

# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1-10  
INCLUDING G.S.T.

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All State Service employees and Officers are entitled to access to a copy of these Notices within 7 days of publication.

Vacancy notices and statements of duties are also available at:

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

If you do not obtain access, contact your supervisor.

## Vacancies—General Information

The Government of Tasmania encourages and appreciates the benefits of a diverse workforce. Workplace Diversity and the State Service Principles are about making sure that everyone who works or wants to work in the Tasmanian State Service receives fair treatment.

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

All vacancies in this Gazette are normally only advertised once.

Tasmanian Government Gazettes are available for perusal at the Public Sector Management Office, 9th Floor, 144–148 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

Tasmanian Government Gazettes are available for sale from the Printing Authority of Tasmania, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

### Further Information

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

### Submission of Applications

Applications will close 16 days after the date of the Gazette in which the vacancy appears, unless otherwise stated.

Late applications may be accepted at the discretion of the Head of Agency but this will only apply in exceptional circumstances.

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

# Training

You can book any of these courses to be conducted for your staff, on site, for only \$1650 per day for up to 16 people



	1 person	<b>Discount</b> 3+ people	Hobart	Launceston
<b>Excellent customer service</b>	\$275	\$200	12 Feb	On request
<b>Minutes &amp; agendas made easy</b>	\$275	\$200	15 Feb	On request
<b>Speaking confidently to groups</b>	\$475	\$395	21 & 22 Feb	23 & 24 Apr
<b>Assertiveness &amp; conflict resolution</b>	\$475	N/A	25 & 26 Feb	14 & 15 Apr
<b>The new supervisor</b>	\$595	\$495	27 & 28 Feb	28 & 29 Apr
<b>Emotional Intelligence</b>	\$275	\$200	5 Mar	On request
<b>Satisfying difficult clients</b>	\$275	\$200	7 Mar	5 May
<b>Train the trainer</b>	\$475	\$395	11 & 12 Mar	1 & 2 Apr
<b>Time management tools</b>	\$275	N/A	14 Mar	31 Mar



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**Gazette**

Copy can be faxed to the Printing Authority of Tasmania on (03) 6216 4294; or electronically mailed via EMAIL at [govt.gazette@pat.tas.gov.au](mailto:govt.gazette@pat.tas.gov.au)

**Please Note:**—All copy must be typed in Upper and Lower Case not ALL CAPS, if unsure please telephone (03) 6233 6110.

**State Service Notices**

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

The only way to place a State Service vacancy, direct selection and staff movement notices is through the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or Email: [jobsadmin@dpac.tas.gov.au](mailto:jobsadmin@dpac.tas.gov.au).

**Order Information**

When using this facility please ensure that your order and a copy of the material or vacancy reference are faxed to the Printing Authority on (03) 6223 6747.

**Deadlines**

**Government Gazette:**—Copy must be received by the Printing Authority of Tasmania by **last mail or 4 p.m. Friday** prior to publication.

**State Service Notices—Vacancy, Direct Selection and Staff Movement Notices:**—Information is to be entered on the jobs system by **12 noon Friday** prior to publication. Telephone (03) 6233 6687 or facsimile (03) 6233 2412.

**These deadlines will be strictly adhered to.**

**For subscription and account enquiries  
please telephone (03) 6233 3148**

EDUCATION

CORPORATE SERVICES

*Information and Technology Services*

**Senior IT Support Officer—8 Vacancies.**

Applications Close:—Friday, 15 February 2008.

Salary:—\$55,020–\$60,476 per annum.

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

Vacancy No. 963497.

Permanent full-time.

Location:—South.

Vacancy No. 963498.

Permanent full-time.

Location:—South.

Vacancy No. 963499.

Permanent full-time.

Location:—South-East.

Vacancy No. 963500.

Permanent full-time.

Location:—South-East.

Vacancy No. 963501.

Permanent full-time.

Location:—North.

Vacancy No. 963502.

Permanent full-time.

Location:—North.

Vacancy No. 963503.

Permanent full-time.

Location:—North-West.

Vacancy No. 963504.

Permanent full-time.

Location:—North-West.

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

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

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

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

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

Enquiries to Scott Ashton, Department of Education, phone (03) 6233 6916, email [scott.ashton@education.tas.gov.au](mailto:scott.ashton@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION

LEARNING SERVICES

*Learning Services (South-East)*

**Assistant Principal (201742 WITHDRAWN)**

Applications Close:—Friday, 15 February 2008.

Salary:—\$82,856 per annum.

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

Permanent full-time.

Location:—Howrah Primary School.

**Description of the Role:**—To assist the Principal in the general education of the school, including supervision, management and administration of a school or school system.

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

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

**WITHDRAWN**

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 or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and relevant personal details and work history.

Enquiries to Anne Hay, Department of Education, phone (03) 6233 8090, email [anne.hay@education.tas.gov.au](mailto:anne.hay@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Programmes, Students*

#### Aboriginal Education Unit

#### **Aboriginal Education Officer—2 Vacancies.**

Applications Close:—Friday, 15 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Vacancy No. 963193.

Permanent full-time.

Location:—Learning Services (North).

Vacancy No. 951821.

Permanent full-time.

Location:—Learning Services (North).

Description of the Role:—To assist school communities to improve the participation rate of aboriginal students from Grade 7 to 10 through the provision of culturally sensitive support to students, families/carers, and the community. Provide programme/project support.

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

For a copy of the Statement of Duties please contact Carla Jennings phone (03) 6233 7917 email [carla.jennings@education.tas.gov.au](mailto:carla.jennings@education.tas.gov.au).

Enquiries to Greg Lehman, Department of Education, phone (03) 6233 7187, email [greg.lehman@education.tas.gov.au](mailto:greg.lehman@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LIBRARY AND INFORMATION SERVICES

#### *State Library of Tasmania*

#### Systems Support and Development

#### **Manager (Systems Projects, TALIS Replacement) (963481).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

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

Location:—State Library of Tasmania.

Description of the Role:—Within the Community Knowledge Network framework and the State Library Digital Services Plan, manage the implementation and integration of new and existing software applications so as to deliver effective information service outcomes for the State Library in the delivery of services to the Tasmanian community.

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 tertiary qualifications.

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

For a copy of the Statement of Duties please contact Kate Godfrey, phone (03) 6233 7511 email [kathryn.godfrey@education.tas.gov.au](mailto:kathryn.godfrey@education.tas.gov.au).

Enquiries to Jane Coatman, Department of Education, phone (03) 6233 5023, email [jane.coatman@education.tas.gov.au](mailto:jane.coatman@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *North West Regional Hospital*

#### **Clinical Nurse (502165).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day worker.

Location:—Nursing Services, Rehabilitation.

Duties:—To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients. Collaborates with other members of the health care team to ensure the delivery and evaluation of nursing care.

It would be desirable that the successful applicant have an interest and/or experience in rehabilitation nursing.

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

Enquiries to Johanna Lodge, Department of Health and Human Services, phone (03) 6430 6558, email [johanna.lodge@dhhs.tas.gov.au](mailto:johanna.lodge@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *North West Regional Hospital*

#### **Clinical Nurse (502135).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift work.

Location:—Nursing Services-Medical Ward/Palliative Care.

Duties:—To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients. Collaborates with other members of the health care team to ensure the delivery and evaluation of nursing care.

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

Enquiries to Penny Bligh, Department of Health and Human Services, phone (03) 64306568, email [penny.bligh@dhhs.tas.gov.au](mailto:penny.bligh@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *North West Regional Hospital*

#### **Clinical Nurse (516155).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

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

Location:—Nursing Services-ICU/CCU.

Duties:—To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients. Collaborates with other members of the health care team to ensure the delivery and evaluation of nursing care.

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

Enquiries to Allen May, Department of Health and Human Services, phone (03) 6430 6676, email [allen.may@dhhs.tas.gov.au](mailto:allen.may@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *North West Regional Hospital*

#### **Manager Speech Pathology (502081).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$91,873 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5 Grade 1.

Fixed-term part-time day work, working 52 hours per fortnight. To commence as soon as possible until 31 January 2009.

Location:—Clinical Services, Allied Health/Speech Pathology.

Duties:—To manage and develop:

The provision of the Speech Pathology Service across the North West including, North West Regional Hospital, Devonport Community and Health Services Centre and Community Speech Pathology Service. The service's human, financial and physical resources. An accreditable service which is efficient and effective, customer focused, evidence based and of high professional standard.

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

Enquiries to Paula Hyland, Department of Health and Human Services, phone (03) 6430 6973, mobile 0438519453, email [paula.hyland@dhhs.tas.gov.au](mailto:paula.hyland@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Executive Support Officer (515999).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Legal and Ministerial Support Unit, Royal Hobart Hospital.

Duties:—As a member of the Legal and Ministerial Support Unit, Royal Hobart Hospital, perform high-level executive support including the provision of high-level administrative, clerical and secretarial support. Co-ordinate the preparation of complex and confidential documentation, assist in the research for Ministerial and Question Time Briefs and background notes regarding matters related to the activities of the Unit.

Desirable Requirements:—Proven experience and understanding of the provision of executive support in a demanding medico-legal environment. Analytical, organizational and investigative skills, together with the ability to think critically and solve problems. Ability to exercise initiative, judgment, sensitivity and discretion, including the ability to interpret and analyse information and recommend or decide on appropriate action within a medico-legal environment. High-level interpersonal, written and verbal

communication skills, with the proven ability to negotiate and liaise effectively with a wide range of clients in a sensitive and confidential manner.

Enquiries to Tricia Robinson, Department of Health and Human Services, phone (03) 6222 8679, email [tricia.robinson@dhhs.tas.gov.au](mailto:tricia.robinson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Hospital Aide (2 Vacancies) (517473 and 517474).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Permanent full-time shift work (fully rotational) with oncall as required.

Location:—Clinical Services, Perioperative Services, Main Operating Theatre.

Duties:—Maintain clean and hygienic surroundings to facilitate the control of infection in the main operating theatre unit. 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. Demonstrated ability to communicate effectively with other staff and the public.

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

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Pharmacist (508353).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time day work (with on-call).

Location:—Clinical Services, Pharmacy, Royal Hobart Hospital.

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

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

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

Enquiries to Tom Simpson, Department of Health and Human Services, phone (03) 6222 8451, mobile 0417 378 267, email [tom.simpson@dhhs.tas.gov.au](mailto:tom.simpson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Pharmacy Receptionist (508338).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day work, however flexible working hours may be negotiated.

Location:—Clinical Services, Pharmacy, Royal Hobart Hospital.

