and preparing reports recommending appropriate actions. Includes researching updates relating to Australian Accounting Standards and Treasury Instructions.

Enquiries to Pat Cummins, Department of Health and Human Services, phone (03) 6236 5807, email pat.cummins@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

FINANCE AND BUSINESS PERFORMANCE

*Budget and Reporting***Senior Budget Analyst (500324).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$65,874–\$75,280 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Fixed-term full-time day work, 76 hours per fortnight.

Location:—Budget and Reporting Hobart.

Duties:—The Senior Business Analyst assists the Principal Finance Officer in: the review and monitoring of the Department's performance in relation to budgetary and financial targets including the co-ordination and preparation of regular and ad-hoc reports/correspondence to senior management and liaison with a wide range of employees throughout the Department; the co-ordination, review and analysis of information as part of the annual Budget development process including liaison with a wide range of employees throughout the Department; and the review and ongoing maintenance of budget management/financial systems.

Desirable Requirements:—The ability to function in a senior management capacity and to exercise appropriate skill and initiative in the execution of the duties of the position. A detailed knowledge of accounting and budgetary procedures and practices. Experience in planning, development and management of budgetary systems.

Enquiries to Pat Cummins, Department of Health and Human Services, phone (03) 6236 5807, email pat.cummins@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

*Launceston General Hospital***Clinical Nurse (504148).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Fixed-term part-time shift worker (fully rotational) working 64 hours per fortnight. To commence as soon as possible until 29 August 2009.

Location:—Medicine, Ward 5D.

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

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

Enquiries to Kerry Leonard, Department of Health and Human Services, phone (03) 6348 7296, email kerry.leonard@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

*Launceston General Hospital***Registered Nurse (514747).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Ward 5B, Orthopaedics/Plastic/General Surgery.

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

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Ian Waterhouse, Department of Health and Human Services, phone (03) 63487636, email ian.waterhouse@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

*Launceston General Hospital***Registered Nurse (504378).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent full-time shift worker.

Location:—Surgery, Ward 5A.

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

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Andrea Tiffin, Department of Health and Human Services, phone (03) 6348 7846, email andrea.tiffin@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

*Launceston General Hospital***Registered Nurse (504379).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

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

Location:—Surgery, Ward 5A.

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

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Andrea Tiffin, Department of Health and Human Services, phone (03) 6348 7846, email andrea.tiffin@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

*Launceston General Hospital***Registered Nurse (517325).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shift worker, working 64 hours per fortnight.

Location:—Surgery, Ward 5A.

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

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Andrea Tiffin, Department of Health and Human Services, phone (03) 6348 7846, email andrea.tiffin@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

*Launceston General Hospital***Trades Assistant (Mechanical) (503367).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$36,204–\$38,977 per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.

Permanent full-time day worker.

Location:—Corporate, Building and Engineering.

Duties:—Be an effective member of the team responsible for the provision of Building and Engineering services within the Department's responsibility area.

Desirable Requirements:—Demonstrate sound experience in and knowledge of Trade Assistant's skills (in one or more trade areas) found within work environments similar to that of the Hospital. Demonstrate an ability to interact and communicate effectively with staff from all levels of various organisations. Demonstrated ability to produce an effective work output and exercise independent judgement.

Enquiries to John Porter, Department of Health and Human Services, phone (03) 6348 7433, email john.porter@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

*North West Regional Hospital***Director of Medical Services (518258).**

Applications Close:—Friday, 19 December 2008.

Salary:—To be negotiated.

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

Permanent full-time day worker.

Location:—North West Regional Hospital/Mersey Community Hospital.

Duties:—As part of the senior management group, provide clinical leadership and advice and enhance clinical governance on all sites of the North West Regional Hospital and Mersey Community Hospital.

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

Enquiries to Jane Holden, Department of Health and Human Services, phone (03) 6430 6516, email jane.holden@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

Primary Health Services

Primary Health North

Enrolled Nurse (506101).

Applications Close:—Friday, 12 December 2008.

Salary:—\$44,751–\$46,469 per annum.

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

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

Location:—17 Cameron Street Scottsdale.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled Nurse in Tasmania. Current Drivers Licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; and d) crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Christine Wootton, Department of Health and Human Services, phone (03) 6352 5523, email chris.wootton@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

Primary Health Services

Primary Health North

Health Care Assistant (515097).

Applications Close:—Friday, 12 December 2008.

Salary:—\$36,204–\$38,977 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.

Fixed-term casual shift worker, as and when required, commencing as soon as possible to 11 December 2010.

Location:—Primary Health North.

Duties:—Under the supervision of a Registered/Community Nurse, the Health Care Assistant will provide assistance to clients with a range of activities of daily living that a person would normally do for themselves.

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 Louise Phillips, Department of Health and Human Services, phone (03) 6336 5109, email louise.phillips@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

Primary Health Services

Primary Health North

Hospital Aide (504333).

Applications Close:—Friday, 12 December 2008.

Salary:—\$36,204–\$38,977 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.

Fixed-term casual as and when required, commencing as soon as possible to 15 December 2010.

