



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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Applicants for a vacancy published in this Gazette edition (other than Senior Executive Service vacancies), should note that for a period of six months from the date of publication, the selection process for that vacancy may be used to fill subsequent or similar vacancies on the same conditions as originally published.

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

Tasmanian Government Gazettes are available for sale from Print Applied Technology Pty Ltd, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

### Further Information

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

### Submission of Applications

**Applications will close 9 calendar days after the date of publication in the Gazette unless otherwise stated.**

Late applications may be accepted at the discretion of the Head of Agency.

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

## Vacancies—General Information

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

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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



## ARRIVE ALIVE DEFENSIVE DRIVING

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### 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](mailto:govt.gazette@pat.tas.gov.au)

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

### State Service Notices

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

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

### Order Information

When using this facility please ensure that your order and a copy of the material or vacancy reference are faxed to 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

### GOVERNANCE AND STRATEGY DIVISION

#### Organisational Development and Strategy

### Senior Project Manager (424436).

Applications Close:—Friday, 1 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

**Duties:**—Initiate and direct complex economic and industry policy research, investigations, analysis and presentations and develop and implement strategies that support the balanced and sustainable economic development in Tasmania.

Provide high level specialist support, strategic direction and policy advice in the management of the Agency's strategy development and research services to contribute towards the ongoing achievement of the department's goals and objectives.

**Desirable Requirements:**—A relevant tertiary or industry recognised qualifications and/or professional affiliations. Current Drivers Licence.

Enquiries to Nic Waldron, Deputy Director, Organisational Development and Strategy, Department of Economic Development and Tourism, phone (03) 6233 5720, email [Nic.Waldron@development.tas.gov.au](mailto:Nic.Waldron@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](mailto:applications@development.tas.gov.au).

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

## ECONOMIC DEVELOPMENT AND TOURISM

### TOURISM TASMANIA

### Coordinator Customer Service (425028).

Applications Close:—Friday, 1 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 8.

Permanent full-time.

Location:—Launceston.

**Duties:**—Lead a team to deliver high quality customer services to travel agents and consumers and contribute to Tasmanian tourism visitation through the day-to-day management of the multi-channel Contact Centre.

**Desirable Requirements:**—Current driver's license.

Enquiries to Janet Keeling, Manager Distribution Operations, Department of Economic Development and Tourism, phone (03) 6336 3183, email [Janet.Keeling@tourism.tas.gov.au](mailto:Janet.Keeling@tourism.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](mailto:applications@development.tas.gov.au).

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

## ECONOMIC DEVELOPMENT AND TOURISM

## TOURISM TASMANIA

**Coordinator Industry Support (425027).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 8.

Permanent full-time.

Location:—Launceston.

Duties:—Provide continuing competitive and customer analysis and insights and identify, recommend and support opportunities for increased sales and distribution of Tasmanian tourism products, services and experiences across channels and distribution partners.

Desirable Requirements:—Current driver's license.

Enquiries to Corey Ackerly, Manager Trade and Industry Support, Department of Economic Development and Tourism, phone (03) 6336 3225, email [Corey.Ackerly@tourism.tas.gov.au](mailto:Corey.Ackerly@tourism.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](mailto:applications@development.tas.gov.au).

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

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*State Library of Tasmania*

## Public Library Services

## Hobart Lending Library

**Librarian (653253).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$40,547–\$59,573 pro rata.

Professional Employees Award, Level 1.

Permanent part-time 40 hours per fortnight.

Location:—Hobart Lending Library.

Description of the Role:—Provide general professional library services or assist in the development and delivery of specialist library and information services, to a high standard of customer service.

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

For a copy of the Statement of Duties please contact Cass Walker, phone (03) 6233 8634, email [cass.walker@education.tas.gov.au](mailto:cass.walker@education.tas.gov.au).

Enquiries to Deborah Wright, Department of Education, phone (03) 6233 9630, email [deborah.wright@education.tas.gov.au](mailto:deborah.wright@education.tas.gov.au).

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

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*State Library of Tasmania*

## Public Library Services

## Kingston Library

**Librarian (950631).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$40,547–\$59,573 pro rata.

Professional Employees Award, Level 1.

Permanent part-time 24 hours per fortnight.

Location:—Kingston Library.

Description of the Role:—Provide general professional library services or assist in the development and delivery of specialist library and information services, to a high standard of customer service.

Essential Requirements:—Degree or diploma in Librarianship or information studies at a recognised university or college of advanced education or a post graduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA). 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. For a copy of the Statement of Duties please contact Cass Walker, phone (03) 6233 8634, email [cass.walker@education.tas.gov.au](mailto:cass.walker@education.tas.gov.au).

Enquiries to Margot Patten, Department of Education, phone (03) 6211 8504, email [margot.patten@education.tas.gov.au](mailto:margot.patten@education.tas.gov.au).

Applications to 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](mailto:recruitment@education.tas.gov.au).

EDUCATION  
COMMUNITY KNOWLEDGE NETWORK  
*State Library of Tasmania*  
Reference and Online Services  
Resources and Access

**Manager Resources and Access (650066).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$80,381–\$85,813 per annum.

Professional Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Manage, direct, lead and co-ordinate activities and staff of the Resources and Access section. Provide leadership, direction and advice relating to the State Library of Tasmania's collection resources, access and technical services and the allocation and expenditure of collection resources. Co-ordinate collection and access initiatives with divisional, departmental and national counterparts.

Essential Requirements:—Degree or diploma in Librarianship or information studies at a recognised university or college of advanced education or a post graduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA) and at least four years practical experience as a librarian. 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. For a copy of the Statement of Duties please contact Cass Walker, phone (03) 6233 8634, email [cass.walker@education.tas.gov.au](mailto:cass.walker@education.tas.gov.au).

Enquiries to Anita Brown, Department of Education, phone (03) 6233 7460, email [anita.brown@education.tas.gov.au](mailto:anita.brown@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, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION  
CORPORATE SERVICES  
*Information and Technology Services*  
IT Infrastructure

**Senior IT Infrastructure Support Consultant, Infrastructure Architect (951273).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—IT Infrastructure.

