



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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CONTENTS.

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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 SERVICE NOTICES

PUBLICATION AND COPY CLOSURE DATES

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.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Visitor Reception Officer (705374/706073).

Applications Close:—Friday, 9 January 2009.

Salary:—\$32,020–\$38,873 per annum.

Administrative and Clerical Employees Award, Level 1/2.

Permanent part-time—26% (minimum 500 hours per annum).

Location:—Freycinet National Park.

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

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

Desirable Requirements:—A current motor vehicle drivers licence and a current Workplace Level 2 First Aid Certificate.

Enquiries to David Adams, Visitor Services Co-ordinator, phone (03) 6256 7005, email David.Adams@parks.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Human Resources

Recruitment Services

Job Design

HR Advisor (Job Design)—4 Vacancies (518547).

Applications Close:—Friday, 9 January 2009.

Salary:—\$60,227–\$62,110 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5.

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

Location:—Hobart.

Duties:—As a member of Human Resources be proactive in the development and implementation of the Department's human resource policies and procedures and provide advice to line managers and employees with particular reference to organisational structures, job design and analysis, position classification and administration of the Agency establishment.

Desirable Requirements:—Demonstrated experience in an HR role with knowledge of job design and classification or the ability to rapidly acquire. Demonstrated understanding of industrial relations processes and the ability to accurately interpret awards, agreements and policy documents. Written skills of a high order including the ability to form logical arguments and convey complex material in a clear and concise manner.

Enquiries to Maree Critchley, Department of Health and Human Services, phone (03) 6233 4761, email maree.critchley@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 7001.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Pharmacy Technician (503616).

Applications Close:—Friday, 9 January 2009.

Salary:—\$40,815–\$43,348 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2.

Permanent full-time day work.

Location:—Clinical Services—Pharmacy.

Duties:—To assist pharmacists in dispensing prescriptions and to assist them in their clinical work.

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 provisions of section 37 of the State Service Act 2000 appropriate to the nature of the work.

Enquiries to Patrick Keefe, Department of Health and Human Services, phone (03) 63487733, email patrick.keefe@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.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

North West Regional Hospital

Orthopaedic Surgeon (501928).

Applications Close:—Friday, 30 January 2009.

Salary:—To be negotiated.

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

Fixed-term full-time day work or part-time day worker, hours to be negotiated. To commence 2 February 2009 until 2 February 2010.

Location:—Clinical Services—Medical/Surgical Services.

Duties:—To provide high quality Specialist Orthopaedic services to the North West Region. To be involved in quality improvement activities and undergraduate, post graduate and other teaching at the North West Regional Hospital. To participate in retrieval and support of district hospitals and rural GP's.

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 Mr Scott Fletcher, Department of Health and Human Services, phone (03) 64 408000, email scott.fletcher@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

Relief Cook (506961).

Applications Close:—Friday, 9 January 2009.

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 21 November 2010.

Location:—Flinders Island Multi Purpose Centre.

Duties:—To provide meals of high standard to patients, residents, Meals On Wheels and staff, ensuring optimum delivery to the customers and meeting Food Safety Standards.

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6359 2122, email sue.bucher@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Nurse (513335).

Applications Close:—Friday, 9 January 2009.

Salary:—\$62,802–\$67,183 per annum.

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

Fixed-term part-time 32 hours per fortnight, commencing as soon as possible for a period of 6 months.

Location:—Hobart.

Duties:—Registered Nurse, Level 2 required for Outpatient Oncology/Haematology Day Unit.

Highly Desirable:—An interest in and commitment to undertaking apheresis training is highly desirable.

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

Enquiries to Louise Nicholson, Department of Health and Human Services, phone (03) 6222 8238, email louise.nicholson@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

Haemophilia Nurse/Data Manager (513313).

Applications Close:—Friday, 9 January 2009.

Salary:—\$62,802–\$67,183 pro rata.

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

Permanent part-time day work, 22.8 hours per fortnight.

Location:—Hobart.

Duties:—Data managers are employed by hospitals, generally part-time, where Haemophilia Treatment Centres (HTC) are located and report to HTC Directors. They are required to manage Australian Bleeding Disorders Registry (ABDR) data entry and to support HTC staff including Clinical Nurse Consultants, Physiotherapists and Social Workers, in their use of the ABDR. The information collected and maintained in the ABDR is critical for the analysis of clinical observations, special projects and advice to governments.

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

Enquiries to Dr James Daly, Department of Health and Human Services, phone (03) 6222 8418, email james.daly@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

Medical Specialist—Cardiothoracics (517455).

