



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 9 JULY 2008

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

CONTENTS

VACANCIES—

Economic Development and Tourism.....	1220
Education	1222
Health and Human Services	1225
Infrastructure, Energy and Resources.....	1234
Justice	1235
Police and Emergency Management	1237
Port Arthur Historic Site Management Authority	1239
Premier and Cabinet	1240
Primary Industries and Water	1241
TAFE.....	1243
Tasmanian Audit Office.....	1243
Treasury and Finance.....	1245

STAFF MOVEMENTS—

Appointments.....	1246
Promotions.....	1248
Resignations.....	1248
Retirements.....	1247
Transfers	1246

Vacancy notices and statements of duties are also available at:
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. Applicants should note that for a period of six months from the date of publication in the Gazette the selection process for that vacancy may be used to fill subsequent similar vacancies.

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 Print Applied Technology Pty Ltd, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

Further Information

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

Submission of Applications

Applications will close 10 calendar days after the date of publication in the Gazette unless otherwise stated.

Late applications may be accepted at the discretion of the Head of Agency 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 site. A list of currently operating registers is also available from this site.



ARRIVE ALIVE DEFENSIVE DRIVING

Road safety continues to be one of the nation's most serious public health issues. Understanding and practicing road safety is your concern - it could save your life, or someone else's!

Defensive Driving Course

Learn how to stay safe! Acquire new knowledge and skills to drive cars effectively and safely. Nationally recognised theory and practical exercises are conducted in a controlled training environment. Become a safer more aware driver!

Four Wheel Drive Course

Don't get stuck in the mud! This is a stand alone off-road course or an extension of the Defensive Driving Course. We will equip you to manage real life situations when driving off-road with both theory and practical exercises.

Full one day courses are scheduled on demand to suit you or your business.

Call TAFE Automotive on 6336 4228 to find out more.



Working With Business, For Business, Like Business

TAFE TASMANIA GET A SKILL GET CONTROL OF YOUR FUTURE

Gazette

Copy can be faxed to Print Applied Technology Pty Ltd on (03) 6216 4294; or electronically mailed via EMAIL at 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 system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a www.jobs.tas.gov.au system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or Email: jobsadmin@dpac.tas.gov.au.

Order Information

When using this facility please ensure that your order and a copy of the material or vacancy reference are faxed to Print Applied Technology Pty Ltd on (03) 6216 4294.

Deadlines

Government Gazette:—Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4 p.m. Friday** prior to publication.

State Service Notices—Vacancy, Direct Selection and Staff Movement Notices:—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication. Telephone (03) 6233 6687.

These deadlines will be strictly adhered to.

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

ECONOMIC DEVELOPMENT, AND TOURISM

CORPORATE SUPPORT DIVISION

Human Resources

Human Resource Officer (425019).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the provision of payroll and personnel services to the department by undertaking transaction processing, overseeing the day to day operations of the payroll and personnel functions, undertaking high level checking and reconciling the department's payroll. Provide authoritative and timely advice to internal and external clients in relation to relevant legislation and Agency/government policy.

Supervise team members and provide assistance to resolve issues arising from day to day operations.

Enquiries to David Sproule for a copy of the Statement of Duties on (03) 6233 5893 or email David.Sproule@development.tas.gov.au. For further information about the position please contact Wes Arthur, Senior HR Officer, phone (03) 6233 5866, email Wes.Arthur@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

CORPORATE SUPPORT DIVISION

Human Resources

Senior Human Resource Officer (424075).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the payroll, personnel and recruitment functions of the Human Resources Unit, including undertaking high level checking of payroll and recruitment functions to ensure integrity of data in relation to payroll and recruitment tasks and transactions.

Provide day to day direction and performance management of staff responsible for payroll and personnel functions and provide assistance with issues arising from day to day operations and HRM systems.

Desirable Requirements:—Relevant tertiary and/or industry recognised qualifications and affiliations.

Enquiries to David Sproule for a copy of the Statement of Duties on (03) 6233 5893 or email David.Sproule@development.tas.gov.au. For further information about the position please contact Mark Jones, Human Resources Director, phone (03) 6233 5782, email Mark.Jones@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

INDUSTRY DEVELOPMENT DIVISION

*Food, Manufacturing and ICT***Project Manager (424783).**

Applications Close:—Saturday, 19 July 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—To contribute to balanced and sustainable economic development in Tasmania, by managing selected Food, Manufacturing, IT and C projects of strategic significance to Tasmania.

As a member of the Food Manufacturing, ITandC (FMI) Unit, facilitate the expansion, diversification and sustainable development of Tasmanian industry, including sectoral investment attraction.

Desirable Requirements:—A relevant tertiary or industry recognised qualifications and/or professional affiliations. Current driver's licence.

Enquiries to Cheryl Cleaver for a copy of the Statement of Duties on (03) 6233 5802 or email Cheryl.Cleaver@development.tas.gov.au. For further information about the position please contact Rob Miley, Assistant General Manager FMI, phone (03) 6233 5539, email Robert.Miley@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

INDUSTRY DEVELOPMENT DIVISION

*Food, Manufacturing and ICT***Senior Project Manager (424041T).**

Applications Close:—Saturday, 19 July 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time to 30 June 2009.

Location:—Hobart.

Duties:—Stimulate sustainable economic development through identification and facilitation of industry development projects, which support the achievement of departmental goals and objectives.

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

Enquiries to Cheryl Cleaver for a copy of the Statement of Duties on (03) 6233 5802 or email Cheryl.Cleaver@development.tas.gov.au. For further information about the position please contact Rob Miley, Assistant General Manager FMI, phone (03) 6233 5539, email Robert.Miley@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

*Sport and Recreation Services***Basketball Coach (424895).**

Applications Close:—Saturday, 19 July 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent full-time.

Location:—Launceston.

Duties:—The Basketball Coach is responsible for the co-ordinated delivery and monitoring of all aspects of the Tasmanian National Intensive Training Centre Programme and the TIS Scholarship Programme, which is a programme of Basketball Australia delivered in partnership by Basketball Tasmania and the TIS.

The Basketball Coach will co-ordinate the activities of the Satellite NITCP Support Coaches, volunteer network coaches and service personnel and will work in close consultation with Basketball Australia's Manager, National Player and Coach Development.

Essential Requirements:—Current Level 1, 2 or 3 accreditation of the National Coaching Accreditation Scheme for Basketball as provided by the Australian Sports Commission or equivalent international qualifications and/or 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 at a National level:—conviction check, crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, identification check. Current driver's licence.

Desirable Requirements:—A current First Aid certificate. Relevant sports administration, sports coaching and/or sports medicine qualifications.

Enquiries to Tania Paterson for a copy of the Statement of Duties on (03) 6336 2034 or email Tania.Paterson@development.tas.gov.au. For further information about the position please contact Geoff Masters, Programme Manager, Department of Economic Development and Tourism, phone (03) 6336 2291, email Geoff.Masters@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

*Sport and Recreation Services***Grants Officer (424946).**

Applications Close:—Saturday, 19 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time or part-time.

Location:—Hobart.

Duties:—Provide general administrative support in relation to the administration of grants and finance to the Programme Manager Grants and Finance and Sport and Recreation Tasmania staff.

Enquiries to Joy Maher for a copy of the Statement of Duties on (03) 6233 5926 or email Joy.Maher@development.tas.gov.au. For further information about the position please contact Rebecca Greenwood, Programme Manager Grants and Finance, phone (03) 6233 5617, email Rebecca.Greenwood@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

Tasmanian Institute of Sport

Football Coach, Men's Programme (424910).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—The Men's Football Coach is responsible for the co-ordinated delivery and monitoring of all aspects of the Tasmanian National Training Centre (NTC) programme for men's football, delivered in partnership with the Football Federation Australia (FFA), Football Federation Tasmania (FFT) and the Tasmanian Institute Sport (TIS).

Essential Requirements:—Possess a current Football Federation Australia (FFA) State or National Coaching Licence, or equivalent internationally recognised qualifications and/or 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 at a National level:—conviction check, crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, identification check.

Desirable Requirements:—Current driver's licence. A current First Aid certificate.

Enquiries to Geoff Masters, Programme Manager, Department of Economic Development and Tourism, phone (03) 6336 2291, email Geoff.Masters@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

Tasmanian Institute of Sport

TIS Trainee (424911).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$209–\$469 per week.

Tasmanian State Service National Training Wage Award, Traineeship.

Fixed-term full-time for 2 years.

Location:—Launceston.

Duties:—Provide general reception services together with a variety of administrative functions to support the staff of the TIS and Sport and Recreation Tasmania at the Silverdome Complex.

Desirable Requirements:—High level of interest in working in an office/administration environment.