Duties:—Perform reception, clerical and data operations tasks as part of a team working in the Pharmacy Department providing a pharmacy service to the Royal Hobart Hospital and The Hobart Private Hospital.

Desirable Requirements:—Receptionist duties including receiving prescriptions, issuing medications, filing, Safety Net Scheme card entries and maintenance of records. Cashier duties including collecting payment for out-patient pharmaceuticals, balancing takings and delivery to the RHH cashier. Provide a telephone reception service, and deal with routine matters and patient enquiries.

Enquiries to Tom Simpson, Department of Health and Human Services, phone (03) 6222 8451, mobile 0417 378 267, email [tom.simpson@dhhs.tas.gov.au](mailto:tom.simpson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Rostering Services Support Officer (509338).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day worker.

Location:—Rostering Support Unit, Royal Hobart Hospital.

Duties:—Provide effective rostering support to Hospital Managers using the ProAct rostering system. Provide administrative support for Hospital Managers on rostering related issues including collation of staffing related management reports.

Desirable Requirements:—Knowledge of the provisions of relevant legislation and awards. High-level computer skills and a knowledge of statistical recording and analysis. Well developed interpersonal, organizational and communication skills. Demonstrated ability to prioritize work and comply with established time frames. Ability to actively participate in the Unit's Quality Improvement programme.

Enquiries to Marc Bester, Department of Health and Human Services, phone (03) 6222 8152, email marc.bester@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Senior Pharmacist (517460).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent full-time day work (with oncall).

Location:—Clinical Services, Pharmacy, Royal Hobart Hospital.

Duties:—Provide pharmaceutical care to the patients and training, professional supervision and support to other pharmacy staff within the Royal Hobart Hospital in relation to the co-ordination and practice of specialist clinical activities and the provision of drug information in the area of paediatrics.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Tom Simpson, Department of Health and Human Services, phone (03) 6222 8451, mobile 0417 378 267, email tom.simpson@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Staff Specialist (Cardiothoracic Surgery) (517448).**

Applications Close:—Friday, 15 February 2008.

Salary:—To be negotiated.

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

Fixed-term full-time day work (with oncall) commencing as soon as possible for a period of two years.

Location:—Clinical Services, Cardiothoracic, Royal Hobart Hospital.

Duties:—Provide clinical services of the highest possible standard to Cardiothoracic Surgery patient and actively pursue improved outcomes for cardiothoracic surgery patients by participating in teaching and research relevant to thoracic 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 Stuart Walker, Department of Health and Human Services, phone (03) 6222 7064, email stuart.walker@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### Clinical Standards

#### **Executive Assistant (516066).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—The Executive Assistant, as part of a team delivering high quality mental health services in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, provide comprehensive executive support to the Manager, Clinical Standards and Improvement/Director of Nursing and the Office of the Chief Psychiatrist, Mental Health Services.

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. Proven proficiency at an intermediate to high level in the use of information technology including, but not limited to, Microsoft Office suite, Microsoft Word, Microsoft Excel, Microsoft Outlook, and the use of basic office equipment

such as fax machines, photocopiers and printers. 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. Well-developed written communication skills and the ability to prepare office correspondence, reports and other general documents. Including the ability to take, and transcribe, written and audio recorded meeting minutes.

Enquiries to Coral Muskett, Department of Health and Human Services, phone (03) 6230 7554, email coral.muskett@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### North

#### ***Intern Psychologist (517485).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$42,638–\$68,410 pro rata.

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

Fixed-term part-time daywork, 32 hours per fortnight, commencing as soon as possible to 28 October 2008.

Location:—Mental Health Services, Launceston.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Intern Psychologist;

Undertakes the delivery of quality psychological services utilising evidence-based best practice principles and within a collaborative and multi-disciplinary framework. Provides a psychological assessment, case-management and treatment service to clients of a Child and Adolescent Mental Health Service, and their families in relation to mental health issues in accordance with discipline specific skills and abilities. Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

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

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

Enquiries to Team Leader, Department of Health and Human Services, phone (03) 6336 2867, email [teamleader.camhsn@dhhs.tas.gov.au](mailto:teamleader.camhsn@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### South

#### ***Multi-Skilled Domestic—3 Vacancies.***

Applications Close:—Friday, 15 February 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Vacancy No. 505091.

Permanent full-time shift work (set rotational).

Location:—Roy Fagan Centre, Lenah Valley.

Vacancy No. 505089.

Permanent part-time shift work (set rotational), working 38 hours per fortnight.

Location:—Roy Fagan Centre, Lenah Valley.

Vacancy No. 505089.

Permanent part-time shift work (set rotational), working 38 hours per fortnight.

Location:—Roy Fagan Centre, Lenah Valley.

Duties:—The Multi Skilled Domestic undertakes general and high level cleaning duties within a designated team/service, assists the Team Leader/Unit Manager to maintain an optimal work environment and ensures 'Cook-Chill' meals are stored, re-heated and distributed in accordance with unit procedures.

Desirable Requirements:—Knowledge of and experience in general and high level cleaning procedures, or the ability to acquire knowledge as required.

A sound knowledge and understanding of 'cook-chill' processes along with general food handling and food hygiene regulations.

Awareness of Occupational Health and Safety, Infection Control and Continuous Quality Improvement.

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

Enquiries to Lois Booth, Department of Health and Human Services, phone (03) 6230 7557, email [lois.booth@dhhs.tas.gov.au](mailto:lois.booth@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Population Health***Executive Assistant (500745).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—25 Argyle Street, Hobart.

Duties:—Provide high level administrative and executive support to the Director of Public Health/Director, Population Health. Facilitate effective communication processes to and from the Office of the Director of Public Health including liaising with health professionals and other government and non government organisations. Develop and maintain systems with adherence to government protocols to ensure an efficient co-ordination and support service to the Director of Public Health, particularly in relation to Ministerial and Secretarial correspondence and requests in and out of Population Health.

Desirable Requirements:—Knowledge of, and experience in, day to day office management activities within a senior management environment. High-level written, verbal, interpersonal and communication skills, with the proven ability to negotiate and liaise with a wide range of clients in a professional manner and with a high level of discretion. High level keyboard skills (eg 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 Robin Wilkinson, Department of Health and Human Services, phone (03) 6222 7729, email robin.wilkinson@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Population Health*

## Population and Health Priorities

**Community Dietitians—3 Vacancies.**

Applications Close:—Friday, 15 February 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Vacancy No. 517470.

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

Location:—South.

Vacancy No. 517471.

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

Location:—North.

Vacancy No. 517472.

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

Location:—North-West.

Duties:—The programmes and services delivered by the Community Nutrition Unit contribute to the implementation of the Tasmanian Food and Nutrition Policy, Health Goals and Targets and other relevant national policy and strategy initiatives. The community dietitian will be expected to contribute to programme development and service delivery in accordance with the Community Nutrition Unit's action plan.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

Enquiries to Julie Williams, Department of Health and Human Services, phone (03) 6222 7372, mobile 0409 419 661, email [julie.williams@dhhs.tas.gov.au](mailto:julie.williams@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## Business Support Unit

**Aged Care Business Officer (504431).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time daywork.

Location:—Business Support Unit, Launceston.

Duties:—As a member of the Business Support Team, provide administrative and clerical assistance to the Business Support Unit Manager in the day to day management of business and financial activities for Primary Health. Provide administrative support to rural health sites providing aged care services, including monitoring and collection of revenue, providing financial and statistical reports and undertaking a liaison role with the Australian Government. Ensure compliance with Australian Government requirements in relation to the regulations regarding Approved Providers Holding Accommodation Bonds. Administer accounting processes relating to the provision of nursing services on behalf of the Australian Government Department of Veteran Affairs, including submitting claims, providing statistical information and resolving day to day problems. Support the Business Support Unit Manager by undertaking research and project support work.

Desirable Requirements:—Knowledge and experience in undertaking a range of business and finance administrative procedures, including the ability to effectively utilise computer based financial information systems. Ability to undertake research, analyse and interpret information and recommend appropriate action. Knowledge and understanding of project management principles; together with an ability to assist in the development of operational procedures relating to accounting and administrative issues.

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

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Community Health Nurse (504662).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time daywork.

Location:—Cape Barren Island.

Duties:—Undertake the planning, implementation and evaluation of nursing care, in collaboration and consultation with clients/patients, carers and other members of the multidisciplinary team. Provide holistic and individualised nursing care as the primary or associate nurse. In collaboration with the Clinical Nurse Manager, initiate health education, promotion programmes with individuals and groups to facilitate independence and self care where appropriate. Conduct and participate in quality improvement and clinical research activities. Act as preceptor when required.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex-related offences, serious drug offences, crimes involving dishonesty and serious traffic offences. 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 at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Enrolled Nurse (Medication Endorsed) (516719).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$44,751–\$46,010 pro rata.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent part-time shift work, 32 hours per fortnight.

Location:—George Town Hospital and Community Centre.

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 resident/client/patient 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Beth Smith, Department of Health and Human Services, phone (03) 6380 3620, email beth.smith@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Handyman, Multi-Skilled (506997).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$36,936–\$37,478 pro rata.

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

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

Location:—Flinders Island Multi Purpose Centre.

Duties:—Undertake a wide range of duties associated with the maintenance of the grounds and building fabric and equipment of Flinders Island Multi Purpose Centre.

Desirable Requirements:—A demonstrated competence and experience in the execution of general non-trade maintenance and gardening including procedures, including minor modifications and the operation of appropriate machinery, and the physical capabilities to undertake the position. Good interpersonal skills, with the ability to liaise with clients, residents and all staff, showing an understanding of the need for good Public Relations and a commitment to the same whilst maintaining confidentiality. Capacity to exercise initiative and judgment in the resolution of day to day problems. Effective time management, planning and organizational skills which will enable the service's needs to be met.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex-related offences, serious drug offences, crimes involving dishonesty and serious traffic offences. Identification check 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 at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Primary Health*

###### North

#### ***Kitchen Hand (504554).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Fixed-term full-time shiftwork, commencing as soon as possible to 25 January 2009.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—Carry out a range of duties associated with the preparation and delivery of meals and to maintain the hospital kitchen in a clean and hygienic condition.

Desirable Requirements:—Knowledge of food preparation and presentation. Basic knowledge of diets. Awareness and capacity to maintain required standards of hygiene and safety.

Enquiries to Christine Wootton, Department of Health and Human Services, phone (03) 6352 5523, email [chris.wootton@dhhs.tas.gov.au](mailto:chris.wootton@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Primary Health*

###### Planning and Performance Unit

#### ***Senior Consultant, Policy and Projects (517179).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time daywork.

Location:—Planning and Policy Performance Unit, (North, South or North West).