Applications Close:—Friday, 23 January 2009.

Salary:—To be negotiated.

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

Fixed-term full-time day work (with oncall), commencing February 2009 for a period of 3 months.

Location:—Hobart.

Duties:—Provide services in Cardiothoracic Surgery including diagnosis, treatment and care for patients, both inpatients and outpatients, at the Royal Hobart Hospital, and where appropriate other hospitals in Tasmania.

Actively pursue improved outcomes for Cardiothoracic surgery patients by participating in teaching and research relevant to Cardiothoracic Surgery.

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 Mr Mark Murton, Department of Health and Human Services, phone (03) 6222 7177, email mark.murton@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 (509633).

Applications Close:—Friday, 9 January 2009.

Salary:—\$47,472–\$62,348 per annum.

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

Permanent full-time shift work, with on call.

Location:—Royal Hobart Hospital.

Duties:—Working within the Perioperative Unit, strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Staff Specialist Rehabilitation Medicine—Director of Rehabilitation Medicine (515931).

Applications Close:—Friday, 16 January 2009.

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 work (with oncall). Applicants wishing to be considered for part-time hours are encouraged to apply.

Location:—Hobart.

The Royal Hobart Hospital (RHH) is the principal tertiary referral hospital for Tasmania and a major teaching and research hospital with linkages to the University

of Tasmania. RHH provides a comprehensive range of statewide services and is also the regional provider of acute services for southern Tasmania. RHH's services are characterized by excellence in the delivery of acute health care and leadership in developing Tasmania's future health care delivery, particularly in providing research, education and learning opportunities to support the development of its future health care professionals.

The position is for a permanent staff specialist in Rehabilitation Medicine. An opportunity also exists for the occupant to be appointed for two years as Director, Rehabilitation Medicine (additional allowance payable as per Salaried Medical Practitioner's Industrial Agreement 2006). The Directorship is renewable on a biannual basis by mutual agreement between the individual and the Hospital (refer attached function statement).

Duties:—Please refer to the attached Statement of Duties and Functional Statement.

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 Mark Slatyer, Department of Health and Human Services, phone (03) 6222 8700, email slatyer@netspace.net.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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JUSTICE

MAGISTRATES COURT

Launceston

Supervisor Data Processing (350233).

Applications Close:—Friday, 2 January 2009.

Salary:—\$46,736–\$49,582 per annum.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 16 Feb 2009 until 15 Feb 2010.

Location:—Launceston.

Duties:—Supervision of the operations of the data processing section. Invoicing accounts, creation and execution of bail notices and documents. Delivery of a high level client service to court users.

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 and identification check.

Enquiries to Roger Illingworth, Manager N/NW Magistrates Court, Department of Justice, phone (03) 6336 2605, email roger.illingworth@justice.tas.gov.au.

Applications to Ms Lee Steedman, Administration 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 (03) 6336 2605.

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

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

JUSTICE

MAGISTRATES COURT

North West

Court Clerk (352263).

Applications Close:—Friday, 2 January 2009.

Salary:—\$46,736–\$49,582 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time Mon, Wed and Thurs each week.

Location:—Devonport.

Duties:—Co-ordinate the day to day activities of the court. Ensure accurate recording and monitoring of court proceedings. Liaise with members of the public, legal profession and prosecutors.

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 and identification check.

Enquiries to Leanne Gillon, assistant Manager (Deputy District Registrar) Magistrates Court NW Region, Department of Justice, phone (03) 6421 7885, email Leanne.Gillon@justice.tas.gov.au.

Applications to Ms Lee Steedman, Administrative Officer, Department of Justice, G.P.O. Box 825 Hobart 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 Leanne Gillon on (03) 6421 7885.

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

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

JUSTICE

TASMANIAN ELECTORAL COMMISSION

Graduate Research Officer (354484).

Applications Close:—Friday, 9 January 2009.

Salary:—\$41,318–\$51,504 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—Assist with the review, development and preparation of electoral legislation, policy, procedures, information and manuals. Prepare reports, briefing papers, correspondence and submission. Conduct research and analysis and collate statistical data in respect of elections and electoral issues.

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

Enquiries to Julian Type, Deputy Electoral Commissioner, Electoral Commission, Department of Justice, phone (03) 6233 2936, email julian.type@electoral.tas.gov.au.

Applications to Ms Lee Steedman, Administration Officer, Department of Justice, G.P.O. Box 825, Hobart 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 Rodney Saunders on (03) 6233 3748.

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

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

JUSTICE

TASMANIAN FORENSIC TRIBUNAL

Executive Officer (355881).