Location:—Primary Health North, Deloraine.

Duties:—To provide a high standard of support services to patients and staff in the day to day operation of Deloraine District Hospital.

Desirable Requirements:—Understand the role of Hospital Aide within the delivery of services to patients, demonstrated knowledge and experience in the provision of cleaning services in a health related environment and experience in, or a capacity to acquire knowledge of food preparation in a Multi Purpose Centre environment.

Enquiries to Lester Jones, Department of Health and Human Services, phone (03) 6362 5000, email lester.jones@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

Primary Health Services

Primary Health South

Manager Community Rehabilitation Services (513614).

Applications Close:—Friday, 12 December 2008.

Salary:—\$108,408 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 4.

Permanent full-time day work.

Location:—Repatriation Centre, Hobart.

Duties:—Provide human, physical and financial management for the Community Rehabilitation Unit (CRU) Southern Tasmania and participate as a member of the Area Services management team in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Fred Howard, Department of Health and Human Services, phone (03) 6222 7216, email fred.howard@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

Royal Hobart Hospital

Cardiac Rehabilitation Nurse (509167).

Applications Close:—Friday, 12 December 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Permanent part-time day worker, 48 hours per fortnight.

Location:—Hobart.

Duties:—Within a multidisciplinary environment and in collaboration with the Clinical Nurse Manager Ward 2DS co-ordinates aspects of and delivers advanced nursing care relating to cardiac rehabilitation.

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

Enquiries to Sue Sanderson, Department of Health and Human Services, phone (03) 6222 8914, email sue.sanderson@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

Clinical Nurse—3 Vacancies.

Applications Close:—Friday, 12 December 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Vacancy No. 509794.

Permanent part-time shift work (fully rotational), 64 hours per fortnight.

Location:—Hobart.

Vacancy No. 509798.

Permanent full-time shift work (fully rotational).

Location:—Hobart.

Vacancy No. 510942.

Permanent part-time shift work (fully rotational), 48 hours per fortnight.

Location:—Hobart.

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

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

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

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

Royal Hobart Hospital

Clinical Nurse—3 Vacancies.

Applications Close:—Friday, 12 December 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Vacancy No. 508529.

Permanent full-time shift worker (fully rotational).

Location:—Hobart.

Vacancy No. 508527.

Permanent full-time shift worker (fully rotational).

Location:—Hobart.

Vacancy No. 508474.

Permanent part-time shift worker (fully rotational) 64 hours per fortnight (salary pro-rata).

Location:—Hobart.

Duties:—In accordance with contemporary health care principles, Agency policies, legal requirements and professional competencies, the Clinical Nurse provides clinical leadership in all aspects of nursing within the practice setting. The Clinical Nurse provides an advanced level of professional clinical expertise in the practice setting. Provides advice and assists in planning, implementation and evaluation of nursing care, in collaboration and consultation with clients/patients and their families and other members of the multidisciplinary health care team.

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

Enquiries to Alan Wales, Department of Health and Human Services, phone (03) 6222 8203, email alan.wales@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****Clinical Nurse Consultant (Stomal Therapy Nursing) (509279).***

Applications Close:—Friday, 12 December 2008.

Salary:—\$69,869–\$74,792 pro rata.

Nurses (TPS) Award, Registered Nurse, Level 3.

Permanent part-time day worker, 72 hours per month, working 9 eight hour shifts per month, (alternate weeks to current Clinical Nurse Consultant).

Location:—Hobart.

Duties:—Act as a consultant for stomal therapy services providing direct care, advisory, support and educational services within the Royal Hobart Hospital and as required, to external health care providers.

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

Enquiries to Sue Clennett, Department of Health and Human Services, phone (03) 6222 8216, email sue.clennett@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****Clinical Nurse Consultant, Vascular Access (512604).***

Applications Close:—Friday, 12 December 2008.

Salary:—\$69,869–\$74,792 per annum.

Nurses (TPS) Award, Registered Nurse, Level 3.

Permanent full-time day worker.

Location:—Hobart.

Duties:—The Clinical Nurse Consultant-Vascular Access provides clinical leadership and quality patient management in a multi-disciplinary team at the Royal Hobart Hospital for patients and their carers requiring vascular access. In conjunction with the Anaesthetic Department, Nurse Unit Manager, Clinical Educators and the multidisciplinary team identify and develop educational strategies to meet the needs of patients, carers and staff regarding the management of patients requiring vascular access. Promote quality improvement activities which include staff competencies, audits and data collection and promote research activities within the organisation. Develop effective links with other health service providers and interest groups and promote community awareness of early discharge patients with vascular access devices.

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

Enquiries to Caroline Ball, Department of Health and Human Services, phone (03) 6222 8412, email caroline.ball@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****Clinical Nurse/Midwife (Birth and Parenting Health) (510017).***

Applications Close:—Friday, 12 December 2008.

Salary:—\$62,802–\$67,183 pro rata.

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

Permanent part-time day work, 72 hours per fortnight.

Location:—Hobart.