Description of the Role:—This senior technical role is responsible for analysing, designing and deploying the department-wide computing infrastructure architecture which

meets the agencies technical and business requirements. This includes assessment of new products and methods and the development and implementing of appropriate IT Infrastructure practices across multiple operating systems and hardware platforms. The ability to effectively communicate with all levels of the organization on infrastructure architecture is critical.

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant 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 David Briggs, Department of Education, phone (03) 6233 6906, email [david.briggs@education.tas.gov.au](mailto:david.briggs@education.tas.gov.au).

Applications to 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](mailto:recruitment@education.tas.gov.au).

EDUCATION  
LEARNING SERVICES  
*Learning Services (North-West)*  
King Island District High School

**School Attendant (Grounds) (300314).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time.

Location:—King Island 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 Sue Taylor, Department of Education, phone (03) 6462 1366, email sue.taylor@education.tas.gov.au.

Applications to 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 (South)*

##### Geeveston District High School

#### ***School Attendant (Cleaning and Grounds) (953438).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time.

Location:—Geeveston 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 Andy Kowaluk, Department of Education, phone (03) 6297 1336, email andy.kowaluk@education.tas.gov.au.

Applications to 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 (South-East)*

##### Distance Education Tasmania

#### ***Administrative Officer (302631).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Distance Education Tasmania.

Description of the Role:—Administration of the DET school office including acting as a first point of reference for enrolment queries, and school activities in the community.

Provide a comprehensive level of administrative support to the Principal and senior staff.

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

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 Tim Claridge, Department of Education, phone (03) 6233 7786, email tim.claridge@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.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### PARKS AND WILDLIFE SERVICE

#### ***Cave Guide (705155).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$34,648–\$35,933 per annum.

Parks and Wildlife Service Agreement 1996, Level 1.

Permanent part-time 30% FTE.

Location:—Mole Creek.

Duties:—To conduct cave tours at both Marakoopa and King Solomons Caves within the Mole Creek Karst National Park in the Northern Region. Undertake minor site maintenance work in and around the caves.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current St Johns, Workplace Level 2 First Aid Certificate or equivalent, or the capacity to obtain. It is also desirable that you have a current motor vehicle driver's licence.

Enquiries to Paul Flood, Business Enterprise Manager, for a copy of the Statement of Duties or for more information about the position, phone (03) 6363 5182, email paul.flood@parks.tas.gov.au.

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

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### PARKS AND WILDLIFE SERVICE

#### *Strategy and Sustainable Use*

#### ***Community Engagement Officer, Committees and Councils (340930).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

**Duties:**—To provide opportunities for the community to participate in decision making and providing support and facilitation to community committees. The position also contributes to the delivery of a number of communication and promotion services to internal and external stakeholders and the general community.

**Desirable Requirements:**—To successfully perform the duties of this position it is highly desirable that you have relevant tertiary qualifications, along with a current motor vehicle driver's licence.

Enquiries to Andrew Smith, Manager Community Programmes, for a copy of the Statement of Duties or for further information about the position, phone (03) 6233 2836, email [andrew.smith@parks.tas.gov.au](mailto:andrew.smith@parks.tas.gov.au).

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

#### HEALTH AND HUMAN SERVICES

##### BUSINESS SERVICES NETWORK

###### *Information Services*

#### **IT Officer (518000).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$38,464–\$50,671 per annum.

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

Permanent full-time day worker.

Location:—Hobart.

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

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

Enquiries to Julie Sanders, Department of Health and Human Services, phone (03) 62333965, email [julie.sanders@dhhs.tas.gov.au](mailto:julie.sanders@dhhs.tas.gov.au).

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

#### HEALTH AND HUMAN SERVICES

##### BUSINESS SERVICES NETWORK

###### *Information Services*

#### **Project Officer (516630).**

Applications Close:—Friday, 1 August 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 worker.

Location:—Hobart.

**Duties:**—The Project Officer will assist and support the Project Manager in the planning, co-ordination and delivery of project activities and outputs associated with the implementation of a new Patient Administration System (PAS)

including activities associated with the acquisition, planning, co-ordination, implementation and support of a new Patient Administration System within Acute Health Services and relevant areas of Community Health Services.

**Desirable Requirements:**—Good understanding of the complex environment of health service delivery and the impact of major e-health initiatives on this environment. Demonstrated ability to support key committees, co-ordinate meetings, prepare correspondence and agendas and complete minutes and reports to meet deadlines within a complex environment. High level time and task management skills including the ability to plan, co-ordinate and be responsible for several concurrent activities whilst working in an environment subject to strict time frames.

Enquiries to Pam Taylor, Department of Health and Human Services, phone (03) 62332073, email [pam.taylor@dhhs.tas.gov.au](mailto:pam.taylor@dhhs.tas.gov.au).

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

#### HEALTH AND HUMAN SERVICES

##### BUSINESS SERVICES NETWORK

###### *Information Services*

#### **Training and Support Officer, PAS (517960).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$56,101–\$59,721 per annum.

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

Fixed-term full-time day work from as soon as possible for a period of 2 years.

Location:—Hobart or Launceston.

**Duties:**—Responsible for the development, implementation and evaluation of staff training and professional development activities that support the effective and efficient use of the Patient Administration System (PAS) application i. Patient Manager state-wide.

**Desirable Requirements:**—Relevant experience in the design, planning, implementation and evaluation of competency based training and professional development programmes, with a focus on the training of information systems to support business process change. Demonstrated commitment to the provision of excellent client service through staff training and professional development, with an understanding of the complex environment of hospitals and health service delivery. High level of knowledge and experience in using word processing, spreadsheet, presentation graphics and related software, particularly in the production and presentation of information in written, numeric and graphical format.

Enquiries to David Mantle, Department of Health and Human Services, phone (03) 62330480, email [David.Mantle@dhhs.tas.gov.au](mailto:David.Mantle@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania, 7000.