Enquiries to Rebecca Hardman, Executive Officer Silverdome, Department of Economic Development and Tourism, phone (03) 6344 9988, email Rebecca.Hardman@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

Project Officer (425002).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$53,188–\$55,020 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 6.

Fixed-term full-time to 31 January 2009.

Location:—Hobart.

Duties:—Provide project, research and high level administrative support to a business unit to enable Tourism Tasmania to achieve its corporate objectives.

Enquiries to Nicki Broughton for a copy of the Statement of Duties on (03) 6230 8296 or email Nicki.Broughton@tourism.tas.gov.au. For further information about the position please contact Tory Ross, Manager Partner Development, phone (03) 6230 8175, email Tory.Ross@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

EDUCATION

EDUCATIONAL PERFORMANCE SERVICES

Data Management Officer (962911).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Collate, manage, and assist in the collection, analysis, interpretation, reporting and presentation of data at Learning Services and school levels as part of the Department's accountability and improvement processes.

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

Desirable Requirements:—A tertiary qualification in business, information or an analysis-related discipline or experience in an educational setting with a focus on data analysis.

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 Andrew Oakley, Department of Education, (03) 6233 2012, email andrew.oakley@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Campbell Town District High School.

Teacher, Middle School (205090).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Campbell Town District High School.

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

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

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

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant 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 Di Guilbert, Department of Education, phone (03) 6381 1166, email di.guilbert@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Flinders Island District High School

School Executive Officer (305225).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Fixed-term part-time from 15 September 2008 to 11 September 2009, 65 hours per fortnight, 42 weeks per year.

Location:—Flinders Island District High School.

Description of the Role:—Administration of a school office including accounting for funds and undertaking clerical/administrative and keyboard functions.

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant 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 Kristen Kelly, Department of Education, phone (03) 6359 2021, email kristen.kelly@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Kings Meadows High School

Teacher, Physical Education (205369).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Kings Meadows High School.

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

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

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

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant 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 Charlotte Marshall, Department of Education, phone (03) 6343 1000, email charlotte.marshall@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Queechey High School

School Attendant (305552).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$33,637 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent part-time 50 hours per fortnight.

Location:—Cressy District High School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant 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 Tanya Smart, Department of Education, phone (03) 6341 4455, email tanya.smart@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport Primary School

School Executive Officer (952169).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Devonport Primary School.

Description of the Role:—Administration of a school office including accounting for funds and undertaking clerical/administrative and keyboard functions.

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant 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 Tony Preece, Department of Education, phone (03) 6424 7788, email tony.preece@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Forth Primary School

School Attendant (952212).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$33,637 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent part-time 27 hours per fortnight.

Location:—Forth Primary School.

Description of the Role:—supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant 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 Samantha Abblitt, Department of Education, phone (03) 6428 2282, email samantha.abblitt@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

SKILLS TASMANIA

Regulation and Support

Training Agreements

Client Support Officer (420026).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Skills Tasmania.

Description of the Role:—Provide front line customer service and clerical support for the Branch including reception, client enquiries, word processing, and data entry.

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 Karen Pritchard, Department of Education, phone (03) 6233 7713, email karen.pritchard@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

HEALTH AND HUMAN SERVICES

Hospital Aide (516061).

Applications Close:—Friday, 25 July 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Permanent part-time shift work (set rotational) 40 hours per fortnight.

Location:—Clinical Services, Ambulatory Care, Royal Hobart Hospital.

Duties:—Maintain ward area to facilitate the control of infection and maintain basic ward equipment. Work as a member of the Ambulatory Care team.

Desirable Requirements:—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively with hospital staff and public, and the ability and willingness to work as part of a team in promoting a harmonious work environment. Ability to monitor ward/unit stock and stores, ordering when appropriate.

Enquiries to Caroline Ball, Department of Health and Human Services, phone (03) 6222 8412, email caroline.ball@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital****Administrative Assistant (503723).***

Applications Close:—Friday, 25 July 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 worker.

Location:—Clinical Services, Radiology.

Duties:—As a member of Radiology's multi-disciplinary team, provide a high level of competency in audio typing of medical reports, an effective appointment scheduling service and maintain an efficient patient reception and record filing and retrieval service.

Desirable Requirements:—Ability to type accurately at speed using audio equipment. Sound knowledge of medical terminology. A high degree of problem solving ability, together with the ability to deal with professional staff, patients and the public at all levels with tact and diplomacy.

Enquiries to Lynn Burston, Department of Health and Human Services, phone (03) 63487085, email lyn.burston@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Clinical Nurse (503882).

Applications Close:—Friday, 25 July 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift work.

Location:—Surgery, Operating Room Suite.

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

This position is in the perioperative area with skills needed in Urology, to be responsible for a portfolio in Urology.

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

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 6348 7626, email rsmace@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Hospital Aide CASUAL POOL (503227).

Applications Close:—Friday, 25 July 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 5 August 2009.

Location:—Nursing Services, Nursing Pool.

Duties:—To assist with the management of all Wards supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

Desirable Requirements:—Previous experience working with patients desirable. Sound literacy and numeracy skills. Knowledge of the principles and practices of Infection Control.

Enquiries to Robyn Liddington, Department of Health and Human Services, phone (03) 6348 7903, email robyn.liddington@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Physiotherapist (503787).

Applications Close:—Friday, 25 July 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 worker.

Location:—Clinical Services, Allied Health.

Duties:—To provide physiotherapy assessments and treatments to patients serviced by the Launceston General Hospital Physiotherapy Department and Services supplied from that Department.

Essential Requirements:—Registered or entitled to be registered as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Dennis Holzberger, Department of Health and Human Services, phone (03) 6348 7209, mobile 0407 353 489, email dennis.holzberger@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Registered Nurse (504127).

Applications Close:—Friday, 25 July 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent full-time shift worker.

Location:—Medicine, Ward 5D.

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

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

Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Sam Waud, Department of Health and Human Services, phone (03) 6348 7481, email samantha.waud@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Administrative Assistant (GEM Unit, TCU and Peacock Reception) (516177).

Applications Close:—Friday, 25 July 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time shift work 56 hours per fortnight.

Location:—Clinical Services Medicine GEM Unit, TCU and Peacock Reception, Peacock Building Repatriation Centre.

Duties:—Provide efficient administration and clerical support to staff of the allocated unit and carry out associated duties in providing an efficient and effective administrative and reception service for the unit.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices. Demonstrated ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage. Well developed interpersonal and communication skills with a demonstrated ability to relate effectively with staff members, patients, family members and carers.

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

Enquiries to Maria Grandovec, Department of Health and Human Services, phone (03) 6222 7154, email maria.grandovec@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Enrolled Nurse EBA (517614).

Applications Close:—Friday, 25 July 2008.

Salary:—\$44,751–\$46,469 per annum.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent full-time day work (fully rotational).

Location:—Womens and Childrens Services, Paediatric Unit, Royal Hobart Hospital.

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

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

Enquiries to Janine Sawford, Department of Health and Human Services, phone (03) 6222 8332, email janine.sawford@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Hospital Aide—2 Vacancies.

Applications Close:—Friday, 25 July 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Vacancy No. 510045.

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

Location:—Womens and Childrens Services, Neonatology, Royal Hobart Hospital.

Vacancy No. 517514.

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

Location:—Womens and Childrens Services, NICU/PICU, Royal Hobart Hospital.

Duties:—Maintain surroundings to facilitate infection control; sterilise and maintain specialised equipment and participate as a member of the unit team.

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

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

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Hyperbaric Technical Officer (509320).**

Applications Close:—Saturday, 19 July 2008.

Salary:—\$61,532 pro rata.

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

Permanent part-time day worker (with oncall) 38 hours per fortnight.

Location:—Clinical Services, Surgery, Hyperbaric Medicine Royal Hobart Hospital.

Duties:—Provide the safe operation of the Hyperbaric Chamber and Ancillary equipment. In conjunction with the Medical Director(s) and facility manager implement the facility policies and Safety regulations in accordance with those laid down by relevant regulatory authorities. Conduct of hyperbaric treatment of divers and application of therapeutic treatment schedules for recognised medical indications as instructed by the Director of Hyperbaric Medicine.

Essential Requirements:—Diploma of Occupational Diving or Diploma of Clearance Diving or an equivalent qualification from a recognised training institution with a minimum two years experience and a diving supervisors certificate as awarded by Australian Divers Accreditation Scheme (ADAS) and Eligible to become a full member of the Hyperbaric Technicians and Nurses Association (HTNA).

Enquiries to Corry Van den Broek, Department of Health and Human Services, phone (03) 6222 8322, email corry.vandenbroek@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Pharmacy Assistant (513639).**

Applications Close:—Friday, 25 July 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Fixed-term part-time day work (38 hours per fortnight) for a 2 year period.