Duties:—Co-ordination of the planning, implementation, evaluation and promotion of the birth and parenting service within the Hospital in collaboration with the multidisciplinary team. Development of measurable outcome based antenatal educational strategies to meet the needs of maternity clients and staff.

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

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

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

*Royal Hobart Hospital****Deputy Manager Pharmacy (508367).***

Applications Close:—Friday, 12 December 2008.

Salary:—\$80,262–\$88,771 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Assist in the management of the Pharmacy Department and support, lead and direct staff ensuring an efficient pharmacy service working to achieve cost effective and best possible quality use of medicines in the Royal Hobart Hospital and associated facilities.

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Enrolled Nurse Transition Programme 2009 (Multiple Positions).**

Applications Close:—Friday, 9 January 2009.

Salary:—\$44,751–\$46,469 per annum.

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

Fixed-term full-time shift work (fully rotational).

Location:—Hobart.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse. Participates in the educational requirements of the Transitional Enrolled Nurse Programme.

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

Enquiries to Robert Thornton, Clinical Nurse Educator, Education and Training Programme, Department of Health and Human Services, phone (03) 6222 7987, email robert.thornton@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

*Royal Hobart Hospital***Hospital Aide (517514).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$36,204–\$38,977 per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.

Permanent part-time shift work (set rotational) 58 hours per fortnight.

Location:—Hobart.

Duties:—Maintain clean and hygienic surroundings to facilitate the control of infection in specialty areas. Contribute to, and participate as a member of the health team. Decontaminate, sterilise and maintain specialised equipment.

Desirable Requirements:—Demonstrated ability to maintain the cleanliness of equipment and the environment according to infection control principles. Demonstrated ability to monitor equipment/stores levels and initiate appropriate action. Demonstrated ability to work as a member of a team and ability to communicate effectively with other staff and the public.

Enquiries to Jane Stebbins, Department of Health and Human Services, phone (03) 6222 8629, email jane.stebbins@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

*Royal Hobart Hospital***Nurse Unit Manager (Infection Control) (516734).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$72,136–\$77,219 per annum.

Nurses (TPS) Award, Registered Nurse, Level 3.

Fixed-term full-time day work.

Location:—Hobart.

Duties:—Provides leadership in contemporary infection control practice throughout the Royal Hobart Hospital (RHH). In collaboration with the Director of Microbiology and Infectious Diseases and as a member of the Microbiology and Infectious Diseases Management Committee, establishes strategic directions for and manages/co-ordinates the clinical, operational and financial resources for the Infection Control Unit. In collaboration with the Director of Occupational Medicine establishes strategic directions for and manages/co-ordinates the clinical, operational and financial resources for the Occupational Medicine Unit.

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

Enquiries to Lorraine Larcombe, Department of Health and Human Services, phone (03) 6222 8767, email lorraine.larcombe@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

*Royal Hobart Hospital***Radiographer—2 Vacancies.**

Applications Close:—Friday, 12 December 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Vacancy No. 510145.

Permanent part-time shift work (60.8 hours per fortnight).

Location:—Hobart.

Vacancy No. 510150.

Permanent full-time shift work.

Location:—Hobart.

Duties:—The radiographer is responsible for the use of ionising and non-ionising radiation to provide images of the highest diagnostic value.

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

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, mobile 0407 050 663, email shane.morgan@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

*Royal Hobart Hospital***Registered Nurse (516298).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent part-time or full-time day work, hours negotiable.

Location:—Royal Hobart Hospital, Perioperative Unit.

Duties:—Day work in Perioperative Unit Monday to Friday. The Perioperative Unit team optimises the planning, preparation and management of preadmission and admission of patients for elective surgery.

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

Enquiries to Mary Condon-Williams, Department of Health and Human Services, phone (03) 6222 7007, email mary.condon-williams@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***Registered Nurses and Enrolled Nurses (Various vacancies).**

Applications Close:—Saturday, 12 December 2009.

Salary:—per annum.

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

Permanent full-time or part-time and fixed term fulltime or part-time opportunities available.

Location:—Various locations within the Royal Hobart Hospital.

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

Essential Requirements:—

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

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

Enquiries to Sally Gumley, Recruitment Nurse Manager RHH, Department of Health and Human Services, phone (03) 6222 7515, email rhhrecruitment.nursemanager@dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Senior Physiotherapist-Paediatrics (508323).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Fixed-term full-time day work, commencing 5 January 2009 until 5 October 2009.

Location:—Hobart.

Duties:—Provide optimal physiotherapy management to paediatric patients referred to the Paediatric Physiotherapy Team at the Royal Hobart Hospital.

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

Enquiries to Paul Shinkfield, Department of Health and Human Services, phone (03) 6222 8326, email paul.shinkfield@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, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Staff Specialist (Anaesthetist) (509316).**

Applications Close:—Friday, 12 December 2008.

Salary:—To be negotiated.

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

Permanent full-time day work (with oncall).

Location:—Hobart.

Duties:—Provide clinical services of the highest possible standard to patients and their families and actively pursue improved outcomes for patients by participating in teaching and research relevant to anaesthesia.