Duties:—As a member of Primary Health Services Planning, Policy and Performance Unit the Senior Consultant Policy and Projects will provide leadership and direction in: Developing systems and processes to ensure a consistent and high quality approach to the management of projects within Primary Health. Co-ordinating, supporting and managing major Primary Health projects with a particular emphasis on significant and/or high risk projects. Developing and maintaining an integrated policy framework for Primary Health with a particular emphasis on improving access to and compliance with policy and protocols.

Desirable Requirements:—High level experience in and knowledge of contemporary project management theory and practice with particular reference to health and human services. Demonstrated understanding of and experience in

the development and implementation of policy initiatives with particular reference to primary health services. Demonstrated high level consultancy, communication and negotiation skills, including the ability and maintain networks and liaise with senior managers and external stakeholders.

Enquiries to Rod Meldrum, Department of Health and Human Services, phone (03) 6336 5595, email [rod.meldrum@dhhs.tas.gov.au](mailto:rod.meldrum@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Primary Health*

###### South

#### ***Community Options Case Manager (515039).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Southern Region.

Duties:—To provide a Community Options model of case management service to frail older and younger disabled clients and their carers with complex needs within the HACC target population.

Desirable Requirements:—Well-developed understanding of and demonstrated ability to undertake the functions of the case management process as relevant to clients with complex care needs.

Demonstrated understanding and knowledge of the needs of the clients of the Home and Community Care target group, the concept of packaged care and the use of brokerage funds.

Ability to exercise initiative and discretion within a health care setting, and quickly acquire knowledge of local community networks and referral services relevant to the frail aged and younger people with disabilities and their carers.

Enquiries to Christine Priest, Department of Health and Human Services, phone (03) 6222 7781, email [christine.priest@dhhs.tas.gov.au](mailto:christine.priest@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Statewide Specialist Services*

###### Programme and Service Development

#### ***Senior Consultant Smoking Cessation (517465).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—This position will have a focus on providing direction and support for the promotion and co-ordination of smoking cessation services in Tasmania, and will work in conjunction with and under the broad direction of the Tobacco Coalition Governance Group. Provide leadership and advice in the development and delivery of standardised and specialised training, brief interventions and cessation support on a statewide basis. Liaise and consult with a range of stakeholders to identify needs and increase capacity to deliver smoking cessation services. When necessary, provide limited clinical support in relation to smoking cessation pharmacotherapies to a small number of clients with more complex issues.

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

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

Enquiries to Mark Frohmader, Department of Health and Human Services, phone (03) 6214 5717, email mark.frohmader@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Statewide Specialist Services*

#### Programme and Service Development

#### ***Senior Service Development Consultant-Comorbidity (512334).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$75,155–\$83,123 per annum.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—As a member of the Statewide Specialist Services Unit, within the Programme and Service Development section, support and drive the implementation of change and reform across the alcohol, tobacco and other drug (ATOD) service sector in Tasmania. Project manage and support programme development across the ATOD sector giving consideration to the establishment of evidence based service models, policies and guidelines, procedures and protocols, professional standards and practice. Provide leadership and strategic thinking in the development of workforce capacity within the ATOD sector and contribute to agency wide initiatives that promote workforce development and maintain national links in respect to workforce agendas. As a member of Statewide Specialist Services manage implementation of the Comorbidity Framework and the revised Implementation Plan 2006-2008, including the development and implementation of clinical pathways and administrative systems to provide improved and more efficient co-ordination and management of services for clients with co-existing mental illness, other alcohol, tobacco and other drug related health problems and substance use disorders.

Essential Requirements:—Graduate of an approved school of Occupational Therapy. Eligible for membership to the Australian Association of Occupational Therapists; or.

Degree in Social Work and eligibility for membership to the Australian Association of Social Workers; or.

Eligible for registration as a Psychologist in Tasmania including a Masters Degree in Clinical Psychology or equivalent as deemed by the Psychologists 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to John Alderdice, Department of Health and Human Services, phone (03) 6230 7802, email john.alderdice@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### Northern Area

#### ***Executive Officer (517356).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$56,101–\$59,721 per annum.

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

Permanent full-time day work.

Location:—Northern Area Management, Launceston.

Duties:—As a member of the Area Management team the Executive Officer provides high level administrative advice and support to the Area Manager, Children and Family Services. This will include: Manage and co-ordinate the administrative and business support and reporting activities within the Area Management office to achieve agreed service delivery performance targets. Responsibilities including financial reporting, telecommunications, human resources, facilities management and other business support functions as directed. Support the Area Manager with high level, strategic advice and investigate, report and monitor complex and/or sensitive matters, including co-ordination and preparation of reports, briefings, correspondence and submissions. Oversee the timely and accurate flow of information between the Area and Children and Family Services, Executive and Portfolio Services and the Office of the Deputy Secretary Human Services. As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

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

Enquiries to Mike Willie, Department of Health and Human Services, phone (03) 6336 2235, email [mike.willie@dhhs.tas.gov.au](mailto:mike.willie@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### Programme Development and Statewide Services

#### **Graduate Recruit (517397a).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$38,464–\$48,862 per annum.

Community and Health Services (Public Sector) Award, Administrative Trainee (Graduate Recruit) Level 3-1 to 5-1.

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

Location:—Programme Development and Statewide Services, Hobart.

Duties:—To assist management in undertaking work of a clerical and an administrative nature, including research and policy development. This work will involve problem solving, analysis of complex issues, investigation and research into policy issues and liaison across Agency on the broad range of policy issues.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position. A degree or tertiary qualification in a relevant discipline.

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

Enquiries to Diane Caney, Department of Health and Human Services, phone (03) 6233 8540, email [diane.caney@dhhs.tas.gov.au](mailto:diane.caney@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Disability Services*

#### **Allied Health Professional Forensic Disability (515620).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term full-time day work. Commencing 4 February 2008 until 30 Jun 2008.

Location:—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:— Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers; OR A Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; OR Graduate of an approved School of Occupational Therapy and eligibility for membership to Australian Association of Occupational Therapists (AAOT); OR A degree or diploma in Applied Science, Speech Pathology, or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex-related offences, serious drug offences, crimes involving dishonesty and serious traffic offences. Identification check and 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](mailto:kereth.west@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Disability Services*

#### **Disability Officer—2 Vacancies.**

Applications Close:—Friday, 15 February 2008.

Salary:—\$38,464 per annum.

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

Vacancy No. 504972.

Fixed-term full-time Day work commencing As soon as possible until 18 December 2009.

Location:—Disability Services, Launceston.

Vacancy No. 507669.

Fixed-term full-time Day work commencing As soon as possible until 18 December 2009.

Location:—Disability Services, Launceston.

Duties:—Provide supervision, effective support, education, training and advocate for people with disabilities. Ensure the safety and well being of clients by planning, implementing, monitoring and reviewing individual client programmes and services.

Desirable Requirements:—Satisfactory completion of Certificate 4 in Community Services and Health (Disability Work) or a qualification deemed equivalent, from a recognised academic/training organisation or progress towards attaining this qualification. Successful completion of medication training from a recognised training organisation. Experience in working with people with disabilities, families, services providers, advocates and other key stakeholders.

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

Enquiries to Linda Jomartz, Department of Health and Human Services, phone (03) 6336 7600, email linda.jomartz@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing*

#### **Manager Community Partners (501768).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$85,057 per annum.

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

Permanent full-time day work.

Location:—Housing Services, Hobart.

Duties:—Community Partners facilitates the provision of community support for individuals and families, including services for homeless people or people at risk of homelessness by brokering funds to community-based services and through the administration of the Crisis Accommodation Programme. Community Partners also administers the Community Housing Programme which aims to develop the provision of community based social housing and the Aboriginal Rental Housing Programme.

Desirable Requirements:—High level management skills including an ability to manage human, financial and physical resources and to monitor effectiveness and efficiency and apply contemporary management techniques. High level strategic, conceptual, analytical and creative skills including the ability to understand the political, social and organisational environment, to identify relevant issues and make sound judgments about agency strategies and direction. High level understanding of purchasing and brokerage function in the provision of community services and demonstrated experience in and/or knowledge of community based and private sector service provision, including special needs accommodation issues, and social housing.

Enquiries to Peter White, Acting Manager, Housing Strategy, Department of Health and Human Services, phone (03) 6233 8952, email peter.white@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Human Resources*

#### **Pay/Personnel Officer, Multiple vacancies (516236).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work, however flexible working hours (including part-time arrangements) may be negotiated to meet family/personal needs.

Location:—Hobart.

Duties:—As a member of the Pay/Personnel Unit, perform tasks associated with the maintenance of human resource services, specifically those associated with pay and personnel activities.

Desirable Requirements:—Knowledge and understanding of payroll processing, personnel functions and legislative provisions, including policies, guidelines and protocols covering employees of the Department or ability to acquire this knowledge based on past experience. Demonstrated experience and ability with an electronic payroll/HR system (Empower, in particular) together with competency in the use of word processing, spreadsheet and database packages. Demonstrated ability to use initiative and a commitment to continuous quality improvement with the ability to interpret and analyse information and decided on an appropriate course of action.

Enquiries to Andrew McGill, Department of Health and Human Services, phone (03) 6233 5318, email andrew.mcgill@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Information Services*

#### **IT Officer (517469).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$38,464–\$50,671 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer, Level 3-1 to 5-3 (CSO 1).

Permanent full-time day work.

Location:—Hobart.

Duties:—As a member of the ICT Infrastructure team you will provide first point of contact support for Information Services' clients and second level on-site support through the Statewide IT Service Centre. These services include problem resolution, logging, escalation, and follow-up to completion and client satisfaction.

Desirable Requirements:—Demonstrated understanding of information technology client support issues. Demonstrated ability in computer systems, network technical support, basic network administration and basic communication support. Demonstrated knowledge and ability in the provision of software support.

Enquiries to Ian Mackintosh, Department of Health and Human Services, phone (03) 62333948, email Ian.Mackintosh@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Information Services*

#### **IT Officer (517468).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$38,464–\$50,671 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer Level 3-1 to 5-3 (CSO 1).

Permanent full-time day work.

Location:—North-West.

Duties:—As a member of the ICT Infrastructure team you will provide first point of contact support for Information Services' clients and second level on-site support through the Statewide IT Service Centre. These services include problem resolution, logging, escalation, and follow-up to completion and client satisfaction.

Desirable Requirements:—Demonstrated understanding of information technology client support issues. Demonstrated ability in computer systems, network technical support, basic network administration and basic communication support. Demonstrated knowledge and ability in the provision of software support.