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

Duties:—To work as part of the team providing a comprehensive pharmaceutical service to wards and units in the Royal Hobart Hospital and external clients.

Desirable Requirements:—Good interpersonal and communication skills, a customer focus, flexibility and conflict resolution skills. Ability and willingness to undertake a course of study for hospital pharmacy technicians approved by the Society of Hospital Pharmacists. An understanding and appreciation of the potential benefits and risks of drugs and the need to handle such items in an efficient and safe manner. Previous dispensing experience, knowledge of dispensing software, medical terminology, the Pharmaceutical Benefits Scheme and the Safety Net Scheme, or the ability to acquire such.

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

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

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Senior Nuclear Medicine Technologist (510169).**

Applications Close:—Friday, 25 July 2008.

Salary:—\$80,262–\$88,771 per annum.

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

Permanent full-time day work (with oncall).

Location:—Medical Imaging, Nuclear Medicine, Royal Hobart Hospital.

Duties:—Responsible for the efficient operation of the Nuclear Medicine section, including further research and development and education.

Essential requirements:—Must be accredited as a technologist with the ANZSNM. Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Board (MRSPB) to practice as a nuclear medicine technologist.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Board (MRSPB) to practice as a nuclear medicine technologist.

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

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

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

North West

Attendant, Casual Pool (503169).

Applications Close:—Friday, 25 July 2008.

Salary:—\$34,812–\$35,533 per annum.

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

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

Location:—Spencer Clinic, North West Regional Hospital, Burnie.

Duties:—Provide psychiatric nursing staff with assistance and support in relation to the care and safety of patients at the Spencer Clinic.

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

Enquiries to Linda Rose, Department of Health and Human Services, phone (03) 6430 6579, email linda.rose@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

Northern Area Management

Senior Business Support Officer (516676).

Applications Close:—Friday, 25 July 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time daywork.

Location:—Launceston.

Duties:—As part of a multidisciplinary 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, undertake a co-ordinating and support role in the management and implementation of specific establishment projects and provide high level administrative advice and support for planning, risk analysis, communication strategies and policy development in relation to the same, provide high level business support and administrative advice to senior management to ensure the cost effective provision and utilisation of human, financial and physical resources and participate in the development and revision of organisational documentation, policies and procedures and provide administrative advice and support for planning, risk analysis, communication strategies and policy development.

Desirable Requirements:—Experience in and knowledge

of the mental health field, including an understanding of the operations of the Agency relevant to Mental Health Services, proven skills and experience in financial management with the ability to monitor effectiveness and efficiency and demonstrated ability to undertake policy and service development and to prepare, present and evaluate reports and submissions at senior management level, and competence to research, interpret and analyse information and recommend appropriate action.

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

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

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

*Oral Health****Quality Assurance Officer (517948).***

Applications Close:—Saturday, 19 July 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Fixed-term full-time day work, commencing as soon as possible until 30 June 2010.

Location:—Southern Region.

Duties:—Undertake internal reviews using contemporary audit methods to assess the efficiency and effectiveness of internal control systems within Oral Health Services Tasmania (OHST). As a member of the Quality and Clinical Standards unit, undertake quality assurance activities in respect to equipment in use at OHST to ensure compliance with relevant standards and legislation. Contribute to data collection, aggregation, and reporting of service delivery activities.

Desirable Requirements:—An understanding of auditing processes and their use in improving service delivery outcomes in a clinical environment.

Demonstrated ability to manipulate and format data for reporting purposes.

Strong interpersonal skills including the capacity to interact with clinical and administrative staff, members of the public, and other stakeholders.

Enquiries to Robyn Nikolai, Department of Health and Human Services, phone (03) 6214 5402, email robyn.nikolai@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: 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.

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Population Health

Public and Environmental Health Service

Needle and Syringe Programme Support Officer (517404).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Fixed-term full-time or part-time day work, working up to 76 hours per fortnight, commencing as soon as possible until 12 June 2009.

Location:—Southern Region.

Duties:—In accordance with Agency policy and direction, legal requirements, service policy and procedure undertake duties associated with the day to day running of a Needle and Syringe Programme outlet at the Clarence Community Health Centre, Bayfield Street, Rosny and participate in the Needle and Syringe Programme accreditation programme.

Desirable Requirements:—Well developed interpersonal, communication and conflict resolution skills and demonstrated experience in working with internal and external service providers.

An understanding of the Needle and Syringe Programme and Tasmanian drug culture, and of the issues affecting people who inject drugs.

Basic understanding of the legal environment, including confidentiality and the health and wellbeing of people who inject drugs.

Enquiries to Francine Smith, Department of Health and Human Services, phone (03) 6233 7689, email francine.smith@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: 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.

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Transport Driver/Handyman (504578).

Applications Close:—Friday, 25 July 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Fixed-term full-time daywork, commencing as soon as possible to 21 November 2008.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To provide efficient transport service to the Dorset Municipality for H.A.A.C. clients. To assist with general maintenance activities at the NESM Hospital. The bus operates five days per week transporting day centre clients, 4 days per week Scottsdale and 1 day per week Gladstone.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Maureen Nichols, Department of Health and Human Services, phone (03) 6352 5523, email maureen.nichols@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Diversional Therapy Assistant (506804).

Applications Close:—Friday, 25 July 2008.

Salary:—\$34,812–\$35,533 per annum.

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

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

Location:—Adult Day Centres, Ulverstone and Latrobe.

Duties:—Assist the Diversional Therapist/Co-ordinators at the Central Coast and Latrobe Adult Day Centres with planning and implementing individual and group client programmes. Work with the Diversional Therapist/Co-ordinator, clients, their carers and relevant health professionals to identify clients personal care needs, and assist in the meeting of these care needs during day centre sessions. Research and organise relevant activities for the Day Centre clients.

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

Enquiries to David Frith, Department of Health and Human Services, phone (03) 6421 7839, email david.frith@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Business Support Officer (510385).

Applications Close:—Friday, 25 July 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—Repatriation Centre, Hobart.

Duties:—Provide business support at a district level by assisting the Manger Business Support Unit to ensure that financial targets are achieved, managing site issues at community health centres within the district, and promoting and encouraging a multi-disciplinary approach to service delivery through liaison consultation and negotiation with stakeholders.

Desirable Requirements:—Well developed ability to work individually, and as a member of a team and a proven ability to be adaptable and flexible to achieve the best results in an environment of change, ambiguity and pressure. High level interpersonal skills including communication, negotiation, conflict resolution and group facilitation skills. Ability to research, interpret and analyse information and to recommend appropriate action. Ability to prepare high level correspondence and reports.

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

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

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Specialist Medical Practitioner (506166).

Applications Close:—Friday, 8 August 2008.

Salary:—To be negotiated.

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

Permanent full-time or part-time day work (hours to be negotiated).

Location:—Clarence/Risdon Vale Community Health Centres.

WORK.

Flexible working hours to suit your lifestyle, full-time or part-time. Salaried work at competitive rates. Absence of billing pressure. Strong professional networks. No on-call or after hours.

LEARN—Paid CME activities. Training allowance.

TEACH—Registrar and student teaching. Research opportunities.

EARN—Paid medical indemnity. Generous superannuation.

An impressive remuneration package accompanies this position.

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

Enquiries to Dr Chris Henderson, Department of Health and Human Services, phone (03) 6211 4529, email chris.henderson@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Northern Area

Child Protection

Team Leader (501571).

Applications Close:—Friday, 25 July 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.

Location:—Child Protection, Launceston.

Duties:—To co-ordinate the service delivery, including the management of financial, human and physical resources, of Child Protection staff employed to perform all functions of the statutory Child Protection programme.

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

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

Enquiries to Leonie Watson, Department of Health and Human Services, phone (03) 6336 2376, email leonie.watson@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

South East Area

Child Protection

Child Protection Worker—3 Vacancies.

Applications Close:—Friday, 25 July 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Vacancy No. 501670.

Permanent full-time day work.

Location:—Child Protection, South East.

Vacancy No. 515355.

Permanent full-time day work.

Location:—Child Protection, South East.

Vacancy No. 516150.

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

Location:—Child Protection, South East.

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

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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.

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing***Co-ordinator Asset Planning and Development (500002).**

Applications Close:—Saturday, 19 July 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:—State Administration, Hobart.

Duties:—Manage the Asset Planning and Development Unit. Develop and maintain the strategic asset planning for Housing Tasmania's portfolio within the strategic context of the Affordable Housing Strategy. Provide Housing Tasmania with informed advice to assist management make asset management decisions that will result in the most effective and efficient use of resources. Provide expert advice and value adding on all aspects of asset management to ensure the Division's assets are continually aligned to the delivery of social housing needs in Tasmania. Ensure that asset management strategies are in accordance with industry best practice.