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

Enquiries to Dr Simon Morphet, Department of Health and Human Services, phone (03) 6222 8567, email simon.morphett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Children and Family Services***Psychologist (516493).**

Applications Close:—Friday, 12 December 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 work (38 hours per fortnight) commencing 19 January 2009 until 05 June 2009.

Location:—Children and Family Services, North.

Duties:—Within a primary health care framework, and in accordance with the philosophy of Family, Child and Youth Health Service, Agency policy, legal requirements and Code of Ethics of Australian Psychological Society (APS), the psychologist will provide professional psychological services, as part of both the Child Development Unit team and the Parenting Centre team, for families and pre-school age children who are referred to these service delivery areas.

Desirable Requirements:—Sound theoretical knowledge of, and experience in, child psychology and development, with highly developed professional clinical skills in assessment, and counselling intervention in working with families with complex needs. Established expertise in psychometric assessment (including neuropsychological assessment), psychological treatment, programme design and management, and working with children and families. Well developed communication skills with an ability to work within a multi-disciplinary setting, to develop co-operative links with professional colleagues especially in the area of complex families, and to communicate and advocate with related agencies.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience. 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 Libby Dawson, Department of Health and Human Services, phone (03) 6336 2143, email libby.dawson@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

Systems Establishment and Reform Implementation Unit

Manager, Family Support and Out of Home Care Reform (518411).

Applications Close:—Friday, 12 December 2008.

Salary:—\$108,408 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 4.

Fixed-term full-time day work commencing from as soon as possible until 30 June 2011.

Location:—Systems Establishment and Reform Implementation Unit, Hobart.

Duties:—The Manager Family Support and Out of Home Care is a senior manager whose primary duties are to: Work with the Director Systems Establishment and Reform Implementation unit to oversee and lead the implementation of changes recommended in the Integrated Implementation plan for Child, Family and Disability services reforms in relation to family services and out of home care services. Manage projects related to the reform of family and out of home care services. Contribute and participate as an active member of the Reform Unit senior management

team providing high level advice to the Director on all aspects associated with the implementation of the recommendations.

Desirable Requirements:—Extensive experience and demonstrated advanced management capability in guiding strategic implementation of reforms, including the efficient and effective use of resources and a record of achievement in managing the delivery of human services. Demonstrated sophisticated understanding of current issues and future reform directions of child protection, family services and out of home care services. High level conceptual and analytical skills.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Aileen Ashford, Department of Health and Human Services, phone (03) 6233 4066, email aileen.ashford@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

POPULATION HEALTH

Population and Health Priorities

Senior Public Health Nutritionist, Maternal and Infant Health (518456).

Applications Close:—Friday, 19 December 2008.

Salary:—\$80,262–\$88,771 per annum.

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

Fixed-term full-time day work, commencing 2 February until 22 May 2009.

Location:—25 Argyle Street, Hobart.

Please Note: Part time hours will also be considered.

Duties:—Provide expert advice to the Department of Health and Human Services and other key stakeholders on key strategic public health nutrition priorities related to maternal and infant health. Represent the Department of Health and Human Services on key strategic public health nutrition priorities related to maternal and infant health. Coordinate and support implementation of key strategic public health nutrition priorities related to maternal and infant health across the government, non-government, community and private sectors. [Note: priorities for this temporary position include responsibility for input into national policy development and regulation of infant formula and strategies to promote folic acid and iodine supplements during pregnancy and lactation].

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

Enquiries to Judy Seal, Department of Health and Human Services, phone (03) 6222 7731, mobile 0447 334 045, email judy.seal@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

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Administrative Support Officer (517425).

Applications Close:—Friday, 12 December 2008.

Salary:—\$46,109–\$48,920 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Fixed-term full-time commencing 15 December 2008 to 16 June 2009.

Location:—Business Support, Mental Health Services North.

Duties:—As a team member of the Area Management Unit provide a high level of business and executive support to the Area Management Unit North including the timely and accurate processing of financial accounts and correspondence, manage and co-ordinate the provision of a complete range of efficient and effective office management support services for the Area Management Unit North, co-ordinate the preparation of complex documents including Ministerial correspondence, provide support to meetings as required, and ensure the smooth administration operation of the Area Management Unit and provide secretariat support to the Area Management Unit as required.

Desirable Requirements:—Highly developed interpersonal communication skills, including the proven ability to undertake duties in a professional manner and with a high level of discretion, and effectively liaise with internal and external clients, while maintaining a high level of stakeholder satisfaction, highly developed computer skills including proficiency in the use of word processing, spreadsheet, database packages and computerised financial management information systems and high level of keyboard skills (e.g. speed and accuracy) and experience in the production of general office correspondence, with a high degree of attention to detail, including accurate spelling and correct use of grammar.

Enquiries to Carolyn Woll, Department of Health and Human Services, phone (03) 6336 2194, email carolyn.woll@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

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Community Mental Health Nurse (514821).

Applications Close:—Friday, 12 December 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time.

Location:—Mental Health Services North.