Applications Close:—Friday, 9 January 2009.

Salary:—\$51,504–\$57,221 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time working 44.10 hours per fortnight, commencing as soon as possible until 6 January 2010.

Location:—Hobart.

Duties:—Provide research, support and policy development advice to the Registrar and Chairperson. This will include the identification, review and implementation of business improvement initiatives. Provide expertise and advice to the Registrar and Chairperson on best practice approaches in administrative processes, including the development of forms, templates and website resources.

Desirable Requirements:—A demonstrated ability to interpret and understand legislation together with a demonstrated knowledge of the Mental Health Act 1996, and related legislation, or the aptitude to obtain the knowledge in a short period of time.

Enquiries to Debra Rigby, Chair, Tasmanian Forensic Tribunal, Department of Justice, phone (03) 6233 3033, email debra.rigby@justice.tas.gov.au.

Applications to Ms Lee Steedman, Recruitment and Establishment, Department of Justice, G.P.O. Box 825

Hobart Tas 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 Debra Rigby on (03) 6233 3033.

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

NORTHERN DISTRICT

*Northern Prosecution Services***Clerical Support Officer (001449).**

Applications Close:—Friday, 2 January 2009.

Salary:—\$41,318–\$43,922 per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Launceston.

Duties:—Provide administrative, clerical and keyboard support to the Officer-in-Charge and police personnel attached to Northern Prosecution.

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:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 or equivalent level.

Enquiries to Mr Kevin Osborne, Executive Officer, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6334 3749, email Kevin.Osborne@police.tas.gov.au.

Applications to A/Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

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

TAFE TASMANIA

QUALITY AND PERFORMANCE

Business Improvement Co-ordinator—2 Vacancies.

Applications Close:—Monday, 12 January 2009.

Salary:—\$66,660–\$76,069 per annum.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 001369.

Permanent full-time.

Location:—North.

Vacancy No. 001370.

Permanent full-time.

Location:—North West.

Duties:—Manage and co-ordinate projects in relation to the continuous improvement of AQTF and User Choice practices, including internal audits. Provide ongoing training and consultancy to ensure compliance with AQTF and User Choice Service Standards and the implementation of new and reviewed training packages.

The duties of this role will be assigned to the Tasmanian Skills Institute.

Desirable Requirements:—Relevant tertiary qualifications, experience in vocational education and training, systems auditing experience, Certificate IV in Training and assessment.

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 Annette Park, Manager Continuous Improvement, TAFE Tasmania, mobile 0438 310 403.

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.

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

Intergovernment and Financial Policy Branch

Senior Policy Analyst (724166).

Applications Close:—Friday, 9 January 2009.

Salary:—\$66,660–\$76,069 per annum.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Working both individually and as a member of a small team the Senior Policy Analyst will undertake economic and financial policy research and investigations to support the formulation of policy proposals and advice in relation to State taxation and related revenue matters.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate the ability to research issues and identify possible problems and 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 substantial progress thereto, is desirable.

Enquiries to Angelo Pavlides, assistant Director, Intergovernment and Financial Policy Branch, Department of Treasury and Finance, phone (03) 6233 3538, email angelo.pavlides@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.

Staff Movements

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	A Leahy	19.12.08
Education	AST	J Rataj	19.12.08
Education	Teacher	S Sharp	19.12.08
Education	Teacher Aide	M Rataj	19.12.08
Environment, Parks, Heritage & the Arts	Senior Finance Clerk	P. Rattle	24.12.08
Health & Human Services	Technical Supervisor	R. Matthews	19.12.08
Primary Industries & Water	Program Coordinator	J Wright	31.12.08

Retirement of Officers

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Premier & Cabinet	Manager Service Tasmanian Unit	G. Hill	24.12.08