Desirable Requirements:—Extensive experience in, and knowledge of strategic asset management, with some background in a residential housing portfolio being desirable. Demonstrated high level management skills, including the management of human, financial and physical resources. High level management skills and experience and knowledge of contemporary management practice, especially change management and best practice, and the ability to monitor effectiveness and efficiency.

Enquiries to Gordon McCrossen, Department of Health and Human Services, phone (03) 6233 2589, email gordon.mccrossen@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing***Procurement and Reporting Officer (500012).**

Applications Close:—Saturday, 19 July 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:—State Administration, Hobart.

Duties:—Design, develop, implement and administer procurement, performance and data reporting frameworks.

Desirable Requirements:—Demonstrated experience in the use of software reporting tools, such as Microsoft Excel and Access, including the development of executive and management information reports. Knowledge and understanding of quality management and quality assurance principles and practice. Well developed ability to effectively design and implement programmes and undertake project management.

Enquiries to Gordon McCrossen, Department of Health and Human Services, phone (03) 6233 2589, email gordon.mccrossen@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

OFFICE OF THE SECRETARY

Internal Audit

Audit Analyst (515938).

Applications Close:—Friday, 25 July 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—South.

Duties:—Undertake internal audit reviews using contemporary audit methods to assess the efficiency and effectiveness of internal control systems across the Agency.

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

Enquiries to Helen Platten, Department of Health and Human Services, phone (03) 62334838, email helen.platten@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Facilities Management

Executive Assistant (500684).

Applications Close:—Friday, 25 July 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:—Hobart.

Duties:—Provide business support for the Facilities Management Unit including the timely and accurate processing of financial, human resource matters, Ministerial correspondence and documentation relating to other internal processes.

Desirable Requirements:—Demonstrated ability to perform clerical functions and to have a sound knowledge of basic accounting/financial procedures. Experience in the interpretation and analysis of financial and statistical information considered desirable. Proven capacity to work effectively under pressure in undertaking a wide range of administrative duties, possess a high standard of secretarial, organisational skills. Ability to follow procedures and to complete tasks accurately, and within set deadlines while exercising initiative, judgment, sensitivity and discretion.

Enquiries to Peter O'Malley, Department of Health and Human Services, phone (03) 62333402, email peter.omalley@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Facilities Management

Project Manager Capital Works (517962).

Applications Close:—Friday, 25 July 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:—As a senior member of Facilities Management develop and deliver Capital Works projects which meet client needs and provide whole of Agency value. Maintain strategic links with divisional clients and contribute to the continued development of a strategic approach to asset planning across the Department of Health and Human Services (DHHS) portfolio.

Desirable Requirements:—A well demonstrated ability to develop and manage complex capital works projects effectively, requiring a high level of problem solving ability. Tertiary qualifications in a discipline related to the construction industry will be highly regarded. High level strategic, conceptual, analytical and creative skills including the ability to understand the political, social and organisational environment and identify relevant issues. High level interpersonal, communication, negotiation and conflict resolution skills and an ability to represent the Agency and identify and negotiate mutually acceptable solutions in situations of differing interests.

Enquiries to Peter Alexander, Department of Health and Human Services, phone (03) 6233 6012, email peter.alexander@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Human Resources

Executive Support Officer (511774).

Applications Close:—Friday, 25 July 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Manage the efficient operation of the Human Resources Unit including the provision of high level executive,

administrative, clerical, secretarial and reception support to the Director Human Resources.

Desirable Requirements:—Proven experience in, and understanding of, the provision of executive support in a demanding senior management environment with an ability to maintain effectiveness and work without supervision in a senior management environment often subject to work pressures and change. Analytical, organisational and investigative skills, together with the ability to think critically and solve problems. Ability to exercise initiative, judgement, sensitivity and discretion, including the ability to interpret and analyse information and recommend or decide on appropriate action within a senior management environment.

Enquiries to Gabrielle Peacock, Department of Health and Human Services, phone (03) 6233 7543, email gabrielle.peacock@dhhs.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Information Management

Customer Service Delivery Officer (371626).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

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

Desirable Requirements:—Certificate IV, or higher, in a relevant discipline e.g. Information Technology (Client Support).

Enquiries to Chaz, Redman, Department of Infrastructure, Energy and Resources, phone (03) 6233 5696, email chaz.redman@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, Tasmania 7001, phone (03) 6233 2077, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE POLICY AND PLANNING

Infrastructure Planning

Planning Analyst (371325).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Undertake research and analysis on strategic transport and land use planning issues, and contribute to policy development. Provide advice and input in support of the Agency's interests in the State's resource management and planning system and transport and infrastructure planning processes more broadly.

Desirable Requirements:—A relevant tertiary qualification in planning, geography or related discipline. Experience

in transport, land use or infrastructure planning, including research and analysis of issues or with planning schemes, an advantage.

Enquiries to Di Gee, Director Planning, Department of Infrastructure, Energy and Resources, phone (03) 6233 4867, email di.gee@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 or by contacting Sophie Streeten on (03) 6233 5004 or email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

School Crossing Patrol Officer (904010).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$35,933 pro rata.

Operational Employees Award, Level 4.

Permanent part-time 15 hours per fortnight.

Location:—Launceston.

Duties:—To assist school children and other pedestrians to cross roads near schools in locations where provision of a Patrol Officer is warranted under Departmental guidelines.

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, serious Driving Offences and medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current drivers licence. Possession of a current First Aid Certificate.

Enquiries to Zoe Ambrose, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6336 2118, email zoe.ambrose@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

Royalty, Finance and Administration

Administrative Assistant (372157).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Rosny.

Duties:—Provide administrative and clerical support services to Mineral Resources Tasmania (MRT) to facilitate the efficient and effective delivery of MRT's business outcomes.

Enquiries to Roslyn Jeffrey, Administrative Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 8377, email roz.jeffrey@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, Tasmania 7001, phone (03) 6233 2077, fax (03) 6233 5337, email hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Programming and Delivery

Senior Executive Assistant (372047).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide high-level executive assistance and administrative support to facilitate the efficient and effective management of the office of the Manager Programming and Delivery.

Enquiries to Karyn Crew, Executive Officer Business Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3522, email karyn.crew@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 or by contacting Sophie Streeten on (03) 6233 5004 or email hr@dier.tas.gov.au.

JUSTICE

COMMUNITY CORRECTIONS

North West Region

Probation Officer (350797).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time 73.50 Hours per fortnight.

Location:—North West.

Duties:—Undertake comprehensive investigations and make critical assessments and submit reports, written and oral in complex matters as requested by the Courts and Parole Board and recommend where appropriate, departmental intervention in accordance with statutory requirements. Exercise supervisory and counselling skills, explore and confront offending behaviour with persons subject to Court and Parole orders with the aim of assisting them to become socially responsible members of the community.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for: Arson and fire setting, Violent crimes and crimes against the person, sex related offences, Drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, Making false declarations, Malicious damage and destruction to property, serious traffic offences, crimes against public

order or relating to the Administration of Justice, crimes against Executive or the Legislative Power, crimes involving Conspiracy. Disciplinary action in previous employment. and identification check.

Desirable Requirements:—Well developed interviewing, negotiation and conflict resolution skills including the ability to deal professionally with high risk offenders, critical situations and work related stress. Highly developed written and oral communication skills. Demonstrated understanding of and capacity to model appropriate pro social behaviour in order to facilitate change in offending behaviour.

Additional Information:—Shortlisted applicants will be required to undergo a psychological assessment prior to the interview being conducted.

Enquiries to Georgette Chilcott, Regional Manager North West, Community Corrections, Department of Justice, phone (03) 64346335, email georgette.chilcott@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Georgette Chilcott on (03) 64346335.

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

CORPORATE SERVICES

Human Resources Branch

Administrative Support Officer (355222).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time for nine months.

Location:—Hobart.

Duties:—Prepare routine correspondence to job applicants. Attend to inquiries in relation to the operations of the Recruitment and Establishment team. Prepare, update and track appointment documentation. Prepare written and electronic documentation for advertisements for the jobs.tas.gov.au website and newspapers as required.

Desirable Requirements:—General clerical experience, and experience, or demonstrated interest, in Human Resources. Ability to plan, organise and set priorities in an environment subject to competing deadlines and change. Experience in using current office technology to deliver services; including MS Office or similar programmes and document production skills. Demonstrated accuracy, attention to detail, and a willingness to undertake a variety of tasks.