Duties:—All parties within Mental Health Services operate in accordance with the Mental Health Services Strategic Plan 2006-2011 and the eleven Service Principles and the six key priorities contained therein. They are also bound by National Mental Health Standards, Agency policies and procedures, legal requirements and relevant professional competencies. The Community Nurse will provide a specialist mental health service to consumers within the community setting for a designated client group, utilising evidence based practices and recovery principles, works within a multi-disciplinary Team to deliver co-ordinated assertive case management to a designated number of clients, and support and work in collaboration with primary health care professionals, within a designated region to provide care to clients in the community setting.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position. A current drivers licence. The Commissioner has determined that the person nominated for this position is to satisfy 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: drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Tessa Oldfield, Department of Health and Human Services, phone (03) 6336 2185, email theresa.oldfield@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.

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Financial Services

Financial Accountant (372242).

Applications Close:—Friday, 12 December 2008.

Salary:—\$66,660–\$70,423 per annum.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide high level consultative advice in the development of financial and accounting policies and guidelines consistent with government objectives, including the implementation and co-ordination of relevant strategies to support the efficient financial management of the Agency. Provide appropriate financial procedural and policy advice to all staff. Support the control and administration of the

financial and accounting operations of the Branch. Manage and co-ordinate the Agency's external financial reporting requirements including accrual financial statements and taxation reporting.

Desirable Requirements:—Eligibility for membership of the Australian Society of Accountants with CPA status or qualifications deemed equivalent, or significant progress towards achievement of these qualifications.

Enquiries to Stephen Shirley, Chief Financial Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 2097, email stephen.shirley@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 recruitment@dier.tas.gov.au.

Applicants should note that, for a period of six months from the date of this notice the selection process for this vacancy may be used to fill subsequent or similar vacancies, under the same conditions as set out above.

The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.

JUSTICE

MAGISTRATES COURT

Launceston

Supervisor, Magistrates Court Launceston (350080).

Applications Close:—Friday, 12 December 2008.

Salary:—\$51,504–\$57,221 per annum.

Tasmanian State Service Award, General Stream, Band 4. Fixed-term full-time.

Location:—Launceston.

Duties:—With and under direction undertake the day-to-day supervision of the Magistrates Court Registry, ensuring monitoring and overseeing the effective allocation of team resources, both human and physical. Including consultation on future budgetary, training and resource requirements. Improve team members' skills and performance through coaching, supervising, guidance and regular feedback. Deliver a high level of service to the clients of the court (both internal or external).

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 Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7001, phone (03) 6233 9265, 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 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

OPERATIONS SUPPORT

Administration

District Executive Officer (002016, Re-Advertised).

Applications Close:—Friday, 12 December 2008.

Salary:—\$61,012–\$62,895 per annum.

Tasmanian State Service Award, General Stream, Band 5. Permanent full-time.

Location:—Hobart.

Duties:—Provide administrative and financial advice to the Commander/ Director, particularly in areas of budget forecasting, devolution and control, and asset management programmes. Provide support in relation to the overall management of State Service employees within the District/ Directorate.

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:—Tertiary qualifications in a discipline relevant to business management, financial management or Human Resources, are desirable.

Enquiries to Ms Kate Parish, Executive Officer, Operations Support, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2140, email Kate.Parish@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.

Applicants should address the selection criteria as outlined in the Statement of Duties. 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 DPDM. 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

TASMANIA FIRE SERVICE

Community Fire Safety

Instructor (521256).

Applications Close:—Monday, 15 December 2008.

Salary:—\$50,233–\$52,094 per annum.

Tasmania Fire Fighting Industry Employees Award 2000, Community Fire Safety Officer, Level 2.

Fixed-term full-time 12 months.

Location:—Launceston.

Duties:—Deliver fire safety and related training services to private and public sector employees.

Desirable Requirements:—Certificate IV – Workplace Training and Assessment. Current drivers licence.

Current qualification in workplace first aid.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Justin Young on (03) 6214 8801 or from www.jobs.tas.gov.au.

Enquires to Justin Young on (03) 6214 8801.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email fire@fire.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

BIOSECURITY AND PRODUCT INTEGRITY

Quarantine Services

Quarantine Officer (702295).

Applications Close:—Friday, 12 December 2008.

Salary:—\$36,034–\$38,873 per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time (36.75 hours per week in accordance with an approved roster).

Location:—Launceston.

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Please Note: Although the vacancy is initially based in Launceston this could change to Hobart or Devonport, depending on shipping and airline schedules in those regions. Notwithstanding this, relief work, possibly at short notice will be required in approved import/export inspection facilities and other areas as required.

The successful applicant will be required to work in accordance with an approved roster. This roster includes a variety of work patterns, which necessitate work outside normal Departmental hours. This includes weekend, public holidays, on call and occasional return to work at short notice. Work patterns are also dictated by seasonal and other external demands.

Duties:—Carry out routine quarantine clearances for both imports and exports at the barrier and in approved associated locations. Assist with the conduct of duties under Commonwealth and State quarantine legislation based on the application of scientific principles and risk assessment. Undertake risk assessment procedures that are applicable at the quarantine barrier and approved locations. Prepare reports, statistics and other documentation relating to regulatory responsibilities and activities to meet the requests from government and industry personnel. Provide quarantine awareness information to the travelling public at the barrier.