#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Mental Health Services*

###### *North*

#### **Attendant (504876).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Fixed-term full-time shift worker (set rotational) commencing 31 July 2008 to 30 January 2009.

Location:—Launceston General Hospital.

Duties:—To provide psychiatric nursing staff with assistance and support in relation to the care and safety of patients.

Desirable Requirements:—Effective communication and interpersonal skills, understanding of conflict management techniques, ability to work in a team group situation, ability to acquire knowledge of Agency, Hospital and Unit policies and protocols, knowledge and ability to ensure a safe and clean unit environment, an understanding of appropriate Occupational Health and Safety legislation and codes of practice, and a willingness to take part in Staff Development activities.

Enquiries to Jan Dorman, Department of Health and Human Services, phone (03) 6348 7765, email jan.dorman@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### South

#### **Registered Nurse (Relief) (512467).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Fixed-term casual shift work, working as and when required, from as soon as possible for a period of twelve months.

Location:—Southern Region.

Duties:—The Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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

Enquiries to Sharmayne Batt, Department of Health and Human Services, phone (03) 6222 7016, mobile 0439 011 203, email sharmayne.batt@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Oral Health*

#### **Dental Attendants—4 Vacancies.**

Applications Close:—Friday, 8 August 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Vacancy No. 516892.

Permanent full-time day work.

Location:—Northern Region.

Vacancy No. 501197.

Permanent full-time day work.

Location:—Northern Region.

Vacancy No. 501200.

Permanent full-time day work.

Location:—Northern Region.

Vacancy No. 517972.

Fixed-term full-time day work until 15 June 2010.

Location:—Northern Region.

Please Note: Part time hours will also be considered.

Duties:—Assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. Take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Expertise in, and significant knowledge of, Dental Attendant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such.

Enquiries to Vanessa Whiteman, Department of Health and Human Services, phone (03) 6336 4125, email vanessa.whiteman@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Oral Health*

#### **Health Promotion Officer (517997).**

Applications Close:—Friday, 8 August 2008.

Salary:—\$63,340–\$66,962 per annum.

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

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

Location:—Southern Region, with statewide responsibilities.

Duties:—The Health Promotion Coordinator is responsible for planning, developing, implementing and evaluating statewide community based oral health promotion and public



education programmes, including for Tasmanian pre-schoolers.

**Desirable Requirements:**—Experience in managing projects including a clear understanding of project management principles and reporting. Demonstrated understanding of the principles of health promotion, and experience in the development and delivery of public health promotion programmes and activities particularly in diverse settings and among diverse sections of the population. Ability to plan, implement and evaluate community education and health promotion programmes.

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

Enquiries to Angie Byrom, Department of Health and Human Services, phone (03) 6214 5461, email [angie.byrom@dhhs.tas.gov.au](mailto:angie.byrom@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Oral Health*

#### **Senior Dental Therapist (518002).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$80,262–\$88,771 per annum.

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

Permanent full-time day work.

Location:—Northern Region.

**Duties:**—Work closely with the Area Manager and Senior Clinician, clinical and other senior management staff to strengthen and support the achievement of best practice in the area of dental therapy service delivery within the Oral Health Service.

**Essential Requirements:**—Registered, or eligible for registration, as a Dentist Therapist under the *Dental Practitioners Registration Act 2001*.

Enquiries to Patsy Burgess, Department of Health and Human Services, phone (03) 6336 4119, email [patsy.burgess@dhhs.tas.gov.au](mailto:patsy.burgess@dhhs.tas.gov.au).

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Population Health*

#### Population and Health Priorities

#### **Programme and Policy Officer, Injury Prevention (500753).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$63,340–\$66,962 pro rata.

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

Fixed-term part-time day work, working 45.6 hours per fortnight, from as soon as possible until 13 February 2009.

Location:—Southern Region with statewide responsibilities.

**Duties:**—As a member of the Population and Health Priorities Unit facilitate the development, implementation and evaluation of injury prevention initiatives, policies and programmes to maximise the health and wellbeing of the Tasmanian population. Work closely with other government agencies, non-government agencies and other stakeholders to identify and develop strategies to progress state and national priorities related to injury prevention.

**Desirable Requirements:**—Relevant tertiary qualifications and experience in injury prevention. Demonstrated understanding of the political, social and organisational issues that may impact on the provision of injury prevention initiatives at a service and community level. Demonstrated skills and experience in planning, developing, implementing, evaluating and reporting on population health/health promotion programmes or projects.

Enquiries to Sue Frendin, Department of Health and Human Services, phone (03) 6222 7774, mobile 0400 079 121, email [sue.frendin@dhhs.tas.gov.au](mailto:sue.frendin@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North West

#### **ACAT Assessor/Nurse (517915).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

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

Location:—Community Health, Ulverstone.

**Duties:**—Within a primary health care framework: Assess the needs of the elderly and younger people with disabilities and carers within the region. Facilitate access to appropriate community and residential services, through a multi-disciplinary team approach.

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

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



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

Enquiries to Maureen Pigott, Department of Health and Human Services, phone (03) 6429 8400, email [maureen.pigott@dhhs.tas.gov.au](mailto:maureen.pigott@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.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### **Community Health Nurse—2 Vacancies.**

Applications Close:—Friday, 1 August 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 510436.

Permanent part-time day work, working 48 hours per fortnight.

Location:—Huon Community Health Centre.

Vacancy No. 505874.

Fixed-term casual day work, (hours as and when required) for a period of 2 years.

Location:—Huon Community Health Centre.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Community Health Nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborates with other members of the health care team to ensure the delivery of high quality health care, rotating through the Huonville, Channel, Geeveston, Dover and Cygnet areas. The Primary Health team is committed to health promotion within a rural setting. If you are interested in becoming part of this dynamic team please consider applying.

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

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

Enquiries to Gillian Hammond, Department of Health and Human Services, phone (03) 6264 8850, email [gillian.hammond@dhhs.tas.gov.au](mailto:gillian.hammond@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, Department of Health and Human Services, Human Resources, G.P.O. Box 125 Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### **Health Promotion Worker (513108).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$56,101–\$59,721 pro rata.