Enquiries to Heather Sweetlove, Co-ordinator Recruitment and Establishment, Department of Justice, phone (03) 62338438, email heather.sweetlove@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If

a Statement of Duties cannot be downloaded, please contact Daphne Webb on (03) 6233 6809.

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

Solicitor-General

Legal Practitioner (356088).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$40,192–\$51,055 per annum.

Legal Practitioners Agreement 2005, Level 1.

Fixed-term full-time commencing as soon as possible until 24 June 2009.

Location:—Hobart.

Duties:—Assist the Solicitor General in the conduct and management of the business of the office by providing high level legal advice.

Essential Requirements:—Admitted or eligible for admission to the Supreme Court as a Barrister or Practitioner of the Supreme Court 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 checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; Malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the administration of law and justice; crimes against executive or the legislative power; crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Enquiries to 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, Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

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

OFFICE OF THE ANTI-DISCRIMINATION COMMISSIONER

Administrative Assistant (355310).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time, flexible working arrangements may be negotiated with the successful applicant.

Location:—Hobart.

Duties:—Provide high-level customer focused clerical and administrative support, ensuring the provision of efficient and effective support to the administrative, complaint handling and training/community education teams.

Desirable Requirements:—Business/Office Administration Certificate III or similar qualification.

Enquiries to Katrina Aird, Executive Officer, Office of the Anti-Discrimination Commissioner, Department of Justice, phone (03) 6216 4431, email katrina.aird@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Katrina Aird on (03) 6216 4431.

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

RESOURCE PLANNING AND DEVELOPMENT COMMISSION

Cadet Planning Officer (355842).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$38,927–\$47,675 per annum.

Administrative and Clerical Employees Award, Cadet Planning Officer (A and C Level 3-1 to 4-5).

Fixed-term full-time for two years.

Location:—Hobart.

Duties:—Assist with the provision of informed advice to the Commission in order to allow the Commission to effectively discharge its statutory responsibilities under the Land Use Planning and Approvals Act 1993. Conduct research and analysis of complex issues, either individually or in conjunction with other staff, and provide solutions, develop proposals and put forward recommendations for consideration by the Commission. Prepare issues, analysis and recommendations reports and correspondence.

Essential Requirements:—Currently undertaking or enrolled in (commencement within 6 months) a graduate diploma in Urban and Regional Planning or equivalent qualification deemed acceptable for corporate membership of the Planning Institute of Australia.

Desirable Requirements:—Knowledge and understanding of Tasmania's Resource Management and Planning System or ability to acquire that knowledge and understanding quickly. Ability to exercise quantitative and qualitative analytical skills in circumstances where information may be unclear, or where a variety of outcomes and/or recommendations are possible,

taking into account established precedent and procedures, together with the ability to appropriately apply legislation and policy.

Enquiries to Kerry Boden, Co-ordinator Planning Services, Resource Planning and Development Commission,, Department of Justice, phone (03) 6233 2841, email kerry.boden@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Lindy Brown on (03) 6233 2795.

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
SUPREME COURT
Hobart

Security Officer (350087).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$37,378 pro rata.

Operational Employees Award, Level 5.

Fixed-term casual for a period of one year.

Location:—Hobart.

Duties:—Contribute to the Court by assisting in the provision of a secure court environment for judges, court employees and court users.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted;—conviction checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; Malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the administration of law and justice; crimes against executive or the legislative power; crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Enquiries to Peter Graham, Jury and Security Co-ordinator, Supreme Court, Department of Justice, phone (03) 6233 6362, email peter.graham@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Peter Graham on (03) 6233 6362.

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
Inmate Services
Catering

Catering Supervisor (356086).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$38,927 per annum.

Operational Employees Award, Level 6.

Permanent full-time 7 day a week roster.

Location:—Risdon Prison.

Duties:—Assist in the management of the food services area at Risdon Prison. Ensure quality and quantity of food products prepared in the prison kitchen meet appropriate standards. Supervise inmates employed in the Risdon Prison Kitchen including the bakery.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted;—conviction checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; Malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the administration of law and justice; crimes against executive or the legislative power; crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Desirable Requirements:—Recognised trade qualifications in cooking and catering. Trainer and Assessor qualifications.

Enquiries to Paul Cowen, Food Services Manager, Tasmania Prison Service, Department of Justice, phone (03) 6216 8289, email paul.cowen@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Paul Cowen on (03) 6216 8289.

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
Communication Services

Communications Technical Officer (002658).

Applications Close:—Monday, 21 July 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Installation, testing and maintenance of the radio and telecommunications systems together with other specialist electronic/electrical equipment. Perform associated

administrative and project management functions and work with modern specialised and complex technology.

Desirable Requirements:—Associate Diploma in Electronic/Communication Engineering or other equivalent qualification or experience. Extensive experience in the installation, testing and maintenance of communication systems and other electronic equipment. Ability to work unsupervised and holder of a current driver's licence.

May be able to obtain a certificate that his/her visual functioning is satisfactory for VDU work at the level required.

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

Enquiries to Mr Lawrence Fletcher, Technical Officer, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2362, email Lawrence.Fletcher@police.tas.gov.au.

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Information Technology Services

Manager Infrastructure, Windows (521475).

Applications Close:—Sunday, 20 July 2008.

Salary:—\$81,369 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 10.

Fixed-term full-time 12 months.

Location:—Hobart.

Duties:—Provide expert technical support for Microsoft Operating Systems, applications and server infrastructure. Initiate, develop and implement Information Technology (IT) strategies, and investigate and advise on the strategic direction to achieve Tasmania Fire Service (TFS) corporate goals and strategies.

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 Iain Lerner on (03) 6230 8671 or from www.jobs.tas.gov.au.

Enquires to Iain Lerner on 6230 8671.

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Information Technology Services

Manager, Information Technology Services (000015).

Applications Close:—Monday, 21 July 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—To provide efficient and effective management of information and communications technology (ICT) to support Departmental business requirements. Develop and implement policies and provide high level advice to senior management on policy and technical matters relating to ICT.

Desirable Requirements:—Tertiary qualifications in management or Information Technology will be viewed as highly desirable.

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

Enquiries to Mr Todd Crawford, Deputy Director, Corporate Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2441, email Todd.Crawford@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

HUMAN RESOURCES

Police Academy

HR Consultant (Career Planning) (002957, Re-Advertised).

Applications Close:—Monday, 21 July 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Police Academy, Rokeby.

Duties:—To provide a quality human resources management (HRM) advisory service, including the development and implementation of strategies, policies, and plans to assist members in relation to career planning.

Qualifications and Experience:—Tertiary qualifications in HRM or management.

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

Enquiries to Mr Todd Crawford, Deputy Director, Corporate Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2441, email Todd.Crawford@police.tas.gov.au.

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

POLICE AND EMERGENCY MANAGEMENT

SOUTHERN DISTRICT

Administration

Administrative Assistant (001712).

Applications Close:—Monday, 21 July 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time (Job share) (Monday, Tuesday, Wednesday).

Location:—Hobart.

Duties:—Provide high level customer service and administrative support within the Southern District, particularly for the District Support Unit and Hobart Division.

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

Enquiries to Mr Max Patermann, Executive Officer, Southern Administration, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2447, email Max.Patermann@police.tas.gov.au.

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

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Conservation Project Officer (020708).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$40,628–\$59,856 pro rata.

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

Permanent part-time 0.6 FTE.

Location:—Port Arthur.

Duties:—Assist in the effective management of conservation and infrastructure tasks and projects, for the Port Arthur Historic Site Management Authority.

Desirable Requirements:—Tertiary qualifications in architecture or a cultural heritage related discipline from an approved University, College or educational institution or qualifications acceptable to the Authority.

Qualifications or experience in project management of historic and contemporary building projects.

Qualifications or experience in conservation of historic masonry.

Enquiries to Jo Lyngcoln, Conservation Projects Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2363, mobile 0428 141652, email jo.lyngcoln@portarthur.org.au.

Applications to Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, Tas, 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Conservation Project Officer (040708).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$40,628–\$59,856 pro rata.

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

Permanent part-time 0.6 FTE.

Location:—Port Arthur.

This vacancy has been readvertised with an amended closing date.

Duties:—Assist in the effective management of conservation and infrastructure tasks and projects, including stonemasonry projects, for the Port Arthur Historic Site Management Authority.

Desirable Requirements:—Tertiary qualifications in architecture or a cultural heritage related discipline from an approved University, College or educational institution or equivalent qualifications acceptable to the Authority.

Qualifications or experience in project management of historic and contemporary building projects.

Enquiries to Jo Lyngcoln, Conservation Projects Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2363, mobile 0428 141652, email jo.lyngcoln@portarthur.org.au.

Applications to Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, Tas, 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Interpretation Manager (010708).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$71,704–\$77,130 per annum.