Essential Requirements:—Eligible for admission to the Certificate IV in Government (Statutory Investigation and Enforcement) Quarantine course or an equivalent course.

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: Satisfactory security clearance as required by airport authorities.

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

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

Enquiries to Paul Nas, phone (03) 6398 8401, email paul.nas@aqis.gov.au.

Applications to Sam Allen, Administration Officer (Quarantine), Department of Primary Industries and Water, Macquarie Wharf No. 1, Hunter Street, Hobart 7000, phone (03) 6233 3626, fax (03) 6233 3307, email sandra.allen@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

Water Policy and Planning

Policy Officer (Water Policy) (2 vacancies) (702945 and 702946).

Applications Close:—Friday, 12 December 2008.

Salary:—\$61,012–\$62,895 per annum.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time until 30 June 2009.

Location:—Hobart.

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Duties:—Provide high level advice and project management support in the development of policy and legislative frameworks that ensure the equitable and sustainable use and development of Tasmania's freshwater resources. Is required to undertake policy projects that will enable the Water Resources Division to more effectively support water development opportunities arising from the water infrastructure projects currently being developed by the Irrigation Development Board.

Desirable Requirements:—Tertiary qualifications in natural resource management, economics or law. 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 Jodie Murray, phone (03) 6233 6753, email Jodie.Murray@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 job.applications@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

INLAND FISHERIES SERVICE

Clerk (700218).

Applications Close:—Friday, 12 December 2008.

Salary:—\$41,318–\$43,922 per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—New Norfolk.

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Duties:—Undertake a range of clerical functions including accounting tasks in support of Inland Fisheries Service operations and administration of the Inland Fisheries Act 1995. Provide a first point of contact service for internal and external clients.

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

Enquiries to Anthony Wright, phone (03) 6216 4202, email anthony.wright@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 job.applications@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

INLAND FISHERIES SERVICE

Executive Assistant (700119).

Applications Close:—Friday, 12 December 2008.

Salary:—\$46,736–\$49,582 per annum.

Tasmanian State Service Award, General Stream, Band 3. Permanent full-time.

Location:—New Norfolk.

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Duties:—Provide high level secretarial, administrative and clerical support to the Director of Inland Fisheries.

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

Enquiries to John Diggle, phone (03) 6261 8060, email john.diggle@ifs.tas.gov.au.

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

TAFE TASMANIA

DELIVERY TEAMS

Teacher (Community Services) (330936).

Applications Close:—Friday, 19 December 2008.

Salary:—\$45,875–\$68,649 per annum.

TAFE Teachers Award, Teacher.

Permanent part-time 0.6 FTE, 42 hours per fortnight.

Location:—North West.

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

An increased salary may be negotiated in lieu of additional recreation leave entitlements.

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 Kim Popowski, A/Team Leader, Community and Children's Services (North West), TAFE Tasmania, phone (03) 6434 5883, email Kim.Popowski@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

DELIVERY TEAMS

Teacher (Construction) (322643).

Applications Close:—Friday, 19 December 2008.

Salary:—\$45,875–\$68,649 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.

An increased salary may be negotiated in lieu of additional recreation leave entitlements.

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 Simon Nuss, Team Leader, Construction South, TAFE Tasmania, phone (03) 6245 8061, email Simon.Nuss@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

DELIVERY TEAMS

*Community Services and Health***Teacher (Enrolled Nursing, Aged Care) (000740).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$45,875–\$68,649 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.

An increased salary may be negotiated in lieu of additional recreation leave entitlements.

Essential Requirements:—Hold a current Practising Certificate issued by the Nursing Board of Tasmania.

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. NBT Approved Preceptor (Nursing Board of Tasmania). It would be advantageous for potential applicants to have recent Aged Care experience.

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 Christy-Lee Hunt, Team Leader, Aged Care and Enrolled Nursing, TAFE Tasmania, phone (03) 6245 8023, email Christy-lee.Hunt@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

DELIVERY TEAMS

*Furniture and Construction North***Technical Employee (971560)**

Applications Close:—Friday, 19 December 2008.

Salary:—\$41,318–\$43,922 per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time

Location:—North

Duties:—To provide technical support to teachers engaged in the delivery of programs, requiring the application of conventional practices.

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

training and/or experience determined in accordance with the provision of Section 37 of the State Service Act 2000 appropriate to the nature of the work.

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 Terry Powell, Team Leader, Furniture and Construction (North), TAFE Tasmania, phone (03) 6336 2736, email Terry.Powell@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, GPO 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

ORGANISATIONAL AND BUSINESS DEVELOPMENT

*Human Resources Branch***Senior Consultant Organisational Design and Recruitment (001300)**

Applications Close:—Friday, 12 December 2008.

Salary:—\$66,660–\$76,069 per annum.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time

Location:—Hobart

Duties:—Oversee and coordinate the efficient operations of establishment and recruitment services, processes and related systems as part of a shared service delivery model to the Tasmania Tomorrow entities and their clients. Provide a high quality consultancy and advisory service to managers and staff, through the implementation of strategies, policies and plans to ensure an effective human resource management service is delivered.