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

Fixed-term part-time day work, working 54.72 hours per fortnight, commencing as soon as possible until 30 June 2009.

Location:—Midlands Multi Purpose Centre.

Duties:—Work with other health services in the management, leadership, planning, implementation and evaluation of health promotion activities in the Southern Midlands Municipality. Work within a primary health care framework, to assist in maintaining, sustaining and improving the health of residents of the Southern Midlands Municipality, with particular emphasis on an individual, group and community basis of the mental, emotional, social and physical health of young people.

Desirable Requirements:—Demonstrated skills in and knowledge of health promotion principles. Experience in programme development, implementation and evaluation within a framework of primary health care. Demonstrated skills in teamwork and effective communication at all levels. Experience working in rural and remote communities. Willingness to participate in research and quality improvement activities. Demonstrated skills and knowledge in community development in a rural/remote setting. Experience in community consultation processes, policy formulation and advisory functions.

Enquiries to Christine Bodger, Department of Health and Human Services, phone (03) 6254 5044, email [christine.bodger@dhhs.tas.gov.au](mailto:christine.bodger@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### **Home Help—3 Vacancies.**

Applications Close:—Friday, 8 August 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Vacancy No. 506349.

Permanent part-time day work, working 20 hours per fortnight.

Location:—Clarence Municipality.

Vacancy No. 506348.

Permanent part-time day work, working 39 hours per fortnight.

Location:—Clarence Municipality.

Vacancy No. 506617.

Permanent part-time day work, working 26 hours per fortnight.

Location:—Hobart Municipality.

Duties:—Within a Primary Health Care framework Home Help staff will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community.

Desirable Requirements:—Demonstrated knowledge of and experience in performing domestic duties for the aged or disabled within their own home. Understanding of confidentiality and rights of clients. Ability to establish and maintain effective written and verbal communication, with clients and Community Health team members and the ability to work harmoniously as a member of a team.

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

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email [homecaresouth@dhhs.tas.gov.au](mailto:homecaresouth@dhhs.tas.gov.au).

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### ***Primary Health Care Coordinator (513107).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$63,340–\$66,962 pro rata.

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

Fixed-term part-time day work, working 60.8 hours per fortnight, commencing as soon as possible until 30 June 2009.

Location:—Midlands Multi Purpose Health Centre.

Duties:—Develop and manage the planning, implementation and evaluation of the Commonwealth Regional Health Services (RHS) programme in the Southern Midlands municipality. Coordinate the development of strong links between Regional Health Services and existing health services to improve the quality of health service delivery in the Southern Midlands municipality. Work within a primary health care framework and undertake activities to maintaining, sustaining and improving the health of residents of Southern Midlands municipality.

Desirable Requirements:—Demonstrated experience in, and knowledge of the management and delivery of health services, particularly in a rural environment, with a commitment to primary health care principles, community development and multi disciplinary teamwork. Demonstrated strategic, conceptual, analytical and creative skills with the ability to plan and prioritise activities and to identify and make sound judgements about relevant issues. Demonstrated effective management and leadership skills, together with high level communication, interpersonal, negotiation and conflict resolution skills including the ability to negotiate mutually acceptable solutions in situations of differing interests.

Enquiries to Christine Bodger, Department of Health and Human Services, phone (03) 6254 5044, email [christine.bodger@dhhs.tas.gov.au](mailto:christine.bodger@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### ***Specialist Community Palliative Care, Social Worker (505538).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Fixed-term part-time day work, working 12 hours per fortnight commencing as soon as possible until 14 February 2009.

Location:—Repatriation Centre.

Duties:—In accordance with Agency policy and legal requirements, the Palliative Care Specialist Social Worker assesses and responds to the palliative care needs and issues as expressed or indicated by clients, their families or carers, and other care providers including allied health, nursing, medical in a variety of settings within Tasmania. To develop, provide and evaluate contemporary palliative care social work services as part of a multidisciplinary or inter-disciplinary service. Acts as a consultant to external service providers as appropriate.

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

Enquiries to Ann Allanby, Department of Health and Human Services, phone (03) 6220 2431, email [ann.allanby@dhhs.tas.gov.au](mailto:ann.allanby@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Statewide Specialist Services*

## Community Forensic Mental Health Services

***Social Worker (514916).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Launceston (responsible for the North and North West Regions).

Please Note: This position also attracts a 6.5% Correctional Health Service Allowance.

Duties:—In accordance with primary health care principles, Agency policy and direction, legal requirements, service policy and procedures and professional competencies, undertake the delivery of quality patient care services, based on best practice and within a collaborative and multidisciplinary framework.

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

Enquiries to Scott Beswick, Department of Health and Human Services, phone (03) 6336 2627, email [scott.beswick@dhhs.tas.gov.au](mailto:scott.beswick@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Statewide Specialist Services*

## Correctional Primary Health

***BBV Programme Coordinator (517917).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Southern Region.

Duties:—Work as part of both the Correctional Health and Population Health teams to address State and National Priorities for the prevention and management of BBVs (blood borne viruses). This includes co-ordinating, developing, facilitating and evaluating BBV activities within the Tasmanian Prison Service and all its sites and facilitating the development, implementation and evaluation of BBV initiatives, policies and programmes including community based education and training in relation to prevention and early intervention of blood borne viruses in at risk populations.

Desirable Requirements:—Relevant qualifications and/or demonstrated knowledge of BBVs, STIs and related health issues as well as an understanding of the issues surrounding injecting drug use and the policy of harm minimisation. Extensive experience in the development of health promotion programmes and an ability to contribute to the evaluation of the effectiveness of these programmes. Relevant training qualifications and demonstrated experience and skills in the planning and delivery of training and the facilitation of the transfer of knowledge to stakeholders.