Port Arthur Historic Site Staff Agreement 2004, Professional Stream, Level 3.

Permanent full-time.

Location:—Port Arthur.

Duties:—Manage the interpretive, collection and education programmes for the Site. Ensure the cultural heritage values for the Port Arthur Historic Site and the Coal Mines Historic Site are maintained and protected. Contribute to the establishment of PAHSMA as a centre of excellence in the conservation and interpretation of a cultural heritage place of international significance. Provide high level advice on interpretation, education and collection issues, including the effects of tourism and related activities.

Desirable Requirements:—Degree in history, archaeology or a related cultural heritage discipline or equivalent qualifications acceptable to the Authority. Postgraduate qualification in a relevant cultural heritage conservation discipline. Postgraduate experience in the field of interpretation. Compliance with criteria for membership of a relevant heritage organisation (such as Australia ICOMOS).

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

Applications to Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Interpretation Manager (030708).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$71,704–\$77,130 per annum.

Port Arthur Historic Site Staff Agreement 2004, Professional Stream, Level 3.

Permanent full-time.

Location:—Port Arthur.

This position has been re-advertised with an amended closing date.

Duties:—Manage the interpretive, collection and educational programmes for the Site. Ensure the cultural heritage values for

the Port Arthur Historic Site and the Coal Mines Historic Site are maintained and protected. Contribute to the establishment of PAHSMA as a centre of excellence in the conservation of a cultural heritage place of international significance. Provide high level advice on interpretation, education and collection issues, including the effects of tourism and related activities.

Desirable Requirements:—Degree in history, archaeology or a related cultural heritage discipline or equivalent qualifications acceptable to the Authority.

Post graduate qualification in a relevant cultural heritage conservation discipline.

Post graduate experience in the field of interpretation.

Compliance with criteria for membership of a relevant heritage organisation (such as Australia ICOMOS).

Enquiries to Dr Jane Harrington, Director, Conservation and Infrastructure, Port Arthur Historic Site Management Authority, phone (03) 6251 2330, mobile 0409 344598, email jane.harrington@portarthur.org.au.

Applications to Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, Tas, 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PREMIER AND CABINET

COMMUNITY DEVELOPMENT DIVISION

Multicultural Tasmania

Policy Analyst (001456).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Manage projects and programmes to achieve the Government's strategic objectives in relation to multicultural affairs. Undertake policy research, analysis, development and implementation; and provide broad based authoritative advice from a government-wide perspective on issues that has an impact on Tasmania's culturally and linguistically diverse community.

Desirable Requirements:—Tertiary qualifications or experience to an equivalent level in research and analysis.

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

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart 7001, phone (03) 6270 5482, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Government Courier Service South

Courier/Driver (470481).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$35,933 per annum.

Operational Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—The Courier/Driver is part of a team, which provides efficient and effective courier service in the delivery, collection and accurate sorting of government mail. The Courier/Driver also undertakes the basic maintenance, and associated records, of delivery vehicles.

Enquiries to Paul Finearty, Head Courier, Department of Premier and Cabinet, phone (03) 6233 6179, email job.application@dpac.tas.gov.au.

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart 7001, phone (03) 6270 5482, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

LOCAL GOVERNMENT DIVISION

Senior Policy Analyst (000587).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level strategic advice on local government issues and undertake analysis and research on matters relevant to local government. Contribute to the effectiveness of the partnership agreements programme.

Desirable Requirements:—Tertiary qualifications in a policy discipline and/or experience in analysis and comment.

Enquiries to Greg Brown, Director Partnerships Agreement, Department of Premier and Cabinet, phone (03) 6233 3035, email Greg.Brown@dpac.tas.gov.au.

Applications to Melanie Nugent, Executive Officer, Department of Premier and Cabinet, G.P.O. Box 123 Hobart 7001, phone (03) 6270 5482, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

PREMIER AND CABINET

TMD

Service Delivery

TASINET

Technical Specialist Officer (001465).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent part-time (22.05 hours per week).

Location:—Hobart.

Duties:—Responsible for project management of voice communications projects to fulfil the business needs of Agencies and Government and assist TMD TASINET customers obtain maximum value from the services and features available by providing them with sound advice and support. Providing consultancy to TMD and customers on new technologies for communications including convergence of voice and data. Supporting TMD Managers with the marketing and delivery of the products, services and business solutions offered by TMD.

Desirable Requirements:—Professional knowledge of Voice Communications technology and methodologies either through an appropriate course of study or relevant professional experience.

Enquiries to Craig Davies, Acting Manager Implementation and Support, Department of Premier and Cabinet, phone (03) 6233 7881, email Craig.Davies@dpac.tas.gov.au.

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart 7001, phone (03) 6270 5482, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

*Conservation Policy and Planning***Biological Monitoring Officer, Private Land Conservation Programme (PLCP) (702312).**

Applications Close:—Friday, 25 July 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—To contribute to the design and implementation of a monitoring programme to measure the effectiveness of management of areas of private land included in the private land component of Tasmania's Comprehensive, Adequate and Representative system of reserves. To provide advice on the suitability of management regimes to protect the conservation values of these areas and recommend changes to management regimes necessary to protect identified values.

Desirable Requirements:—A relevant tertiary qualification. A current motor vehicle driver's licence. Experience in the use of four wheel drive vehicles in rough terrain would be advantageous.

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

Note: Applicants are advised that for a period of 6 months from the date of advertising, the selection process for this vacancy may be used to fill subsequent similar vacancies.

Enquiries to Denise Hay, phone (03) 6233 2808, email denise.hay@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

*Conservation Policy and Planning***Senior Adviser (Monitoring and Stewardship) (702871).**

Applications Close:—Friday, 25 July 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage a small team providing the biological monitoring and stewardship functions for the Private Land Conservation Programme. Lead and co-ordinate the design and implementation of a monitoring and stewardship programme to effectively manage areas of private land included in the private land component of Tasmania's Comprehensive, Adequate and Representative system of reserves. Provide advice on the suitability of management regimes to protect the conservation values of these areas and recommend changes to management regimes necessary to protect identified values.

Desirable Requirements:—A relevant tertiary qualification. A current motor vehicle drivers licence. Experience in the use of four wheel drive vehicles in rough terrain would be advantageous.

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

Note: Applicants are advised that for a period of 6 months from the date of advertising, the selection process for this vacancy may be used to fill subsequent similar vacancies.

Enquiries to Denise Hay, phone (03) 6233 2808, email denise.hay@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

*Land Conservation***National Co-ordinator (Gorse) (702324).**

Applications Close:—Saturday, 19 July 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

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

Location:—Subject to negotiation.

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

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

Duties:—Promote and assist in the implementation of and report against the National Gorse Strategic Plan. Engage and inform the National Gorse Taskforce members and partners in key areas as defined by the Taskforce including all levels of government and the public on the goals, implementation and achievements of the strategy. Contribute to the establishment of the Tasmanian Gorse Management Group. Provide executive support to the Taskforce.

Desirable Requirements:—A tertiary qualification in a relevant discipline. Relevant experience in agricultural, extension or information transfer. Experience in the area of weed management is highly regarded. A current motor vehicle driver's licence.

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

Note: Applicants are advised that for a period of 6 months from the date of advertising, the selection process for this vacancy may be used to fill subsequent similar vacancies.

Enquiries to Sue Reid, phone (03) 6233 2185, email sue.reid@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, 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

*Land Conservation***Section Leader (NRM Liaison and Information Management) (000334).**

Applications Close:—Saturday, 19 July 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Launceston.

Duties:—Lead and manage integrated and co-ordinated natural resource information management activities to support the Land Conservation Branch and the Division's service delivery across Tasmania. Manage Tasmania's responsibilities in the administration of the Australian Government funding initiatives including Caring for Our Country (CFOC) Initiative. Manage the human, financial, physical and information resources of the NRM Liaison and Information Management Section.

Desirable Requirements:—A tertiary qualification in a relevant discipline. A current motor vehicle drivers licence.

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

Note: Applicants are advised that for a period of 6 months from the date of advertising, the selection process for this vacancy may be used to fill subsequent similar vacancies.

Enquiries to Peter Voller, phone (03) 6336 5293, email peter.voller@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

Wildlife Management

Wildlife Management Officer (Captive Management) (702872).

Applications Close:—Saturday, 19 July 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:—To oversee the agency's regulatory responsibilities in relation to the management of captive wildlife and provide advice on the captive management of wildlife to senior staff, other agencies, industry and the public and liaise with individuals and organisations that keep wildlife in captivity, such as, Tasmanian wildlife parks, and bird and reptile keepers, in relation to permits, licensing and associated issues. Assist in other wildlife management activities as directed.