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

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

Enquiries to Paul Gourlay, Manager, Organisational Change and People Management, TAFE Tasmania, phone (03) 6233 7737, email Paul.Gourlay@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, GPO 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.

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

*Water and Sewerage Project Team***Policy Analyst (724159).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$51,504–\$57,221 per annum.

Tasmanian State Service Award, General Stream, Band 4.

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

Location:—Hobart.

Duties:—Working both individually and as a member of small teams, the Policy Analyst will undertake specific research, investigations and analysis on legislative, regulatory, commercial, governance and financial issues relating to structural reform of Tasmania's water and sewerage sector. In the context of the selection criteria, to be successful in the position applicants will: demonstrate the ability to research issues and identify problems and possible solutions; be able to communicate precisely and succinctly to internal and external stakeholders; and demonstrate initiative when undertaking research and investigation, in the context of the direction and guidance provided by the supervisor.

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

Enquiries to Stewart Sharples, Specialist Policy Analyst, Water and Sewerage Project Team, Intergovernment and Financial Policy Branch, Department of Treasury and Finance, phone (03) 6233 9580, email stewart.sharples@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

REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch***Team Leader (723465).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$66,660–\$70,423 per annum.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time, job share arrangement will be considered.

Location:—Hobart.

Duties:—Manage a team to deliver effective and efficient operational processing. Provide advice to clients and staff on the interpretation of relevant taxation legislation and associated rulings and guidelines.

In the context of the selection criteria, to be successful in the position applicants will: be able to apply sound judgement, make informed decisions, interpret legislation and analyse complex documents relevant to taxation assessments and the administration of grants and schemes; be able to manage people in a high pressure work environment with competing administrative priorities; have the demonstrated ability to develop, apply and evaluate a risk based approach to output management and decision making; be able to communicate complex issues to taxpayers

and their representatives and to build effective relationships with stakeholder (both internal and external) and ensure appropriate exchange of information; and have a high level of adaptability and flexibility, including an ability to deal with ambiguity and a capacity to implement organisational change and policies over which they have little or no direct control.

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

Enquiries to Keri Pennicott, Manager, Revenue Operations, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 3993, email keri.pennicott@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.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Conservation Manager (CM031208).

Applications Close:—Friday, 19 December 2008.

Salary:—\$86,107 pro rata.

Port Arthur Historic Site Staff Agreement 2004, Professional Stream, Level 4.

Permanent part-time.

Location:—Port Arthur.

Duties:—Manage capital and maintenance works relating to both the conservation of historic fabric and structures and the provision of site infrastructure and ensure that the cultural heritage values of the Port Arthur Historic Site and the Coal Mines Historic Site are maintained and protected. Provide strategic advice and management support to the Director Conservation and Infrastructure on conservation and infrastructure issues affecting the Site including the effects of tourism and related activities. Contribute to the establishment of PAHSMA as a centre of excellence in the conservation and interpretation of a cultural heritage place of international significance.

Desirable Requirements:—Degree in Architecture or a related discipline or equivalent qualification acceptable to the Authority. Post graduate qualification or experience in the field of cultural heritage conservation. Compliance with criteria for membership of a relevant heritage organisation (such as Australia ICOMOS). Qualification or experience in construction project management.

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

Applications to Jane Bale, Human Resources Coordinator, Port Arthur Historic Site Management Authority, Port Arthur 7182, phone (03) 6251 2357, fax (03) 6251 2322, email jane.bale@portarthur.org.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Senior Conservation Project Officer (SCPO031208).

Applications Close:—Friday, 19 December 2008.

Salary:—\$65,774 per annum.

Port Arthur Historic Site Staff Agreement 2004,
Professional Stream, Level 2.

Permanent full-time.

Location:—Port Arthur.

Duties:—Carry out and supervise capital and maintenance works relating to both the conservation of historic fabric and structures and the provision of site infrastructure and ensure that the cultural and heritage values of the Port Arthur Historic Site and the Coal Mines

Historic Site are maintained and protected. Contribute to the establishment of PAHSMA as a centre of excellence in the conservation and interpretation of a cultural heritage place of international significance.

Desirable Requirements:—Degree in Architecture or a related discipline or equivalent qualifications acceptable to the authority. Compliance with criteria for membership of a relevant heritage organisation (such as Australia ICOMOS). Qualifications or experience in construction project management.

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

Applications to Jane Bale, Human Resources Coordinator, Port Arthur Historic Site Management Authority, Port Arthur 7182, phone (03) 6251 2357, fax (03) 6251 2322, email jane.bale@portarthur.org.au.