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

Enquiries to Ann Marie Mallett, Department of Health and Human Services, phone (03) 6216 8240, email [annmarie.mallett@dhhs.tas.gov.au](mailto:annmarie.mallett@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital*

## Senior Finance Officer (512864).

Applications Close:—Friday, 1 August 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Fixed-term full-time day worker. To commence as soon as possible until 31 December 2008.

Location:—Corporate, CEO/Administration.

Duties:—Responsible to the Chief Executive Officer (CEO) of the Launceston General Hospital (LGH) for the preparation of the LGH budget and the monitoring of financial resources within the Hospital. The position will offer high level business and financial support and guidance to the Hospital's Business Unit Managers and maintain Hospital-wide financial management information. The position will also be required to work on other specific projects as directed by the CEO.

Desirable Requirements:—An extensive knowledge and understanding of contemporary financial management, budgeting procedures, government accounting practices and capacity to provide support, advice and guidance to senior managers. Knowledge and demonstrated experience in the use of a computer based financial management information system. Demonstrated experience in high level management planning, together with an understanding of the provision of clinical and non-clinical services in a health care organisation.

Enquiries to Sonia Purse, Department of Health and Human Services, phone (03) 63487021, email [sonia.purse@dhhs.tas.gov.au](mailto:sonia.purse@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Senior Registrar-Residential Aged Care Liaison Team (516915).**

Applications Close:—Friday, 1 August 2008.

Salary:—To be negotiated.

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

Fixed-term part-time day work, working 38 hours per fortnight. To commence as soon as possible until 9 March 2010.

Location:—Medicine-Medicos.

Duties:—Responsible for provision of specialist geriatric medical support to the private and public inpatients of the Hospital, as a member of the Residential Aged Care Liaison Team. Work closely with, and develop strengthened partnerships with general practitioners for effective discharge co-ordination of geriatric inpatients. In collaboration with General Practitioners, Residential Aged Care Facilities, Specialty Hospital Units and the Residential Aged Care Liaison Team, develop select acute care intervention pathways to avoid preventable admissions to the acute hospital system. Provide outreach services to general practitioners and residential aged care facilities as required to prevent avoidable admission to hospital. Provide support to the Director of Training in the specialty area and mentor and teach junior registrars, resident medical officers (RMOs) and interns.

Essential Requirements:—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 who has successfully completed all examination requirements for a qualification accepted as a specialist in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, and is within 12 months of having that qualification conferred.

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

Enquiries to Dr Alasdair MacDonald, Department of Health and Human Services, phone (03) 63487578, email [macmed@tassie.net.au](mailto:macmed@tassie.net.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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*North West Regional Hospital***Clinical Nurse (502176).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day worker.

Location:—Nursing Services/Diabetes.

Duties:—The North West Regional Hospital offers an

experienced Diabetic Educator the opportunity to join a dynamic team of educators working with a diverse client base including paediatric, adult Type 1 and 2, inpatient and outpatient clinics, pump clinics, CGMS and group education sessions.

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

Enquiries to Maria Smith, Department of Health and Human Services, phone (03) 6430 6591, email [maria.smith@dhhs.tas.gov.au](mailto:maria.smith@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services***Director of Nursing Primary Health/Manager Safety and Quality Unit (513982).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$112,795 per annum.

Nurses (TPS) Award, Registered Nurse, Level 5, Grade 5.

Permanent full-time daywork.

Location:—Launceston.

Duties:—The Director of Nursing/Manager of the Safety and Quality Unit is a senior manager whose primary objectives in accordance with primary health care principles, Agency policy and direction, legal requirements, and professional competencies are to: Provide high level strategic leadership and direction within Primary Health services. Provide high level advice and support to the CEO Primary Health and Area Managers. Provide high level strategic advice regarding the provision of nursing services, nursing workforce and workforce development issues, nursing professional issues and standards of nursing care within Primary Health Services.

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

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

Enquiries to Pip Leedham, Department of Health and Human Services, phone (03) 6336 5590, email [pip.leedham@dhhs.tas.gov.au](mailto:pip.leedham@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Resources and Systems Performance***Project Officer (514343).**

Applications Close:—Friday, 1 August 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 worker.

Location:—Hobart.

Duties:—The Project Officer will be responsible for the efficient and effective administration of the reporting programme within the Clinical Costing Section, including: Researching, evaluating and preparing information for Clinical costing; Casemix Analysis; Utilisation reporting; and Casemix activity reports. Overseeing the consistency and quality of the data generated by systems within the Clinical Costing Section.

Desirable Requirements:—Demonstrated recent experience in complex reporting projects, together with experience in data collection. Good written and verbal communication skills and the ability to liaise effectively with medical and paramedical staff. Demonstrated skills and experience in the use of database and spreadsheet applications including Visual Basic for Applications. Experience in the use of clinical costing systems within a clinical costing environment, or demonstrated potential to rapidly gain that competence. Sound knowledge and experience of the use of information systems, the analysis of statistical information and the development and preparation of reports within a technological environment. Tertiary qualifications in a relevant discipline or equivalent work experience.

Enquiries to Kevin Ratcliffe, Department of Health and Human Services, phone (03) 6233 3306, email [kevin.ratcliffe@dhhs.tas.gov.au](mailto:kevin.ratcliffe@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Administrative Assistant (509135).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide administrative and clerical support to the Royal Hobart Nurse Education Unit staff. Coordinate and manage the Nurse Education Unit (NEU) reception and clerical functions. Coordinate and conduct the Royal Hobart Hospital orientation programme with supervision from a nominated NEU staff member.

Desirable Requirements:—A sound knowledge and experience of clerical/reception duties and the ability to undertake the day-to-day running of an office, within an educational environment. Sound knowledge and experience in the utilization of computer applications including an ability to apply initiative and creativity in undertaking desktop publishing and data base activities as well as utilising email and scanning. Demonstrated ability to organise, set priorities and meet set time frames.

Enquiries to Karen Ford, Department of Health and Human Services, phone (03) 6222 8530, email [karen.ford@dhhs.tas.gov.au](mailto:karen.ford@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Administrative Assistant (509495).**

Applications Close:—Friday, 1 August 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:—Hobart.