Desirable Requirements:—A degree in Science or other relevant tertiary qualification. A current motor vehicle driver's licence.

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

Note: Applicants are advised that for a period of 6 months from the date of advertising, the selection process for this vacancy may be used to fill subsequent similar vacancies.

Enquiries to Greg Hocking, phone (03) 6233 6751, email greg.hocking@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

WATER RESOURCES

Water Assessment

Water Quality Officer (25905).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—New Town.

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

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

Duties:—Monitor, analyse and report on water quality and river health in Tasmania and undertake the effective collection and archiving of water quality and biological data on the State's water quality and river health databases. Provide professional input into the planning, development and implementation of the statewide water quality monitoring network. Act as a contact for advisory services related to water quality information and provide professional advice on the water quality aspects of water resource, river and catchment management issues.

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

Desirable Requirements:—Post-graduate studies in water quality and/or statistics. A current motor vehicle driver's licence. Four wheel driving certification. Current first aid certificate. Relevant training in water safety.

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

Note: Applicants are advised that for a period of 6 months from the date of advertising, the selection process for this vacancy may be used to fill subsequent similar vacancies.

Enquiries to Cate Graham, phone (03) 6233 6328, email cate.graham@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

WATER RESOURCES

Water Assessment

Water Quality Officer (Pesticide Programme) (701935).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

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

Location:—New Town.

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

Duties:—Undertake water sampling of the Department's Baseline Streamflow and Water Quality monitoring network as part of the Pesticide Monitoring Programme. To provide professional input into the planning, development and implementation of the statewide pesticide water quality monitoring network. To co-ordinate staff in the monitoring and rapid deployment of equipment to sample flood events in Tasmanian catchments. To monitor, analyse and report on water quality in Tasmania and undertake the effective collection and archiving of water quality data on the State's water quality database. To provide professional advice on the water quality aspects of water resource, river and catchment management issues.

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

Desirable Requirements:—Post-graduate studies in water quality and statistics. A current motor vehicle driver's licence. Experience in the statistical analysis and reporting of physico-chemical and biological water quality information from freshwater bodies. Four wheel driving certification. Current first aid certificate. Completion of relevant courses/training in water safety.

Note: Applicants are advised that for a period of 6 months from the date of advertising, the selection process for this vacancy may be used to fill subsequent similar vacancies.

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

Enquiries to Cate Graham, phone (03) 6233 6328, email cate.graham@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

ORGANISATIONAL AND BUSINESS DEVELOPMENT

Human Resources Branch

Human Resources Consultant (323114).

Applications Close:—Saturday, 19 July 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a high quality consultancy and advisory service to managers and staff on a broad range of human resource management issues with a particular emphasis on employee grievances and complaints, inability, and misconduct allegations.

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

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

Enquiries to Jenny Thomas, A/Manager Human Resources, TAFE Tasmania, phone (03) 6233 4610, email Jenny.Thomas@tafe.tas.edu.au.

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

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

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

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

TASMANIAN AUDIT OFFICE

OFFICE OF THE AUDITOR-GENERAL

Financial Audit Services

Financial Auditor—2 Vacancies.

Applications Close:—Monday, 21 July 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Vacancy No. TAO2400.

Permanent full-time.

Location:—Hobart.

Vacancy No. TAO2401.

Permanent full-time.

Location:—Hobart.

Duties:—This position works with business unit management in the conduct of audits. The role has a heavy operational focus which involves establishing and maintaining relationships with clients to facilitate and expedite access to relevant information. While audits are usually conducted under the guidance of more senior professionals, the position requires the application of financial and audit knowledge and experience to conduct smaller, less complex, audits themselves. The position may be required to fulfil the role of team leader on some audits, generally those of low risk. The number of clients dealt with requires knowledge of (and the ability to interpret) a range of existing and developing accounting standards and legislation and of client activities and systems.

The position is largely directed on when audit tasks (or smaller audits) are performed but there is discretion on how the tasks are performed. The position is held accountable for adhering to budgets and schedules. Material developed by the position (eg. reports and recommendations) is reviewed by more senior people within the business unit.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution.

Desirable Requirements:—Driver's Licence.

Enquiries to Jeff Tongs, Manager, Financial Audit, Tasmanian Audit Office, Grd Flr 144 Macquarie Street Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email jeff.tongs@audit.tas.gov.au.

Applications to Rachael Daniels, Manager, Human Resources and Finance, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email rachael.daniels@audit.tas.gov.au.

TASMANIAN AUDIT OFFICE
OFFICE OF THE AUDITOR-GENERAL
Financial Audit Services

Senior Financial Audit Analyst (TAO2310).

Applications Close:—Monday, 21 July 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—As a seasoned professional, this position works with business unit management in the preparation of reports to Parliament based on the outcomes of financial audits conducted by the Office or its contractors and other research and analysis carried out by the position. This position works with unit management to identify potential topics for reports. Analysis work is conducted by applying auditing standards and utilising and/or developing a wide range of qualitative and quantitative research methodologies including document and records analysis, database interrogation, stakeholder surveys, benchmarking, statistical analysis and modelling and consultations with stakeholders. The role involves establishing relationships with staff of the Financial Audit Services unit, contractors and clients to facilitate and expedite the efficient and effective drafting of material. The development and maintenance of effective communication channels with staff, contractors and clients has a large bearing on the position achieving its objectives. The number of clients dealt with requires knowledge of (and the ability to interpret) a range of existing and developing accounting and auditing standards and legislation and of client activities and systems.

The position is also required to manage the Office's liaison with the Financial Reporting and Auditing Committee (FRAC) of the Australasian Council of Auditors' General (ACAG), conduct research into matters identified by senior office staff and may from time to time be required to assist in the conduct of financial audits.

The position provides considerable freedom in terms of how work is performed or controlled but is held accountable for meeting budgets and schedules and producing reports supported by evidence and beyond dispute. The position liaises with audit staff, the Auditor-General, contractors and clients in order to understand financial performance of clients as well as to ensure the accuracy of material produced. Documented findings, reports and recommendations are submitted to senior management for review. While the position will generally operate alone, from time to time staff may be assigned to assist with specific tasks.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution; AND.

(Completion of a recognised accounting/auditing certificate programme, that includes either three years supervised/mentored practical experience or five years unsupervised practical experience in accounting/auditing); OR.

(Either three years supervised/mentored practical experience or five years unsupervised practical experience in a relevant discipline.).

Desirable Requirements:—Driver's Licence.

Enquiries to Ric De Santi, General Manager, Financial Audit Services, Tasmanian Audit Office, Grd Flr 144 Macquarie Street Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email ric.desanti@audit.tas.gov.au.

Applications to Rachael Daniels, Manager, Human Resources and Finance, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email rachael.daniels@audit.tas.gov.au.

TASMANIAN AUDIT OFFICE
OFFICE OF THE AUDITOR-GENERAL
Financial Audit Services

Senior Financial Auditor—2 Vacancies.

Applications Close:—Monday, 21 July 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Vacancy No. TAO2308.

Permanent full-time.

Location:—Hobart.

Vacancy No. TAO2309.

Permanent full-time.

Location:—Hobart.

Duties:—As a seasoned professional, this position works with business unit management in the conduct of audits and may lead a team of people conducting these audits. On larger audits the position may operate as a team member. The role involves establishing relationships with clients to facilitate and expedite the efficient and effective completion of audits. The development and maintenance of effective communication channels with clients has a large bearing on the position achieving its objectives. The number of clients dealt with requires knowledge of (and the ability to interpret) a range of existing and developing accounting and auditing standards and legislation and of client activities and systems.

The position manages medium and low risk audit clients and develops a strong client relationship with all organisations within the portfolio of audits assigned to them. The position provides considerable freedom in terms of how audits performed or controlled by it are conducted and is held accountable for meeting budgets and schedules. The position reviews material developed by team members under its leadership. Documented findings, opinions, reports and recommendations are submitted to section management for review.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution; AND.

(Completion of a recognised accounting/auditing certificate programme, that includes either three years supervised/mentored practical experience or five years unsupervised practical experience in accounting/auditing); OR.

(Either three years supervised/mentored practical experience or five years unsupervised practical experience in a relevant discipline.).

Enquiries to Neville I'Anson, Manager, Financial Audit, Tasmanian Audit Office, Grd Flr 144 Macquarie Street Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email neville.ianson@audit.tas.gov.au.

Applications to Rachael Daniels, Manager, Human Resources and Finance, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email rachael.daniels@audit.tas.gov.au.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Government Finance and Accounting Branch***Senior Financial Analyst (722218).**

Applications Close:—Friday, 25 July 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—The objective of the position is to:—develop and administer financial systems and processes incorporating accounting, cash management, debt management and reporting activities for the Public Account and participate in the preparation of financial and statistical statements.