Staff Movements

Permanent Appointments

Agency	Duties Assigned	Employee	Probation Period	Date of Effect
Economic Development & Tourism	Project Officer	E. Hill	6 months	01.09.09
Environment, Parks, Heritage & the Arts	Administration & Systems Assistant	A Sharp	1 month	21.11.08
Environment, Parks, Heritage & the Arts	Manager Seed Bank	J Wood	1 month	19.11.08
Environment, Parks, Heritage & the Arts	Visitor Reception Officer	K Dunlop	6 months	25.11.08
Health & Human Services	Occupational Therapist	R.Reid	6 Months	01.12.08
Health & Human Services	Clinical Nurse Consultant	A. Wells	6 months	01.12.08
Health & Human Services	Clinical Nurse Consultant	S. Brown	6 months	01.12.08
Health & Human Services	Administrative Assistant	A. Clark	6 months	24.11.08
Health & Human Services	Registered Nurse	G. Mukwevho	6 Months	30.11.08
Health & Human Services	Genetic Counsellor/Associate Genetic Counsellor	R Dickson	6 months	19.01.09
Health & Human Services	Registered Nurse	R Ashby	6 months	17.11.08
Health & Human Services	Enrolled Nurse	O. Harper	6 Months	25.11.08
Health & Human Services	Registered Nurse	K Rettig	6 months	16.11.08
Health & Human Services	Registered Nurse	F Briggs	6 months	09.11.08
Health & Human Services	Housing Access Officer	B.Wilson	6 months	01.12.08
Health & Human Services	Personal Carer	A Nolan	6 Months	10.11.08
Health & Human Services	Registered Nurse	R Norton	6 months	16.11.08
Health & Human Services	Enrolled Nurse	J. Clennett	6 months	03.12.08
Health & Human Services	Enrolled Nurse	L. Hollick	6 months	21.12.08
Health & Human Services	Dental Officer	I. Petker	6 months	27.11.08
Justice	Court Support Officer	K Brennan	6 Months	24.11.08
Police & Emergency Management	Computer Systems Officer	M. Wright	6 months	10.12.08
Police & Emergency Management	Computer Systems Officer	B. DeSchipper	6 months	09.12.08
Treasury & Finance	Human Resource Officer	E Perigo	6 months	08.12.08
Port Arthur Historic Site Management Authority	Historic Ghost Tour Supervisor	T. Watson	3 months	03.12.08
Port Arthur Historic Site Management Authority	Historic Ghost Tour Supervisor	M. Andrewartha	3 months	03.12.08
The Public Trustee	Trust Officer/Client Account Manager	B. Markham	6 months	27.11.08

Fixed-Term Appointments of greater than 12 Months

Agency	Duties Assigned	Employee	Term	Date of Effect
Environment, Parks, Heritage & the Arts	Program Officer	G Jeffrey	1 year 14 days	01.12.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	D. Sapier	Coordinator Industry Development	01.12.08
Health & Human Services	B. Riall	Nurse Unit Manager	28.11.08
Health & Human Services	K Foster	Executive Support Officer	24.11.08
Health & Human Services	H. Bryer	Clinical Nurse	30.11.08
Health & Human Services	D.Barr	Project Officer- Accommodation Options	15.12.08
Health & Human Services	G.Kelly	Tenancy Officer Tm 1	27.11.08
Health & Human Services	V.Geard	Executive Support Officer	27.11.08
Health & Human Services	J. Lokan	Health Care Assistant	30.11.08
Justice	K Fyfe	Executive Officer Planning	27.11.08
Police & Emergency Management	J. Arnst	Team Leader	27.11.08
Primary Industries & Water	M. March	Senior Policy Analyst	25.11.08
Primary Industries & Water	S.Locke	Investigations Officer	27.11.08
Treasury & Finance	Q. Zhang	Senior Research Officer	24.11.08
Treasury & Finance	R. Riley	Revenue Officer	27.11.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	H.Sparkes	03.11.08
Health & Human Services	Manager House Services	C.Lunardi	29.11.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development & Tourism	Head of Infrastructure and Investment	A. Saddler	03.12.08
Environment, Parks, Heritage & the Arts	Heritage Research Officer	A Ryland	04.11.08
Health & Human Services	Child Protection Worker	L. Hunter	21.11.08
Health & Human Services	Tenancy Officer	T. Richards	25.11.08
Health & Human Services	Dental Officer	M Viviers	28.11.08
Health & Human Services	Home Help	A. Fitzpatrick	14.11.08
Health & Human Services	Cleaner	B Boucher	25.11.08
Health & Human Services	Telehealth Development & Support Officer (Amended Notice)	D. Wakefield	30.10.08
Health & Human Services	Addiction Medicine Specialist	N. Cummings	28.11.08
Health & Human Services	Pharmacist	R. Wyatt	28.11.08
Health & Human Services	Rostered Carer	T. Daley	23.11.08
Infrastructure, Energy & Resources	Administrative Assistant	H Derrick	26.11.08
Premier & Cabinet	Computer Support Officer - Web Sites	A Fisher	28.11.08
Port Arthur Historic Site Management Authority	Historic Ghost Tour Supervisor	L. Leworthy	17.11.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
The Public Trustee	R. Mee	Health & Human Services	Senior Project Consultant	24.11.08
Treasury & Finance	L Coad	Premier & Cabinet	Information Management Coordinator	27.11.08
Treasury & Finance	R. Sklenica	Primary Industries & Water	Public Liaison Officer	01.12.08

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