Enquiries to Gary Murphy, Department of Health and Human Services, phone (03) 64407063, email Gary.Murphy@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Information Services*

#### **Team Leader Applications Development (516946).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide an Applications Development capacity for DHHS through taking a lead as the senior developer for the agency and providing leadership for a small team of developers.

Desirable Requirements:—Demonstrated high-level experience and skills in contemporary Application Development including object-oriented development technologies and agile development methods, and an understanding of future Application Development trends. Demonstrated experience and skills in all stages of the software development life cycle, including business process

modelling, requirements analysis, architecture and design, implementation, deployment, and maintenance. Demonstrated capacity to lead a team of software developers and the ability to work effectively as a member of the Information Services leadership team.

Enquiries to Glenn Lewis, Department of Health and Human Services, phone (03) 62145429, email Glenn.Lewis@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Planning, Performance and Communications*

#### **Manager, Planning and Performance (517419).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$79,629 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 11.

Permanent full-time day work.

Location:—Hobart.

Duties:—Develop and maintain an effective framework for integrated planning and performance management systems for the Department. Provide a high level of support to managers and staff to ensure the adoption of the planning and performance management systems by business units and their effective incorporation into normal work practices.

Desirable Requirements:—Demonstrated high level knowledge and experience in planning, performance management and system development in a complex organisational environment. Demonstrated high level conceptual, research and analytical skills, and the ability to understand the political, social and organisational environment and to identify relevant issues and make sound judgments about Agency strategies and directions. High level oral and written communication, liaison, conflict resolution and negotiation skills with the specific ability to effectively communicate and collaborate with senior managers and other officers. Demonstrated capacity to represent the Agency on internal and external committees and in other forums.

Enquiries to Richard Lette, Department of Health and Human Services, phone (03) 6233 4813, email richard.lette@dhhs.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### CORPORATE SERVICES DIVISION

#### *Information Management*

#### **Unix Infrastructure Administrator (371471).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$55,020–\$60,476 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—As a team member of the Information Management Branch provide technical support and advice to maintain and enhance the Department's Unix-based corporate application

hosting environments and associated IT infrastructure in-line with DIER's ICT Strategy. Assist the Team Leader in the administration of the corporate application servers and their associated IT infrastructure to support and enable DIER's business objectives.

**Desirable Requirements:**—A degree or tertiary qualification in a relevant discipline. A current drivers license.

Enquiries to Damon Pullen, Team Leader, Unix Infrastructure, Department of Infrastructure, Energy and Resources, phone (03) 6233 2441, email [damon.pullen@dier.tas.gov.au](mailto:damon.pullen@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 2077, fax (03) 6233 5337, email [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Katherine Noonan on (03) 6233 2077 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### FOREST PRACTICES AUTHORITY

#### **GIS, Database and Systems Support Officer (372083).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$56,854—\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time 2 years. 36.75 hours per week.

Location:—Hobart.

**Duties:**—Provide support to ensure the Forest Practice Authority (FPA) Geographical Information System (GIS) and key databases are effectively maintained and provide specialist expertise for manipulating and reporting from these systems.

**Desirable Requirements:**—Experience or qualifications in GIS and a natural science discipline. Driving licence (manual).

Enquiries to Angus Macneil, Business Administration Manager, Department of Infrastructure, Energy and Resources, phone (03) 6233 7837, email [angus.macneil@fpa.tas.gov.au](mailto:angus.macneil@fpa.tas.gov.au).

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Victoria Millhouse on (03) 6233 5272 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### FOREST PRACTICES AUTHORITY

#### **Publications Officer (372082).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$53,188—\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent part-time 18.38 hours per week.

Location:—Hobart.

**Duties:**—Manage the production of new and updated material published in various media that serve to promote the Forest Practices Authority (FPA) objectives and programmes. Manage existing publications and publication resources.

**Desirable Requirements:**—Qualifications and experience appropriate for the role with a well-developed knowledge of forestry and the Tasmanian Forest Practices System. Driving licence.

Enquiries to Angus Macneil, Business Administration Manager, Department of Infrastructure, Energy and Resources, phone (03) 6233 7837, email [angus.macneil@fpa.tas.gov.au](mailto:angus.macneil@fpa.tas.gov.au).

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Victoria Millhouse on (03) 6233 5272 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### LAND TRANSPORT SAFETY

##### *Registration and Licensing Branch*

#### **Driver Testing Officer—3 Vacancies.**

Applications Close:—Friday, 15 February 2008.

Salary:—\$44,019—\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Vacancy No. 371802.

Fixed-term part-time 2 years. 18.38 hours per week.

Location:—Hobart.

Vacancy No. 371803.

Fixed-term part-time 2 years. 18.38 hours per week.

Location:—Hobart.

Vacancy No. 371807.

Fixed-term part-time 2 years. 18.38 hours per week.

Location:—Hobart.

**Duties:**—To deliver a fair and consistent on-road driving test across different car test types, including older drivers, provisional applicants and overseas applicants, in accordance with DIER's business rules, manuals and guidelines.

**Desirable Requirements:**—Certificate IV in Training and Assessment (TAA). Extensive work experience in a relevant field.

**Essential Requirements:**—A current full car driver licence.

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

Enquiries to Geoff Blight, Manager Driver Testing, Department of Infrastructure, Energy and Resources, phone (03) 6233 5604, email [geoff.blight@dier.tas.gov.au](mailto:geoff.blight@dier.tas.gov.au).

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Victoria Millhouse on (03) 6233 5272 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

## LAND TRANSPORT SAFETY

*Road Safety Operations***Road Safety Consultant (371880).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time 2 years. 36.75 hours per week.

Location:—Launceston.

Duties:—Lead, facilitate and promote the development, delivery and evaluation of road safety programmes and policies through consultation with key stakeholders, and the formation of quality partnerships with government, community and business organisations.

Desirable Requirements:—Relevant tertiary qualifications.

Essential Requirements:—A Current Driver Licence.

Enquiries to Grant Douglas, Manager Road Safety Operations, Department of Infrastructure, Energy and Resources, phone (03) 6233 5290, email grant.douglas@dier.tas.gov.au.

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Victoria Millhouse on (03) 6233 5272 or hr@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## PASSENGER TRANSPORT

*Passenger Transport Policy***Policy Analyst (371801).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time 6 months. 36.75 hours per week.

Location:—Hobart.

Duties:—Research, analyse, develop, implement and review passenger transport policy as a member of a team, and provide policy advice on public transport issues. Monitor policy, planning and technology developments relating to the provision or integration of passenger transport services or the determination of public transport demand.

Desirable Requirements:—Appropriate tertiary qualifications in a relevant discipline.

Enquiries to James Verrier, Assistant Director, Department of Infrastructure, Energy and Resources, phone (03) 6233 3017, email james.verrier@dier.tas.gov.au.

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Victoria Millhouse on (03) 6233 5272 or hr@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## ROADS AND TRAFFIC

*Programming and Delivery***Executive Officer Programming (372046).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide executive support to the Manager Project Services and the Senior Executive Officer Programming in relation to the following key programming activities: undertake research activities as required, provision of administrative support for the Agency's Professional Services Contracts, maintenance of the Schedule of Capital Works, and the Forward Programmes Module of the Agency's Road Information Management System (RIMS).

Enquiries to Narelle Harvey, Senior Executive Officer Programming, Department of Infrastructure, Energy and Resources, phone (03) 6233 3160, email narelle.harvey@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 2077, fax (03) 6233 5337, email hr@dier.tas.gov.au.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Katherine Noonan on (03) 6233 2077 or hr@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## ROADS AND TRAFFIC

*RIMS Management***Senior Developer (372032).**

Applications Close:—Friday, 15 February 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 36.75 hours per week.

Location:—Hobart.

Duties:—To facilitate the maintenance and enhancement of the Road Information Management System (RIMS) through provision of specialist technical application development services and management of physical and financial resources associated with the maintenance of RIMS.

Desirable Requirements:—Experience with developing Oracle database applications. Experience with the following languages PL/SQL, Visual Basic, Java, JavaScript. Sound knowledge of CASE tools and their use for application development.

Enquiries to Mark Phillips, Manager RIMS, Department of Infrastructure, Energy and Resources, phone (03) 6233 7146, email mark.phillips@dier.tas.gov.au.

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Victoria Millhouse on (03) 6233 5272 or hr@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## ROADS AND TRAFFIC

*RIMS Management***Systems Analyst (372031).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$64,096–\$67,714 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialist systems advice as a member of the RIMS Management Team regarding the ongoing development and management of RIMS and other corporate applications within the Roads and Traffic Division.

Desirable Requirements:—A tertiary qualification in a relevant discipline. Experience with development and implementation of information systems in a corporate environment.

Enquiries to Mark Phillips, Manager RIMS, Department of Infrastructure, Energy and Resources, phone (03) 6233 7146, email mark.phillips@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 2077, fax (03) 6233 5337, email hr@dier.tas.gov.au.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Katherine Noonan on (03) 6233 2077 or hr@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## OFFICE OF ENERGY PLANNING AND CONSERVATION

**Senior Research Officer (371187).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high-level research, analysis and advice in relation to the review, development and implementation of Tasmanian and national energy policy and undertake high-level project activities on relevant projects.

Desirable Requirements:—Appropriate tertiary qualifications with a scientific or mathematical component. Experience of using Excel and Databases. Knowledge or experience within the energy sector.

Enquiries to Tim Astley, Manager, Energy Planning and Security, Department of Infrastructure, Energy and Resources, phone (03) 6233 3091, email tim.astley@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 2077, fax (03) 6233 5337, email hr@dier.tas.gov.au.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Katherine Noonan on (03) 6233 2077 or hr@dier.tas.gov.au.

## JUSTICE

## CROWN LAW

*Director of Public Prosecutions***Administrative Assistant (354858).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake a wide range of clerical and administrative duties to support the efficient and effective delivery of the Office of the Director of Public Prosecutions services including the preparation and compilation of court and other legal documents; word processing; audio transcribing; data entry; and provision of telephone and face-to-face reception services.

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email Kerry.Worsley@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kerry Worsley on 6233 8732.

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

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

## JUSTICE

## CROWN LAW

*Director of Public Prosecutions***Law Clerk (350027).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake a wide range of clerical and administrative duties to support the efficient and effective delivery of services by the Director of Public Prosecutions including attending at court to assist Crown Prosecutors; co-ordinating the attendance of witnesses and the availability of exhibits; preparing; collating and filing court documents; and maintaining electronic and paper based records.

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

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email Kerry.Worsley@justice.tas.gov.au.

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

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*

**Clerk (355929).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time from as soon as possible for 12 months working Tuesday and Friday each week.

Location:—Devonport.