Duties:—Provide administrative, clerical and secretarial support to assist in the efficient and effective operation of Clinical Support Services at the Royal Hobart Hospital.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices. Sound interpersonal, written and verbal communication skills. Demonstrated ability to utilise computer based equipment, applications and software including office equipment. Ability to exercise initiative, judgment, courtesy and discretion and to work effectively under routine supervision.

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

Enquiries to David Bromfield, Department of Health and Human Services, phone (03) 6222 7839, email [david.bromfield@dhhs.tas.gov.au](mailto:david.bromfield@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Admissions Officer, Client Services (508175).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Fixed-term full-time day work from as soon as possible for a period of 9 months.

Location:—Royal Hobart Hospital.

Duties:—Provide clerical support and assistance associated to all administrative functions related to the admission process within all areas of the Admissions Department.

Desirable Requirements:—High level communication skills with the ability to liaise effectively with all levels of professional staff within and outside the hospital, together with a proven ability to maintain confidentiality and communicate directly with patients in a tactful and diplomatic manner. Demonstrated experience in clerical duties in a health care setting, together with knowledge of medical terminology. Ability to enter data accurately and rapidly onto a computerised system with knowledge of the hospital's patient information system modules an advantage.

Enquiries to Lisa Wickham, Department of Health and Human Services, phone (03) 6222 8645, email [lisa.wickham@dhhs.tas.gov.au](mailto:lisa.wickham@dhhs.tas.gov.au).

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

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Clinical Risk Coordinator (515860).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Fixed-term full-time day work, commencing as soon as possible for a period of 6 months.

Location:—Royal Hobart Hospital.

Duties:—Coordination and facilitation of clinical quality improvements initiatives and projects at the Royal Hobart Hospital and associated campuses in accordance with the priorities identified by the Clinical Risk Management Sub-Committee, endorsed by the Safety and Quality Committee and in accordance with the Hospitals Clinical Risk Management Policy and Procedures. Assists with the development of Hospital Policies and Procedures relating to clinical risk management and the provision of expert advice for the benchmarking of practice standards and patient outcomes for all clinical units.

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

Enquiries to Lorraine Millar, Department of Health and Human Services, phone (03) 6222 8982, email [lorraine.millar@dhhs.tas.gov.au](mailto:lorraine.millar@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Customer Service Officer, PIMS—2 Vacancies.**

Applications Close:—Friday, 1 August 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Vacancy No. 508202.

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

Location:—Corporate and Support Services, Royal Hobart Hospital.

Contact: Rhonda Boulter on (03) 6222 8248 or email [rhonda.boulter@dhhs.tas.gov.au](mailto:rhonda.boulter@dhhs.tas.gov.au).

Vacancy No. 515913.

Permanent part-time shift work, 40 hours per fortnight, (Saturday and Sunday 2.00 pm - 9.30 pm and public holidays 1.00 pm - 8.30 pm).

Location:—Corporate and Support Services, Royal Hobart Hospital.

Contact: Melinda Tonks on (03) 6222 8448 or email [melinda.tonks@dhhs.tas.gov.au](mailto:melinda.tonks@dhhs.tas.gov.au).

Duties:—The Customer Service Officer, PIMS provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Desirable Requirements:—Demonstrated clerical experience with the ability to work within set Departmental policies and procedures. Ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage. An ability to acquire a sound knowledge of medical terminology and to set priorities and work with flexibility, speed and accuracy in a public environment with a demanding schedule. Ability to demonstrate a high level of interpersonal and communication skills and knowledge of legal requirements relating to confidentiality including the ability to maintain, at all times, strict patient confidentiality.

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Emergency Response Coordinator (508152).**

Applications Close:—Friday, 1 August 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:—Safety and Quality, Royal Hobart Hospital.

Duties:—Plan and co-ordinate the systematic implementation throughout the RHH of a comprehensive emergency response strategy for internal and external threats such as fire and



Chemical Biological Radiological. Plan and processes will take a risk management approach and include prevention through early detection and control of hazards where appropriate.

The aim of prevention and the portfolio or responses are to protect the health and safety of staff, visitors and patients, and the integrity of physical assets compromised by an emergency situation thereby decreasing the negative organizational impact of such an event.

**Desirable Requirements:**—Demonstrated knowledge and significant experience in the planning and implementation of a comprehensive package of prevention and response in respect of emergencies applicable to a large, acute health care facility or large, complex, service oriented organization. Extensive knowledge of fire, hazardous substances, and emergency related legislation and guidelines. Demonstrated ability to develop and implement policies, procedures and protocols and link these to training appropriate to both an organization and individual service unit. Proven high order communication ability including operating in a team environment, providing briefs/advice, consultation, training, proposal development and report writing, and the ability to work effectively with information technology.

Enquiries to Lorraine Millar, Department of Health and Human Services, phone (03) 6222 8982, email [lorraine.millar@dhhs.tas.gov.au](mailto:lorraine.millar@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Food Services Officer—2 Vacancies.**

Applications Close:—Friday, 1 August 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Vacancy No. 507964.

Permanent part-time shift work (fully rotational), 30 hours per fortnight.

Location:—Patient Support, Food Services, Royal Hobart Hospital.

Vacancy No. 507969.

Permanent part-time shift work (set rotational), 30 hours per fortnight.

Location:—Patient Support, Food Services, Royal Hobart Hospital.

**Duties:**—To assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital.

**Desirable Requirements:**—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including a knowledge of cook-chill procedures. Understanding and experience of working in a large organisation and of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state and to maintain a high standard of personal cleanliness and hygiene. Good communication skills with the ability to communicate with patients, visitor and staff and have an understanding of written and oral english.

Enquiries to Gwen Bloomfield, Department of Health

and Human Services, phone (03) 6222 8544, email [gwen.bloomfield@dhhs.tas.gov.au](mailto:gwen.bloomfield@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Laboratory Technician (515906).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$38,464–\$45,244 pro rata.