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Project Support Officer	N. Reeve	6 months	13.12.08
Economic Development & Tourism	Sports Performance Officer	T. Mosey	6 months	05.01.09
Environment, Parks, Heritage & the Arts	Deputy Director Public Programs	P. Dowell-Hentall	6 months	07.12.08
Health & Human Services	Registered Nurse	M. Dawkins	6 months	22.12.08
Health & Human Services	Registered Nurse	K. Cross	6 months	18.01.09
Health & Human Services	Physiotherapist	J. Davies	6 months	05.01.09
Health & Human Services	Rehabilitation Coordinator	S. Elrick	6 months	18.12.08
Health & Human Services	HR Client Support Officer	K. Reardon	6 months	16.12.08
Health & Human Services	Registered Nurse	F. Harpley	6 months	15.12.08
Health & Human Services	Registered Nurse	J. Macqueen	6 months	15.12.08
Health & Human Services	Multi Skilled Domestic	J. Butler	6 months	12.10.08
Health & Human Services	Administrative Assistant	T. Walker	6 months	05.01.09
Health & Human Services	Administrative Assistant	K. Atkins	6 months	05.01.09
Health & Human Services	Operational Support Officer	J. Hayes	6 months	15.12.08
Health & Human Services	Registered Nurse	S. Holland	6 months	15.12.08
Health & Human Services	Ambulatory Care Clerk	A. Green	6 months	19.12.08
Health & Human Services	Enrolled Nurse	J. Langdale	6 months	15.12.08
Health & Human Services	Registered Nurse Level 1	T. McCaskill	6 months	28.12.08
Health & Human Services	Policy Officer - Medical Workforce	O. Danilova	6 months	05.01.09
Health & Human Services	Principal Clinical Costing Consultant	L. Kinne	6 months	19.01.09
Infrastructure, Energy & Resources	Library Technician	R. Macaulay	6 months	17.12.08
Infrastructure, Energy & Resources	Rail Infrastructure Supervisor	P. Clements	6 months	22.12.08
Justice	Crown Counsel	S. Nicholson	One month	14.12.08
Police & Emergency Management	Clerk	K. Llewellyn	6 months	18.12.08
Police & Emergency Management	Clerk	P. Black	6 months	19.01.09
Police & Emergency Management	Clerk	M. Gregg	6 months	09.12.08
Police & Emergency Management	Speed Camera Operator	D. Mayne	6 months	22.12.08
Primary Industries & Water	Utility Officer	T. Browning	6 months	23.12.08
Treasury & Finance	Senior Business Analyst/Systems Administrator	J. Bilac	6 months	05.12.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	G. Englebrechtsen	Manager Web Publishing	08.12.08
Environment, Parks, Heritage & the Arts	K. Raymond	Visitor Reception Officer - Overland Track	11.12.08
Environment, Parks, Heritage & the Arts	R. Whelan	Visitor Services Officer	15.12.08
Health & Human Services	M. Vincent	Registered Nurse Level 2	15.12.08
Health & Human Services	D. Spence	Consultant Community and Aged Care	01.12.08
Health & Human Services	K. Garth	Executive Services Officer	29.12.08
Health & Human Services	J. Bird	Private Practice Billing Coordinator/Supervisor	29.12.08
Health & Human Services	R. Cox	Nurse Unit Manager	05.01.09
Justice	C. Fowler	Senior Appointments Officer	22.12.08
Premier & Cabinet	E. Lawson	Finance Officer	11.12.08
Primary Industries & Water	M. Santo	Marine Environmental Officer (Marine Farms)	18.12.08
Treasury & Finance	C. Hassett	Senior Client Liaison Officer	16.12.08

Resignations

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Regional Administrative Support Officer	T. Richardson	24.12.08
Environment, Parks, Heritage & the Arts	Information Officer	K. Lazarus	21.11.08
Health & Human Services	Registered Nurse	J. Pule	11.12.08
Health & Human Services	Co-ordinator Business Operations	L. Carne	12.12.08
Health & Human Services	Senior Occupational Therapist	E. Walker	16.12.08
Health & Human Services	Director Medical Imaging	M. Mykytowycz	12.12.08
Health & Human Services	Registered Nurse	D. Berrell	17.12.08
Health & Human Services	Registered Nurse	F. Wilson-Haffenden	11.12.08
Health & Human Services	Registered Nurse	P. Croft	13.12.08
Health & Human Services	Housing Development Consultant	B. Griggs	16.12.08
Health & Human Services	Team Leader	J. Campbell	12.12.08
Health & Human Services	Rostered Carer	K. Webb	13.12.08
Health & Human Services	Physiotherapist	A. Lau	19.12.08
Infrastructure, Energy & Resources	Engineer Project Manager	R. Fenderson	19.12.08
Justice	Correctional Officer	K. Woisetschlager	16.12.08
Police & Emergency Management	Clerical Officer	L. Liew	02.01.09
Primary Industries & Water	Program Manager Geodetic System	P. Digney	24.12.08
Primary Industries & Water	Section Head (Water Monitoring)	A. Brooks	24.12.08
Treasury & Finance	Research Officer	T. Laird	19.12.08
Treasury & Finance	Team Leader	R. Roberts	24.12.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries & Water	R. Larsson	Premier & Cabinet	Policy & Project Officer	27.11.08
Education	M. Kelly	Premier & Cabinet	Policy and Project Officer	11.12.08

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