Duties:—Ensure the accurate collation and preparation of court lists, documents and correspondence within the Magistrates Court.

Enquiries to Leanne Gillon, Department of Justice, phone (03) 6421 7885, email Leanne.Gillon@justice.tas.gov.au.

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

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  
OFFICE OF THE OMBUDSMAN

**Administrative Assistant (350454).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time Monday, Wednesday 0.6 FTE.

Location:—Hobart.

Duties:—Provide reception duties including, answering all incoming telephone calls; screening callers to determine if complaints are within jurisdiction, and referring them to the relevant officer or an external body. Process the incoming and outgoing mail for all jurisdictions. Manage the daily resubmit of complaint files to investigation officers; and assist the Administration Manager with all aspects of records management and information systems.

Desirable Requirements:—Current Drivers Licence.

Enquiries to Lianne Jager, Administration Manager, Office of the Ombudsman, Department of Justice, phone (03) 6233 8972, email Lianne.Jager@justice.tas.gov.au.

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

For further information, please download a copy of the

Statement of Duties from www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Lianne Jager on (03) 62338972.

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

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

JUSTICE  
TASMANIA PRISON SERVICE  
*Prison Maintenance*

**Cleaner (355910).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$34,648 per annum.

Operational Employees Award, Level 3.

Permanent full-time.

Location:—Risdon Prison.

Duties:—Perform general cleaning duties, including, floor and wall maintenance (vacuuming, washing, dusting) in offices, corridors, toilets and other areas throughout the Risdon Prison Complex as directed.

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

Enquiries to Michael Flood, Manager Statewide Maintenance, Tasmania Prison Service, Department of Justice, phone (03) 6216 8186, email michael.flood@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Michael Flood on (03) 6216 8186.

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  
WORKPLACE STANDARDS TASMANIA  
*Inspectorate*

**Senior Inspector Forestry (356046).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time day work, 73.50 hours per fortnight.

Location:—Launceston.

Duties:—Provide management and leadership support to the Team Leader and team through the provision of consultative

advice, guidance, coaching and mentoring. Promote, develop and implement programmes, policy and guidelines to improve the social and economic performance of Tasmanian industry in line with the Government objectives. Monitor workplace compliance with legislation administered by Workplace Standards Tasmania using statistical analysis, audits and field inspections. Use the discretionary powers provided by legislation to assist or direct workplaces to improve standards within their workplace.

Essential Requirements:—Current Driver Licence .

Desirable Requirements:—High level understanding of, and commitment to, the Workplace Standards Tasmania's role in promoting proactive workplace standards management within Tasmania and the ability to build and maintain respectful working relationships with a wide variety of stakeholders. Proven high level knowledge and expertise in the identification of hazards and a proven ability to recognise non-compliance with occupational health and safety in the Forestry Industry. Have knowledge of dangerous goods, industrial relations and workers rehabilitation and compensation legislation and determine appropriate remedial action while acting with fairness, equity and integrity at all times.

Enquiries to Jo Hendley, Regional Team Leader, General Inspectorate, Workplace Standards Tasmania, Department of Justice, phone (03) 6336 2562, fax (03) 6336 4543, email jo.hendley@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart, TAS 7001, phone (03) 62336809, fax (03) 6233 3254, email daphne.webb@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jo Hendly on (03) 6334 4543.

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

### WORKPLACE STANDARDS TASMANIA

#### *Policy, Planning and Services*

#### **Consultant Organisational Development (356045).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$64,096–\$67,714 pro rata.

Administrative and Clerical Employees Award, Level 8.

Fixed-term part-time 12 months, 44.10 hours per fortnight.

Location:—Rosny.

Duties:—Manage an organisational development project derived from Workplace Standards Strategic Plan and the internal Communication Issues Report aimed at fleshing out, in conjunction with Workplace Standards employees, organisational values into workplace values and behaviours as the basis for the design and implementation of a performance management system and culture survey. Assist with the development and implementation of other organisational development projects as required.

Desirable Requirements:—Sound project management skills and experience including proven expertise in organising and implementing programmes to deliver high quality outcomes within set timeframes. Demonstrated understanding of and experience in organisational development and in contemporary human resource management especially performance

management, staff surveys and selection. High level interpersonal, team membership, facilitation and consultation skills, with the ability to effectively communicate, both verbally and in writing with the capacity to develop productive and respectful relationships across the whole organisation.

Enquiries to Ms Beth Chapman, Manager Strategic Implementation Business Unit, Workplace Standards Tasmania, Department of Justice, mobile 0415 543 530, email beth.chapman@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart, TAS, 7000, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Lee-Anne Bortkiewicz on (03) 62338366.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Asset Management Services*

#### *Garage and Fleet Services*

#### **Mechanic (T01131).**

Applications Close:—Friday, 8 February 2008.

Salary:—\$42,233 per annum.

Operational Employees Award, Level 7.

Fixed-term full-time until 1 August 2008.

Location:—Hobart.

Duties:—Undertake repairs, maintenance, servicing and inspection of the police vehicle fleet including trucks and buses.

Enquiries to Mr Stephen Woolley, Manager, Fleet Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 7001, phone (03) 6230 2235, email stephen.woolley@police.tas.gov.au.

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

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Communications and Information Technology Services*

#### **Computer Systems Officer (002212).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$55,020–\$60,476 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—As a member of Communications and Information Technology Services, the Computer Systems Officer at this level could undertake duties in the following areas:—Manage a range of tasks associated with full project life cycle including

analysis, design, development, deployment and quality assurance of business information systems and technology infrastructure.

Provide specialist technical application development and work with a team of Computer Systems Officers, client representatives and consultants who are employed in information technology tasks.

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

Desirable Requirements:—Qualifications are not prescribed, however appropriate tertiary qualifications in a relevant discipline or equivalent experience would be an advantage.

Enquiries to Mr John Schofield, Manager, Application Support Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 7001, phone (03) 6230 2465, email john.schofield@police.tas.gov.au.

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

#### POLICE AND EMERGENCY MANAGEMENT

##### TASMANIA FIRE SERVICE

##### *Engineering Services*

#### ***Appliance Fabrication Technician—2 Vacancies.***

Applications Close:—Friday, 15 February 2008.

Salary:—\$39,808 per annum.

Tasmania Fire Service Engineering Services Agreement, General Employee, Level 5.

Vacancy No. 521385.

Permanent full-time.

Location:—Engineering Services Cambridge.

Vacancy No. 521172.

Permanent full-time.

Location:—Engineering Services Cambridge.

Duties:—Provide trade support to Engineering Services through the fabrication and refurbishment of fire appliances and associated equipment.

Essential Requirements:—Hold a recognised trade certificate of Boilermaker/Welder or equivalent.

Desirable Requirements:—Affiliated trade courses, for example, Fitting and Turning, Mechanical or Auto Electrical.

Hold a current driver's licence endorsed to at least Medium Rigid class.

Hold a current Workplace Standards Tasmania Fork Lift Truck licence or equivalent.

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. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Leon Smith on (03) 6214 8841 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Leon Smith on (03) 6214 8841.

Applications to Tasmania Fire Service, GPO. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

#### ***Experienced Tradesperson, Carpenter (040108).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$38,910–\$40,628 per annum.

Port Arthur Historic Site Staff Agreement 2004, Conservation and Infrastructure Stream, Level 4.

Permanent full-time 76 hours worked over a 9 day fortnight.

Location:—Port Arthur.

Duties:—Under direction, provide skilled carpentry and joinery trade support, and other support as required in the maintenance, new works, restoration, and conservation of the Port Arthur Historic Site.

Desirable Requirements:—Carpentry and joinery trade qualifications or qualifications/experience as deemed equivalent by the Authority, minimum of three years post trade experience.

Enquiries to John Featherstone, Building and Works Supervisor, Port Arthur Historic Site Management Authority, phone (03) 6251 2341, mobile 0417 505953, email [john.featherstone@portarthur.org.au](mailto:john.featherstone@portarthur.org.au).

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [philip.johnston@portarthur.org.au](mailto:philip.johnston@portarthur.org.au).

#### PREMIER AND CABINET

##### COMMUNITY DEVELOPMENT DIVISION

##### *Local Government Office*

#### ***Policy Analyst (000523).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake research and analysis, and contribute to development and implementation, in relation to policy issues and initiatives relevant to the Local Government Office, and provide authoritative advice in relation to legislation administered by the Office.

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

Enquiries to Margaret Sing, Director, Department of Premier and Cabinet, phone (03) 6233 6091, email [Margaret.Sing@dpac.tas.gov.au](mailto:Margaret.Sing@dpac.tas.gov.au).

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

#### PRIMARY INDUSTRIES AND WATER

##### BIOSECURITY AND PRODUCT INTEGRITY

##### *Animal Health Laboratories*

#### ***Executive Officer (Animal Health Laboratories) (702749).***

Applications Close:—Friday, 15 February 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time from as soon as possible until 27 February 2009.

Location:—Launceston.

Duties:—Manage the human, physical, financial and information resources of the Animal Health and Seed Testing Laboratories to ensure efficient and effective analytical and

diagnostic service delivery to all identified clients under the broad direction of Principal Veterinary Pathologist.

Desirable Requirements:—Management experience in a scientific environment is desirable.

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

Enquiries to Bronwyn Gardner, phone (03) 6336 5335, email [bronwyn.gardner@dpiw.tas.gov.au](mailto:bronwyn.gardner@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Office of the General Manager*

#### **Manager (Business Services Unit) (702665).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the human, physical, financial and information resources of the BPI Business Services Unit to deliver business and administrative services for the Division. Provide specialist consultative advice and support to the General Manager BPI and the Divisional Management Team on strategic issues and the development, implementation, review and maintenance of the business and budget planning process. Manage the corporate governance functions for the Australian Quarantine and Inspection Service (AQIS) including business planning, financial and budgetary functions in accordance with Commonwealth administrative and legislative requirements. Manage and complete allocated significant Divisional projects.

Desirable Requirements:—A formal qualification in Business or Commerce would be an advantage. A current motor vehicle drivers licence.

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

Enquiries to Alex Schaap, phone (03) 6233 2581, email [alex.schaap@dpiw.tas.gov.au](mailto:alex.schaap@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### CORPORATE SERVICES

#### *Finance, Facilities and Business Services*

#### **Manager (Corporate Finance Systems) (702746).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage the corporate financial systems of DPIW to achieve efficient and effective operations, including provision of specialist consultative advice and technical support on financial systems and processes, and maintaining interfaces

with other systems. As a member of the Finance management team, provide input into the development and implementation of financial management policies and strategies.

Desirable Requirements:—Appropriate tertiary qualifications in a relevant discipline.