Community and Health Services (Public Sector) Award, Technical Stream, Level 2.

Permanent part-time shift worker (42 hours per fortnight).

Location:—Pathology Department, Royal Hobart Hospital.

**Duties:**—The person in this position is a qualified technical practitioner. The duties include technical work performed in accordance with conventional practices, methods and standards and requires sufficient understanding to adjust, adapt and modify parameters where necessary. The work is performed under the general technical direction and the general technical supervision of the Deputy Manager. If complex technical work is required it is performed under detailed technical direction and close technical supervision.

**Essential Requirements:**—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work; or relevant training and/or experience determined in accordance with the provisions of section 37 of the State Service Act 2000 appropriate to the nature of the work.

Enquiries to Stephen Cook, Department of Health and Human Services, phone (03) 6222 8819, email [stephen.cook@dhhs.tas.gov.au](mailto:stephen.cook@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Medical Scientist (510280).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Fixed-term full-time shift work, commencing as soon as possible until 25 July 2009.

Location:—Pathology Department, Royal Hobart Hospital.

**Duties:**—This position is located in the Core Laboratory which provides a 24 hour, 7 days a week diagnostic service in Clinical Chemistry, Haematology, Coagulation and Blood Bank. The individual is expected to work as the sole scientist in this multidisciplinary environment on the out-of-hours roster.

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

Enquiries to Stephen Cook, Department of Health and Human Services, phone (03) 6222 8199, email [stephen.cook@dhhs.tas.gov.au](mailto:stephen.cook@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Pharmacy Technician (508341).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$38,464–\$45,244 per annum.

Community and Health Services (Public Sector) Award, Technical Stream, Level 2.

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

Location:—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.

Essential Requirements:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work; or relevant training and/or experience determined in accordance with the provisions of section 37 of the State Service Act 2000 appropriate to the nature of the work.

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

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Senior Specialist Radiographer (C/T) (510871).**

Applications Close:—Friday, 1 August 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, Royal Hobart Hospital.

Duties:—To be the senior specialist for C/T procedures, providing expert advice and fostering the continued development and improvement of the service. Provide safe and compassionate patient care founded on excellence in: practice, teaching and research, respect and inclusive leadership.

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

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

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### *North West Area*

#### *Child Health and Parenting Services*

#### **Child and Family Health Nurse (500910).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Child Health and Parenting Services, North West.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will: provide assessment, care and support to individuals/groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

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

Enquiries to Sue Mitchell, Department of Health and Human Services, phone (03) 6421 7825, email [susan.mitchell@dhhs.tas.gov.au](mailto:susan.mitchell@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. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## North West Area

## Child Protection

***Rostered Carer (516293).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

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

Location:—Child Protection, North West.

Duties:—Under the supervision of the Coordinator, provided care and support to children and young people with high needs. Perform domestic duties and routine tasks (eg. Shopping, cooking and cleaning) to meet client needs. Transport children, young persons and families to and from access visits, various appointments, school, sport and recreational activities. Working under the direction of the Coordinator or Case Manager, undertake specific service delivery tasks as identified by the care plan.

Essential Requirements:—Current drivers licence.

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

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 7202, email [selina.mcguire@dhhs.tas.gov.au](mailto:selina.mcguire@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. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## Northern Area

## Child Health and Parenting Services

***Child and Family Health Nurse Home Visitor (516579).***

Applications Close:—Saturday, 2 August 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term full-time day work, commencing as soon as possible until 24 April 2009.

Location:—Child Health and Parenting Service, Launceston.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse Home Visitor will; provide assessment, care and support to individuals/groups; undertake aspects of early identification and early intervention activities within the structured home visit programme.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a

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

Enquiries to Christine Long, Department of Health and Human Services, phone (03) 6336 2138, email [christine.long@dhhs.tas.gov.au](mailto:christine.long@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. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## Northern Area

## Child Protection

***Child Protection Worker (Relief) (501541).***

Applications Close:—Friday, 1 August 2008.

Salary:—\$45,535–\$73,058 pro rata.

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

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

Location:—Child Protection, Launceston.

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

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

Enquiries to Leonie Watson, Department of Health and Human Services, phone (03) 6336 2376, email [leonie.watson@dhhs.tas.gov.au](mailto: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, Tasmania, 7001. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## Northern Area

**Family Violence Service**

Psychologist-Children and Young Persons Programme (515208).

Applications Close:—Friday, 1 August 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Family Violence Service, Launceston.

Duties:—Provide specialist services to children, young people and families affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework. The Department of Health and Human Services is a lead agency within the whole of government initiative known as Safe at Home. The Children and Young Persons' Programme (CHYPP) was established as part of the Safe at Home whole of government integrated response to family violence within Tasmania. CHYPP is located within the Family Violence Counselling and Support Service (FVCSS) in the Department of Health and Human Services (DHHS) and works in close collaboration with other key Safe at Home agencies.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Jane Fleming, Department of Health and Human Services, phone (03) 6336 2283, email jane.fleming@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. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Housing Tasmania***Policy Analyst (516304).**

Applications Close:—Saturday, 2 August 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Fixed-term full-time day work commencing as soon as possible until 06 February 2009.

Location:—State Administration, Hobart.

Duties:—As a member of the, Housing and Homelessness Policy Unit, participate in the development of the strategic policy framework for Housing Tasmania, housing models and services, planning and performance frameworks and generally undertake high level research and analysis as it pertains to the affordable housing system. The Housing and Homelessness Policy Unit uses key housing data to develop policies aimed at providing housing options that enhance health and well-being.

Desirable Requirements:—High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues and strategies to address them. High level skills in the field of qualitative and quantitative social research and the ability to operate in a technological environment. Well developed ability, either individually or as a member of a team, to plan, organize, set priorities and work flexibly in an environment subject to work pressure and change.