In the context of the selection criteria, to be successful in the position applicants will have:—a solid background in analysing, interpreting and compiling financial statements, well developed verbal and written communication skills, the ability to liaise with a range of internal and external stakeholders and good organisational and self-management skills.

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

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

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

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

TREASURY AND FINANCE

GOVERNMENT PRICES OVERSIGHT COMMISSION/OFFICE OF THE
TASMANIAN ENERGY REGULATOR**Senior Policy Analyst (724072).**

Applications Close:—Friday, 25 July 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position, applicants:—will be responsible for the management of licensing processes and maintenance of regulatory codes applicable to Tasmanian gas and electricity industries and will assist in the development of policy advice on electricity market structure issues arising from the State's participation in the National Electricity Market and the development of electricity retail competition and gas market structure issues in relation to the administration and implementation of the regulatory codes applicable to Tasmanian gas industries.

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

Enquiries to Ray Chan, Assistant Director, Government Prices Oversight Commission/Office of the Tasmanian Energy Regulator, Department of Treasury and Finance, phone (03) 6233 6204, email ray.chan@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch***Principal Business Systems Analyst (724107).**

Applications Close:—Friday, 25 July 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

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

Location:—Hobart.

Duties:—Working both individually and as a member of a small team, the Principal Business Systems Analyst, as a senior member of the Revenue Branch, will undertake complex research, investigation, analysis and system implementation activities and prepare major correspondence, reports and submissions relating to Standard Business Reporting issues.

Also in the context of the selection criteria, to be successful in the position, applicants will:—demonstrate the ability to understand complex issues by drawing on a range of factual information, demonstrate the ability to formulate options and present in the context of a business case, demonstrate high level written communication skills, have demonstrated experience in nurturing internal and external relationships, and facilitating co-operation and demonstrate the ability to manage own output and work effectively in a team environment, while managing client expectations and priorities.

The Principal Business Analyst will also be required to represent the Branch both on internal committees and at external meetings from time to time.

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

Enquiries to Carol Williams, Manager, Business Development, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2561, email carol.williams@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Manager Distribution Operations	J. Keeling	6 months	03.07.08
Education	HR Staffing Officer	V. Sharma	6 months	07.07.08
Education	Co-ordinator Community Learning & Information Services	R. Murfet	6 months	01.07.08
Education	Teacher	S. Shimmin	6 months	20.06.08
Education	School Attendant	W. Jaffray	6 months	02.07.08
Education	School Attendant	J. Evans	6 months	20.06.08
Education	School Attendant	L.-A. Read	6 months	20.06.08
Environment, Parks, Heritage & the Arts	Ranger	J. Widdowson	6 months	24.06.08
Environment, Parks, Heritage & the Arts	Business Enterprise Manager	B. Russell	6 months	14.07.08
Health & Human Services	Hospital Aide	T. Wheeler	6 months	13.07.08
Health & Human Services	Enrolled Nurse	A. Kanizay	6 months	16.06.08
Health & Human Services	Enrolled Nurse	R. Bakker	6 months	02.06.08
Health & Human Services	Executive Chef	A. Young	6 months	07.07.08
Health & Human Services	Customer Service Officer	A. McElhone	6 months	07.07.08
Health & Human Services	Child and Family Health Nurse	M. Gibbon	6 months	29.07.08
Health & Human Services	Child and Family Health Nurse	J. Scott	6 months	29.07.08
Health & Human Services	Administrative Assistant	D. Mapley	6 months	07.07.08
Infrastructure, Energy & Resources	Administrative Officer	R. Jeffrey	6 months	02.07.08
Infrastructure, Energy & Resources	HR Advisor	J.-L. Kelly	nil	30.06.08
Justice	Project Officer	V. Stojcevski	N/A	07.06.08
Justice	Transcription Typist	V. Morgan	N/A	30.05.08
Primary Industries & Water	Technical Officer	B. Lomman	6 months	03.07.08
Primary Industries & Water	Administrative Assistant	L. Spotswood	6 months	07.07.08
Port Arthur Historic Site Management Authority	Cleaner	V. Heijn	6 Months	30.06.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Treasury & Finance	M. Casimaty	Police & Emergency Management	Financial Accountant	01.07.08
Treasury & Finance	J. McAvoy	Treasury & Finance	Principal Financial Analyst	03.07.08
Education	I. Parnell	Port Arthur Historic Site Management Authority	Grounds and Gardens Assistant	30.06.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Principal	P. Mulcahy	30.05.08
Education	Principal	D. Betts	30.05.08
Education	Teacher	A. Stark	13.06.08
Education	Teacher	M. Beck	25.06.08
Education	School Attendant	E. Larsen	30.05.08
Education	Teacher Aide (Technical)	R. Johns	29.05.08
Education	Teacher	A. Cunningham	30.05.08
Education	Teacher	S. Brown	02.05.08
Education	Teacher	L. Nizolek	05.05.08
Education	Teacher	R. Weeden	25.04.08
Education	Canteen Supervisor	J. Fleming	07.05.08
Education	Teacher	J. Lowry	30.04.08
Education	Teacher	R. Clarke	16.04.08
Education	Teacher Aide (General)	L. Wills	28.05.08
Education	School Attendant	M. Brown	28.05.08
Education	Teacher	D. Bridger	30.05.08
Education	Teacher	N. Daveney	30.05.08
Education	Assistant Principal	R. Hill	19.03.08
Education	Advanced Skills Teacher	C. Timbrell	13.06.08
Education	Teacher	R. Dando	01.07.08
Education	Advanced Skills Teacher	T. Dando	01.07.08
Education	Teacher	B. Jeffrey	04.07.08
Education	Teacher	K. Harvey-Latham	01.07.08
Education	Teacher	M. Southwell	30.06.08
Education	Recognition Officer	B. Morton	01.07.08
Education	Teacher - ESL	J. Pattie	04.07.08
Education	Teacher	J. Smeaton	04.07.08
Education	Senior Consultant, Info Services	B. MacCana	03.07.08
Education	Teacher	D. Georgakis	27.06.08
Education	Guidance Officer	E. Newman	11.06.08
Education	Teacher	S. Smythe	09.07.08
Education	School Attendant	E. Less	27.06.08
Education	School Attendant	J. Hinds	27.06.08
Education	Teacher	J. McFarlane	30.06.08
Justice	Admin & Clerical Officer	P. Locke	09.07.08
Primary Industries & Water	Manager (Land Conservation)	G. Pinkard	04.07.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	J. Williams	30.06.08
Education	Archivist	F. MacFarlane	03.07.08
Health & Human Services	Cleaner	S. Benjamin	01.07.08
Health & Human Services	Registered Nurse (513266)	N. Howell	28.06.08
Health & Human Services	Ward Clerk	A. Rayner	30.05.08
Health & Human Services	Enrolled Nurse	L. Gill	30.06.08
Health & Human Services	Orthotist/Prosthetist	T. Anandam	27.06.08
Health & Human Services	Dental Prosthetist	S. Watchorn	30.06.08
Health & Human Services	Clinical Nurse	C. Merrick	26.06.08
Health & Human Services	Social Worker	B. Riley	26.06.08
Health & Human Services	Library Assistant	J. Clark	30.06.08
Health & Human Services	Attendant	R. Wall	11.07.08
Health & Human Services	Clinical Psychologist	S. Pegrum	25.07.08
Health & Human Services	Ambulatory Care Clerk	A. Nunn	27.06.08
Police & Emergency Management	Senior Executive Officer	J. Henley	30.06.08
Police & Emergency Management	Clerk	C. Kupisiewicz	23.06.08
Police & Emergency Management	Clerk	R. Padman	01.07.08
Police & Emergency Management	Clerk	R. Padman	01.07.08
Primary Industries & Water	Senior Water Management Officer	J. Deakin	03.07.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	D. Ring	Support Officer IT	01.07.08
Economic Development & Tourism	S. Pedersen	Senior Project Manager	01.07.08
Education	D. Lade	School Executive Officer	30.06.08
Education	N. Odgers	Assistant Principal	30.06.08
Education	M. Simmonds	Senior Communications Consultant	01.07.08
Education	H. Long	Senior Communications Consultant	01.07.08
Health & Human Services	P. Welsh	Director of Nursing	01.07.08
Health & Human Services	A. McPherson	Customer Service Officer	07.07.08
Infrastructure, Energy & Resources	D. Bennett	Senior Driver Testing Officer	26.06.08
Treasury & Finance	S. Woods	Financial Analyst	07.07.08
Treasury & Finance	G. Longo	Principal Financial Analyst	03.07.08

Disclaimer

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

Copyright

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

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