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

Enquiries to David Marshall, phone (03) 6233 2890, email [david.marshall@dpiw.tas.gov.au](mailto:david.marshall@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### INFORMATION AND LAND SERVICES

#### *Geodata Services*

#### **Geographic Information System Analyst (702744 and 702745) (2 Positions).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

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

Duties:—Undertake a broad range of complex Geographic Information System (GIS) duties supporting the management and delivery of LIST spatial data including the development and maintenance of production applications critical to Geodata Services day to day operations. Assist in the development and delivery of training programmes for GIS support staff within the branch in GIS applications relevant to the management and delivery of LIST framework spatial data.

Desirable Requirements:—Relevant tertiary qualifications would be an advantage. A current motor vehicle drivers licence.

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

Enquiries to Stuart Fletcher, phone (03) 6233 7144, email [stuart.fletcher@dpiw.tas.gov.au](mailto:stuart.fletcher@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### INFORMATION AND LAND SERVICES

#### *Geospatial Infrastructure*

#### **Programme Manager (Surveying Services) (702719).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

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

Duties:—As a member of a team of professional specialists, advise and assist the Chief Surveyor and the Surveyor General

in the development and implementation of survey and land information policies, standards and programmes.

Develop programmes, standards and priorities for the provision of both routine and complex surveying services, and contribute to the continuing development and implementation of the Tasmanian surveying and land information systems.

Manage and undertake the provision of professional surveying services and co-ordinate the activities of other staff to produce programme outputs.

Essential Requirements:—Registration as a Land Surveyor under the provisions of the Surveyors Act 2002.

Desirable Requirements:—A Degree in Surveying, Spatial Information Science or Geomatics or an equivalent qualification from a recognised tertiary institution.

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

Enquiries to Peter Bakes, phone (03) 6233 2513, email peter.bakes@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER  
RESOURCE MANAGEMENT AND CONSERVATION

*Fox Eradication*

**Section Head (Monitoring and Investigations) (702715).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Prospect, Launceston.

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

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

Duties:—Manage the monitoring and investigation activities of the Fox Eradication Programme and provide specialist advice and technical support to senior management on complex technical, operational and policy issues.

Manage high level projects and co-ordinate sub projects related to monitoring programmes and investigations. Undertake a leadership role in co-ordinating activities on a statewide basis.

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

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

Desirable Requirements:—A current motor vehicle driver's licence. Workplace Level 2 First Aid Certificate or equivalent.

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

Enquiries to Jodie Elmer, phone (03) 6336 5320, email jodie.elmer@dpiw.tas.gov.au.

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

TAFE TASMANIA

LEARNING AND INNOVATION

*Library Services*

**Librarian (322438).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—South.

Duties:—Assist with the provision of library services of TAFE Tasmania, including the co-ordination and development of campus collections and the delivery of a range of information services. Will be responsible for the day to day operation of a campus library. Although normally based on the Drysdale Campus, may be required to work from the Clarence or Hobart Campuses as needed.

Rostered evening work may be required.

Essential Requirements:—Degree or Diploma in Librarianship or information studies at a recognised university or college of advanced education or a postgraduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA).

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

Enquiries to Greg Robinson, Senior Librarian, South, TAFE Tasmania, phone (03) 6233 7384, email [Greg.Robinson@tafe.tas.edu.au](mailto:Greg.Robinson@tafe.tas.edu.au).

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

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

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

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

THE PUBLIC TRUSTEE

TRUSTEE SERVICES

**Trust Officer/Client Account Manager (790145).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—The Trust Officer/Client Account Manager will provide effective management of a basic estate and trust administration caseload in accordance with relevant legislation, procedural guidelines and client instructions while exercising a formal discretion in relation to the management of these estates and trusts.

Desirable Requirements:—Candidates should have a good knowledge of or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively

either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

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

Enquiries to Jamie Lawrence, Southern Branch Manager, The Public Trustee, G.P.O. Box 1565, Hobart Tas 7001, phone 6233 7607, email [jlawrence@publictrustee.tas.gov.au](mailto:jlawrence@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resource Officer, The Public Trustee, 116 Murray Street, Hobart Tas 7000, phone 6233 7706, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au).

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

#### TOURISM, ARTS AND THE ENVIRONMENT

##### ARTS TASMANIA

#### **Programme Officer (424163).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—To administer Arts Tasmania's programmes of assistance to the arts across all artforms especially in relation to the visual arts, craft, design and contemporary music. To assist artists and arts organisations in determining their development needs and assist them to take advantage of opportunities locally, nationally and internationally, and in doing so promote quality Tasmanian arts practice that achieves international recognition.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current driver's licence, tertiary qualifications or commensurate professional experience in business or arts management and working knowledge of the arts and cultural industry, particularly in relation to the visual arts, craft and design sector and contemporary music.

Enquiries to Steve Kyne, Deputy Director, phone (03) 6233 7306, email [Steve.Kyne@arts.tas.gov.au](mailto:Steve.Kyne@arts.tas.gov.au). For a copy of the statement of duties please contact, Laura Harper, phone (03) 6233 7308, email [Laura.Harper@arts.tas.gov.au](mailto:Laura.Harper@arts.tas.gov.au).

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Dianne Hodgson, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5915, fax (03) 6233 5907, email [applications@dtae.tas.gov.au](mailto:applications@dtae.tas.gov.au).

#### TOURISM, ARTS AND THE ENVIRONMENT

##### ARTS TASMANIA

#### **Programme Officer, Residencies (706188).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term part-time (0.2 FTE) until 24 December 2009.

Location:—Hobart.

Prorata salary is based on the above full-time rates.

Duties:—To administer Arts Tasmania's programmes of assistance to the arts across all artforms, especially in relation

to the national and international residency programme. To promote the residency programme in support of the objective of Arts Tasmania and its [arts@work](mailto:arts@work) business unit in promoting quality Tasmanian arts practice that achieves international recognition.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current driver's licence, tertiary qualifications or commensurate professional experience in business or arts management and working knowledge of the arts and cultural industry.

Enquiries to Steve Kyne, Deputy Director, phone (03) 6233 7306, email [Steve.Kyne@arts.tas.gov.au](mailto:Steve.Kyne@arts.tas.gov.au). For a copy of the statement of duties please contact, Laura Harper, phone (03) 6233 7308, email [Laura.Harper@arts.tas.gov.au](mailto:Laura.Harper@arts.tas.gov.au).

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Dianne Hodgson, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5915, fax (03) 6233 5907, email [applications@dtae.tas.gov.au](mailto:applications@dtae.tas.gov.au).

#### TOURISM, ARTS AND THE ENVIRONMENT

##### ARTS TASMANIA

##### *Arts@work*

#### **Programme Officer, Corporate Art (706131) (RE-ADVERTISED).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time, For a period of 2 years.

Location:—North Hobart.

Duties:—To manage and develop the extension of the Art for Public Building Scheme public art programme by increasing public art commissions in the private sector in Tasmania.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have tertiary qualifications or commensurate professional experience in the arts and it's highly desirable that you have a current motor vehicle driver's licence.

Enquiries to Fiona Barber, Manager [arts@work](mailto:arts@work), for more information about the position or for a copy of the Statement of Duties, phone (03) 6233 5939, email [info@artsatwork.com.au](mailto:info@artsatwork.com.au).

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Dianne Hodgson, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5915, fax (03) 6233 5907, email [applications@dtae.tas.gov.au](mailto:applications@dtae.tas.gov.au).

#### TOURISM, ARTS AND THE ENVIRONMENT

##### PARKS AND WILDLIFE SERVICE

##### *Operations and Performance*

##### Northern Region

#### **Senior Ranger (706182).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$49,523–\$51,358 per annum.

Parks and Wildlife Services Agreement 1996, Level 5.

Fixed-term full-time.

Location:—Freycinet Field Centre.

Allowance:—In addition 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 \$64,875-\$67,278.

Duties:—Manage the day to day operations of Freycient Field Centre to conserve reserve values and manage assets.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a Diploma of Environmental and Cultural Resources (Park Management) or equivalent.

Enquiries to Dave Frelek, Parks and Reserves Manager, phone (03) 6256 7002, email Dave.Frelek@parks.tas.gov.au. For a copy of the statement of duties please contact, Rowena Lundie, phone (03) 6336 5267, email Rowena.Lundie@parks.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Dianne Hodgson, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5915, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

#### TOURISM, ARTS AND THE ENVIRONMENT

##### TASMANIAN MUSEUM AND ART GALLERY

###### *Administration*

###### **Executive Assistant (705680).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—To manage the Director's office and provide wide-ranging and high level administrative support services to the TMAG Director and the Executive Management Group.

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

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current driver's licence, high level administration, communication and negotiation skills and tertiary qualifications in a relevant discipline or extensive demonstrable experience in the provision of administration support to a large organisation would be well regarded.

Enquiries to Bill Bleathman, Director, phone (03) 6211 4100, email Bill.Bleathman@tmag.tas.gov.au. For a copy of the statement of duties please contact, Sally Scott, phone (03) 6211 4100, email Sally.Scott@tmag.tas.gov.au.

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

#### TOURISM, ARTS AND THE ENVIRONMENT

##### TOURISM TASMANIA

###### *Distribution*

###### **Executive Assistant (706186).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Launceston.

Duties:—Manage the office of the Head of Distribution providing high level administrative, clerical and organisational support, including researching and collating information and ensuring the efficient flow of information to and from the office.

Provide personal and telephone reception facilities and an efficient secretarial service.

Enquiries to Pam von Stieglitz, Head of Distribution for a copy of the Statement of Duties or for further information about the position phone (03) 6336 3288, email pam.vonstieglitz@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Viki Loring, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

#### TOURISM, ARTS AND THE ENVIRONMENT

##### TOURISM TASMANIA

###### *Organisational Development and Strategy*

###### **Co-ordinator Trend Analysis (705927).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time until end of November 2008.

Location:—Hobart.

Duties:—Facilitate, identify and develop tourism opportunities that build on the Tourism Tasmania Corporate Plan and provide a consultative service to senior management in implementing the Plan.

Support the business activities of Tourism Tasmania through the provision of strategic intelligence on tourism trends and market place activity generally with specific emphasis on the impact of Tourism Tasmania's marketing, distribution and industry development intervention points.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Wynde Mason, Head of Research, phone (03) 6230 8135, email Wynde.Mason@tourism.tas.gov.au. For a copy of the statement of duties please contact, Mark Poll, phone (03) 6230 8231, email Mark.Poll@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Melissa Chan, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3873, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

#### TREASURY AND FINANCE

##### GOVERNMENT PRICES OVERSIGHT COMMISSION/OFFICE OF THE TASMANIAN ENERGY REGULATOR

###### **Research Officer (723817).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position the applicant will undertake research assignments in support of major projects and matters associated

with the energy supply industry, including investigations, inquiries and consultancy assignments undertaken by the Commission/Regulator.

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

Enquiries to Andrew Rayner, Principal Policy Analyst, Government Prices Oversight Commission/Officer of the Tasmanian Energy Regulator, Department of Treasury and Finance, phone (03) 6233 3206, email [andrew.rayner@treasury.tas.gov.au](mailto:andrew.rayner@treasury.tas.gov.au).

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

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

#### TREASURY AND FINANCE

##### REVENUE, GAMING AND LICENSING DIVISION

###### *Revenue Branch*

#### **Manager Revenue Advice and Audit (723433).**

Applications Close:—Friday, 15 February 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

**Duties:**—In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated ability to successfully manage a busy work area, achieve high standards of quality and accountability and improved business efficiencies; demonstrated leadership qualities, a strong people focus and the ability to design and successfully implement necessary change; demonstrated experience in ensuring relevant, consistent specialist advice on the administration of legislation; demonstrated experience in applying sound judgement to complex situations to ensure the delivery of a fair and efficient service to taxpayers and the appropriate collection of revenue; demonstrated ability to evaluate trends, monitor and report on programme results, identify critical issues and design and negotiate effective solutions and demonstrated ability to operate as part of a motivated management team and have a strong commitment to the Treasury values.

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

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

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

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

The Former Heads and Senior State Government Executives Association welcomes enquiries from potential members who may be contemplating resignation or retirement. Membership is open to former heads of Tasmanian Government Departments/Agencies; former employees classified in the Senior Executive Service or equivalent or have held a senior executive or managerial position as an Agency Deputy, Branch or Division head, statutory office bearer or an equivalent position. Please contact the Membership Officer (tel/fax 6229 5214) for details.

## Staff Movements

#### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	201220 Teacher	P. Crowden	21.12.07
Education	200788 Advanced Skills Teacher	D. Gale	21.12.07
Education	200741 Teacher	N. Bell	21.12.07
Education	954584 Advanced Skills Teacher	P. J. O'Hern	09.01.08
Education	205783 Teacher	V. Bird	31.12.07
Education	203842 Teacher	J. Stepsys	31.12.07
Education	205868 Teacher	H. Gleeson	31.12.07
Health & Human Services	509367 Registered Nurse	E. Barisic	13.01.08
Health & Human Services	509771 Enrolled Nurse	P. M. Berens	19.01.08
Health & Human Services	505829 Disability Worker	P. Jex	18.01.08
Health & Human Services	504970 Team Leader Day Options	G. Clark	25.01.08
Tourism, Arts & the Environment	335454 Manager Greenhouse & Ship Sourced Pollution	J. Isaac	29.01.08
Tourism, Arts & the Environment	335475 Manager Scientific/Technical	R. Dineen	25.01.08

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No and New Title</i>	<i>Date of Movement</i>
Education	201522 Acting Principal	A. Grant	Education	203155 Principal	01.01.08
Education	204574 Advanced Skills Teacher	A. Kowaluk	Education	204511 Principal	01.01.08
TAFE Tasmania	330766 Senior IT Customer Support Officer	D. Veenendaal	Education	963046 IT Consultant	14.01.08
Education	961556 Assistant Principal	L. Grundy	Education	201049 Principal	01.01.08
Education	205378 Teacher	S. Woodberry	Education	203749 Advanced Skills Teacher	11.02.08
Health & Human Services	512166 Project Officer	M. Hill	Health & Human Services	511404 Policy Officer	11.02.08
Health & Human Services	514107 Administrative Assistant	T. Laszlo	Health & Human Services	517262 GP Project Support Officer	21.01.08
Health & Human Services	500878 Policy Analyst	C. Nolan	Health & Human Services	500885 Senior Policy Analyst	22.01.08
Health & Human Services	505047 Team Leader	S. Reed	Health & Human Services	515752 Mgr Area Clinical Standards & Improvement / Asst DON	04.01.08
Health & Human Services	509138 Divisional Support Officer	D. Giffard	Health & Human Services	511282 Executive Officer - Management Information	04.02.08
Health & Human Services	501530 Child Protection Worker	Z. Galanos	Health & Human Services	513742 Co-ordinator	28.01.08
Health & Human Services	516130 Child Protection Worker	C. Lovell	Health & Human Services	514182 Co-ordinator	04.02.08
Health & Human Services	511830 Attendant	C. Pearson	Health & Human Services	502248 Registered Nurse Level 1	24.02.08
Justice	355676 Inspector	J. McKinnell	Justice	355667 Senior Inspector	21.01.08
Justice	355675 Inspector	S. Beams	Justice	355668 Senior Inspector	21.01.08
Premier & Cabinet	472472 Computer Support Officer	D. Johns	Justice	355777 Senior Desktop Support Officer	29.01.08
Primary Industries & Water	25727 Principal Fisheries Management Officer (Recreational)	H. Williams	Primary Industries & Water	700330 Manager, Regional and Business Development	29.01.08
Treasury & Finance	723773 Graduate Financial Analyst	D. Kessarios	Treasury & Finance	723933 Budget Analyst	24.01.08
Treasury & Finance	723832 Systems Analyst	A. Hinkley	Treasury & Finance	723349 Budget Analyst	24.01.08

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Primary Industries & Water	702626 Project Manager (Angler Access)	N. Morrow	16 weeks	2 years
Primary Industries & Water	702383 Goundwater Management Officer	J. Bayly-Stark	n.a	2 years

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>New Agency</i>	<i>New Position No. and Title</i>	<i>Date of Movement</i>
Premier & Cabinet	000815 Policy Analyst	L. Gregory	Infrastructure, Energy & Resources	370997 Executive Officer	29.01.08
Health & Human Services	506095 Enrolled Nurse	M. Beresford	TAFE Tasmania	000622 Teacher	14.01.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	305296 Teacher Aide Special	J. Lynch	31.12.07
Education	952494 School Attendant	S. Brown	28.12.07
Health & Human Services	517101 Manager Business Support	P. Carter	21.01.08
Health & Human Services	508353 Pharmacist	M. Lovell	21.01.08
Health & Human Services	502386 Registered Nurse	S. Foxall	07.01.08
Health & Human Services	503402 Holding Room Supervisor	S. Hagen	19.01.08
Health & Human Services	511491 Administrative Officer	T. Bullen	11.06.07
Health & Human Services	513903 Radiographer	D. Stibbs	23.01.08
Health & Human Services	503926 Ward Clerk	J. von Bertouch	04.01.08
Health & Human Services	502491 Switchboard Operator	A L Shea	18.01.08
Health & Human Services	502487 Enrolled Nurse Level 2	V. Walker	12.01.08
Justice	354684 Operational Review Officer	AJ Pears	30.01.08
Police & Emergency Management	002888 Project Officer	C. Appleby	31.12.07
Treasury & Finance	555572 Senior Human Resource Officer	C. Hayes	28.01.08
Port Arthur Historic Site Management Authority	-- Apprentice Carpenter	B. McGinniss	18.01.08
The Public Trustee	791161 Trust Officer	K. Fitzallen	31.12.07

*Permanent Appointments*

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Education	954485 Teacher	M. Boyles	6 Months	12.02.08
Education	204723 Teacher	K. Rudolf	6 Months	12.02.08
Education	204766 Teacher	H. Omant	6 Months	12.02.08
Education	308005 School Executive Officer	J. Reid	6 Months	07.01.08
Education	300625 Clerk	N. Hay	6 Months	01.02.08
Education	952124 Teacher	D. Seen	6 Months	11.02.08
Education	002749 Teacher	H. Padgett	6 Months	11.02.08
Education	200242 Teacher	E. Johnston	6 Months	11.02.08
Education	200475 Teacher	N. Chettle	6 Months	11.02.08
Education	963372 Executive Officer	H. Bland	6 Months	12.12.07
Education	960297 HR Officer	M. Lamprey	6 Months	13.12.07
Education	200499 Teacher	G. Hughes	12 Months	11.02.08
Education	960916 IT Officer	D. Holbrook	6 Months	11.12.07
Education	960083 Graduate Recruit - Teacher	R. Stewart	12 Months	11.02.08
Education	200292 Graduate Recruit - Teacher	B. Dalton	12 Months	11.02.08
Education	201338 Graduate Recruit - Teacher	A. Fitzallen	12 Months	11.02.08
Education	200256 Graduate Recruit - Teacher	J. Schuringa	12 Months	11.02.08
Education	201354 Graduate Recruit - Teacher	A. King	12 Months	11.02.08
Education	E113332 Permanent Replacement Teacher	M. Butterwood	6 Months	19.12.07
Education	E113322 Permanent Replacement Teacher	D. Harris	6 Months	19.12.07
Education	E113334 Permanent Replacement Teacher	E. Gergely	6 Months	19.12.07
Education	E113365 Permanent Replacement Teacher	V. Gleeson	6 Months	19.12.07
Education	E113335 Permanent Replacement Teacher	P. Grieve	6 Months	19.12.07
Education	E113338 Permanent Replacement Teacher	K. Grubits	6 Months	19.12.07

*Permanent Appointments—Continued*

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Education	E113340 Permanent Replacement Teacher	V. Kay	6 Months	19.12.07
Education	E113323 Permanent Replacement Teacher	T. Murray	6 Months	19.12.07
Education	E113341 Permanent Replacement Teacher	R. Nagtegaal	6 Months	19.12.07
Education	E113324 Permanent Replacement Teacher	G. Pratt	6 Months	19.12.07
Education	E113325 Permanent Replacement Teacher	S. Radford	6 Months	19.12.07
Education	E113342 Permanent Replacement Teacher	J. Rosevear	6 Months	19.12.07
Education	E113326 Permanent Replacement Teacher	P. Rowlands	6 Months	19.12.07
Education	E113327 Permanent Replacement Teacher	K. Russell	6 Months	19.12.07
Education	E113339 Permanent Replacement Teacher	S. Van Essen	6 Months	19.12.07
Education	E113330 Permanent Replacement Teacher	L. Wells	6 Months	19.12.07
Education	E113376 Permanent Replacement Teacher	C. Askey-Doran	6 Months	19.12.07
Education	E113375 Permanent Replacement Teacher	A. Bowden	6 Months	19.12.07
Education	E113374 Permanent Replacement Teacher	S. Bowler	6 Months	19.12.07
Education	E113382 Permanent Replacement Teacher	J. Brooks	6 Months	19.12.07
Education	E113381 Permanent Replacement Teacher	M. Cross	6 Months	19.12.07
Education	E113383 Permanent Replacement Teacher	A. Das Gupta	6 Months	19.12.07
Education	E113388 Permanent Replacement Teacher	S. Booker	6 Months	19.12.07
Education	E113385 Permanent Replacement Teacher	P. Dobber	6 Months	19.12.07
Education	E113378 Permanent Replacement Teacher	M. McKay	6 Months	19.12.07
Education	E113387 Permanent Replacement Teacher	G. Michalek	6 Months	19.12.07
Education	E113373 Permanent Replacement Teacher	P. Oakley	6 Months	19.12.07
Education	E113370 Permanent Replacement Teacher	M. Donnelly	6 Months	19.12.07
Education	E113386 Permanent Replacement Teacher	L. Sarfalvy	6 Months	19.12.07
Education	E113371 Permanent Replacement Teacher	D. Gregg	6 Months	19.12.07
Education	E113372 Permanent Replacement Teacher	E. Schwarz	6 Months	19.12.07
Education	E113369 Permanent Replacement Teacher	T. Krebs	6 Months	19.12.07
Education	E113377 Permanent Replacement Teacher	K. Smith	6 Months	19.12.07
Education	E113384 Permanent Replacement Teacher	J. Vreulink	6 Months	19.12.07
Education	E113366 Permanent Replacement Teacher	L. Le Fevre	6 Months	19.12.07
Education	E113379 Permanent Replacement Teacher	E. Wright	6 Months	19.12.07
Education	E113352 Permanent Replacement Teacher	A. Smith	6 Months	19.12.07
Education	E113345 Permanent Replacement Teacher	B. Souter	6 Months	19.12.07
Education	E113346 Permanent Replacement Teacher	M. Summers	6 Months	19.12.07
Education	E113367 Permanent Replacement Teacher	D. Munting	6 Months	19.12.07
Education	E113328 Permanent Replacement Teacher	J. Turner	6 Months	19.12.07
Education	E113331 Permanent Replacement Teacher	K. Allen	6 Months	17.01.08
Education	E113350 Permanent Replacement Teacher	E. Neilson	6 Months	23.01.08
Education	E113368 Permanent Replacement Teacher	M. Valentine	6 Months	19.12.07
Education	E113363 Permanent Replacement Teacher	C. Bass	6 Months	19.12.07
Education	E113389 Permanent Replacement Teacher	J. Kieliszek	6 Months	23.01.08
Education	E113364 Permanent Replacement Teacher	M. Bannister	6 Months	19.12.07
Education	E113361 Permanent Replacement Teacher	N. Lewis	6 Months	19.12.07
Education	E113360 Permanent Replacement Teacher	L. House	6 Months	19.12.07
Education	E113450 Permanent Replacement Teacher	A. Kleinig	6 Months	19.12.07
Education	E113356 Permanent Replacement Teacher	A. McPhan	6 Months	19.12.07

*Permanent Appointments—Continued*

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Education	E113358 Permanent Replacement Teacher	A. Swift	6 Months	19.12.07
Education	E113348 Permanent Replacement Teacher	K. Nankervis	6 Months	19.12.07
Education	E113349 Permanent Replacement Teacher	K. Paine	6 Months	19.12.07
Education	E113355 Permanent Replacement Teacher	K. Thompson	6 Months	19.12.07
Education	E113357 Permanent Replacement Teacher	A. Poole	6 Months	19.12.07
Education	E113353 Permanent Replacement Teacher	B. Van Est	6 Months	19.12.07
Education	E113351 Permanent Replacement Teacher	R. Pooley	6 Months	19.12.07
Education	E113362 Permanent Replacement Teacher	G. Viney	6 Months	19.12.07
Education	E113354 Permanent Replacement Teacher	K. Wilson	6 Months	19.12.07
Education	E113344 Permanent Replacement Teacher	D. Reid	6 Months	19.12.07
Education	E113359 Permanent Replacement Teacher	C. Youl	6 Months	19.12.07
Health & Human Services	510850 Clinical Nurse Consultant, Women's Health Clinic	M. Trobbiani	6 months	20.01.08
Health & Human Services	513312 Administrative Officer	M. Smith	6 months	29.01.08
Health & Human Services	517323 Consultant Applications Developer	S. Andrewartha	6 months	28.01.08
Health & Human Services	517203 Bus Driver/Diversional Therapy Assistant	R. Gamble	6 months	27.01.08
Health & Human Services	516434 DMR System Manager	M. Gadzinski	6 months	22.01.08
Health & Human Services	510305 Nurse Unit Manager	C. Tonkin	6 months	11.02.08
Health & Human Services	508259 Social Worker	S. Oliver	6 months	28.01.08
Health & Human Services	515768 Staff Specialist	R. Yu	Nil	21.01.08
Health & Human Services	508260 Senior Social Worker - Adult Mental Health Services	J. Gadd	6 months	14.01.08
Health & Human Services	508033 Food Services Officer	M. Harrison	6 months	28.01.08
Health & Human Services	503521 House Services Assistant	A. Clay	6 months	24.01.08
Health & Human Services	503461 Food Services Assistant	L. McLean	6 months	27.01.08
Health & Human Services	516798 Administration Officer	N. Watson	6 months	23.01.08
Health & Human Services	515678 Administrative Assistant	K. Vinen	6 months	04.01.08
Health & Human Services	517353 Theatre Medical Orderly	G. Castle	6 months	29.01.08
Health & Human Services	509847 Registered Nurse	A. Manganas	6 months	04.02.08
Health & Human Services	502245 Registered Nurse Level 1	N. Kaine	6 months	24.02.08
Health & Human Services	502251 Registered Nurse Level 1	H. Stewart	6 months	24.02.08
Health & Human Services	502246 Registered Nurse Level 1	J. Munro	6 months	24.02.08
Justice	355830 Planning Adviser	M. Clark	Six months	29.01.08
Justice	356012 Cleaner	A. Lipscombe	Six months	24.01.08
Justice	354214 Administration Clerk	M. Foale	Six months	24.01.08
Primary Industries & Water	702692 Freedom of Information Officer	A. Darch	6 months	24.01.08
Primary Industries & Water	7026999 Desktop Support Officer/Help Desk Operator	T. McShane	6 months	24.01.08
Primary Industries & Water	702535 Regional Weed Management Officer	K. Fenner	6 months	13.02.08
Tourism, Arts & the Environment	334237 Environmental Officer	E. Cox	6 months	21.01.08
Tourism, Arts & the Environment	705937 Manager Major Partners	K. McCann	Nil	28.01.08
TAFE Tasmania	331218 Manager Workplace Relations	T. Kleyn	1 month	24.12.07
TAFE Tasmania	000623 Teacher	K. McDonald	6 months	14.01.08
TAFE Tasmania	000621 Teacher	S. Walker	6 months	14.01.08
TAFE Tasmania	000624 Teacher	I. Wallace	6 months	14.01.08
TAFE Tasmania	000632 Administrative Assistant	L. Conley	6 months	15.01.08
TAFE Tasmania	330959 Teacher	S. Christie	6 months	15.01.08
TAFE Tasmania	982300 Teacher	N. Duffy	6 months	15.01.08



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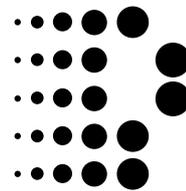
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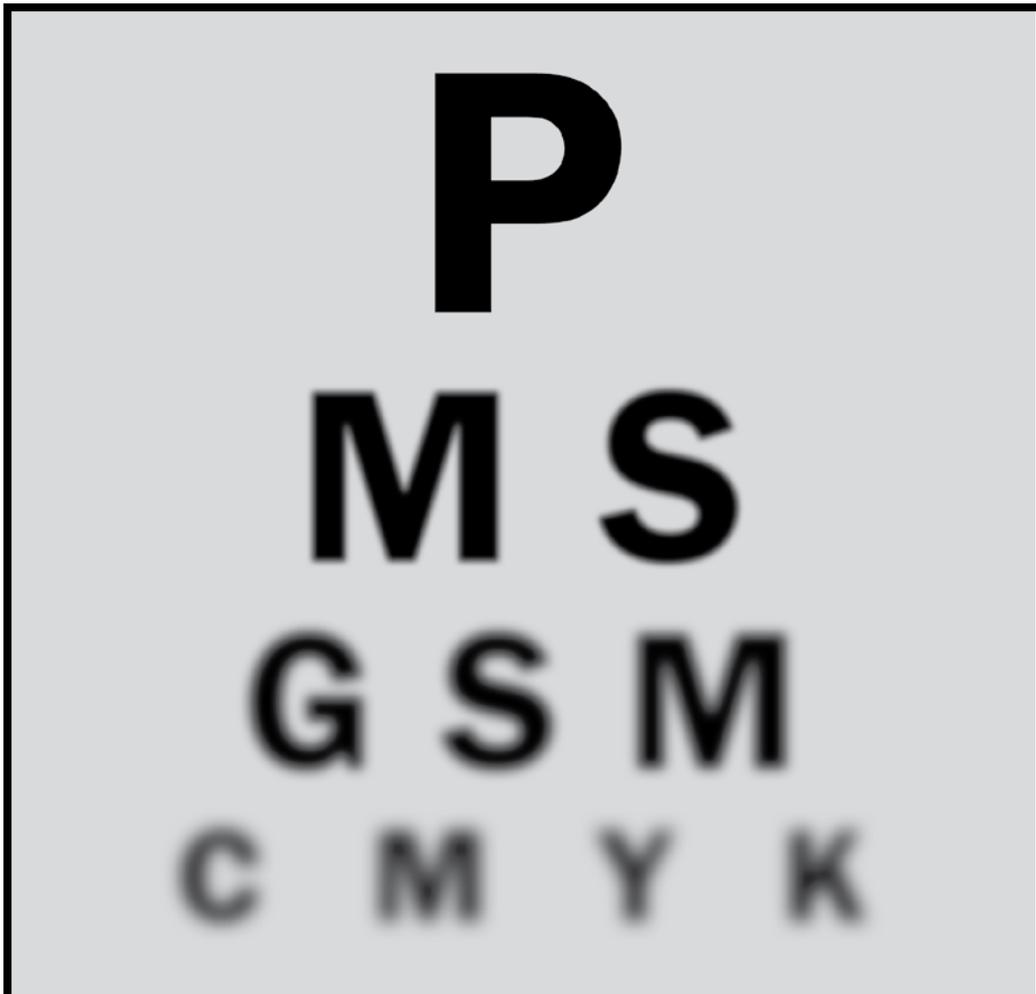
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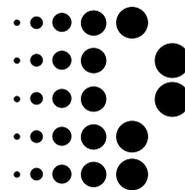


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