Enquiries to Jeanette Lewis, Department of Health and Human Services, phone (03) 6233 5476, email [jeanette.lewis@dhhs.tas.gov.au](mailto:jeanette.lewis@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Housing Tasmania***Property Analyst (500011).**

Applications Close:—Friday, 8 August 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:—State Administration, Hobart.

Duties:—As part of the Division's strategic asset management team, support the strategic asset planning functions of the Division.

Desirable Requirements:—Demonstrated ability to effectively develop and implement programmes to improve quality and undertake project management. A demonstrated understanding of the Resource Management and Planning System of Tasmania as it applies to property development. Well developed ability, either individually or as a member of a team, to plan, organise, set priorities and work effectively in an environment subject to work pressure and change.

Enquiries to Patricia Davis, Department of Health and Human Services, phone (03) 6233 4802, email [patricia.adavis@dhhs.tas.gov.au](mailto:patricia.adavis@dhhs.tas.gov.au).

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

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## INFRASTRUCTURE, ENERGY AND RESOURCES

## LAND TRANSPORT SAFETY

*LTS Policy***Manager Policy and Projects (371552).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:— To manage the delivery of key projects, providing specialist advice, research and analysis on land transport safety policy issues, and assist in the management of the Land Transport Safety Policy Branch. Represent the Department at State and national forums and establish effective working relationships with key stakeholders.

Desirable Requirements:— An appropriate tertiary qualification in a relevant discipline.

Enquiries to Angela Conway, Manager Land Transport Safety Policy, Department of Infrastructure, Energy and Resources, phone (03) 6233 6622, email [angela.conway@dier.tas.gov.au](mailto:angela.conway@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 5272, fax (03) 6233 5337, email [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

## ROADS AND TRAFFIC

*Traffic Engineering***Executive Officer Business Services (372168).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high-level executive support to the Manager Business Services by managing the day-to-day administration of the Branch and co-ordinating linkages between service delivery areas.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Mark Phillips, Manager Business Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 7146, email [mark.phillips@dier.tas.gov.au](mailto:mark.phillips@dier.tas.gov.au).

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

## JUSTICE

## BIRTHS DEATHS AND MARRIAGES

**Administration Assistant (354214).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time for six months.

Location:—South.

Duties:—Attend to customer enquiries over the phone, by mail, fax and e-mail. Liaise with Service Tasmania staff in the provision of basic information relating to the procedures, practices and legislation administered by the Registry. Prepare

routine correspondence, receive and process applications including the preparation of outward mail for despatch.

Desirable Requirements:—Clerical experience and general administrative skills relevant to the nature of the duties or be able to develop these skills within a reasonable timeframe. A basic knowledge of the records, procedures and practices of the Office of Births, Deaths and Marriages or a demonstrated ability to acquire such knowledge. Good communication and interpersonal skills, including the ability to liaise effectively with clients and staff at all levels.

Enquiries to Kerrie Lawrence, Assistant Manager, Registry of Births, Deaths and Marriages, Department of Justice, phone 6233 3786, email [kerrie.lawrence@justice.tas.gov.au](mailto:kerrie.lawrence@justice.tas.gov.au) or Marita Bullen, Assistant Manager, Registry of Births, Deaths and Marriages, Department of Justice, phone (03) 6233 3786, email [marita.bullen@justice.tas.gov.au](mailto:marita.bullen@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Meeghan Foale on (03) 6233 8755.

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

## VICTIMS SUPPORT SERVICES

**Team Leader, Policies and Procedures (355529).**

Applications Close:—Friday, 1 August 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:—Provide guidance, information, support, assistance and empowerment for adult and child victims of family violence along with guidance, support, direction and policy development to the Court Support and Liaison Officers located across the state. The Team Leader is responsible for ensuring that Court Support Officers operate effectively and consistently within agreed guidelines.

Essential Requirements:—A current motor vehicle 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 checks in the following areas. Arson and fire setting, violent crimes and crimes against the person, sex-related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or the Legislative Power, crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—High level knowledge of issues related to family violence and an understanding of and a commitment to the principles of the Safe at Home project.

Enquiries to Debra Rabe, Manager Victims Support Services, Department of Justice, phone (03) 6233 5007, fax (03) 6233 3254, email [debra.rabe@justice.tas.gov.au](mailto:debra.rabe@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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Josie McRae on (03) 6233 5002.

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

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

## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### *Gas Standards and Safety*

#### **Inspector Gas Infrastructure (355660).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$53,188–\$56,854 per annum.

Technical Employees Award, Level 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny.

Duties:—Conduct field inspection and audit programmes to ensure the compliance of gas entities and contractors, with reliability, quality, technical and safety standards for gas infrastructure. Issue remedial and disconnection notices for unsafe non compliances. Monitor and report by management systems audit and field inspection programmes on the operations and maintenance of gas entities and their compliance with technical and safety operating standards, approved safety and operating plans. Recommend corrective actions through ongoing remedial action for non compliant activities through review of their safety and operating plans.

Essential Requirements:—A current drivers licence; and Plumber and Gas Fitters Registration Board of Tasmania Licence for LPG gas fitting or equivalent interstate licence; Or Workplace Standards Tasmania Certificate of Competency in natural gas.

Desirable Requirements:—Demonstrated sound knowledge of gas safety standards, relevant legislation and demonstrated knowledge of risk control strategies for gas installations and supply infrastructure. Demonstrated knowledge of appliance combustion principles, certification schemes and gas installations design, testing and commissioning procedures.

Enquiries to Jeff Eastoe, Manager Gas Safety, Gas Standards and Safety, Workplace Standards Tasmania, Department of Justice, phone (03) 6336 2560, email jeff.eastoe@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, 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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Melita Pickering on (03) 6336 2554.

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

### COLD CASE UNIT

#### **Office Manager (002972).**

Applications Close:—Monday, 4 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Ensure a comprehensive level of executive assistance and secretarial support is provided to the Commander and members of the CCU. Manage the administrative functions of the Cold Case Unit including the maintenance of information systems; the Asset Register and Inventory, and assist with budget management.

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

Enquiries to Commander Colin Little, Cold Case Unit, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2396, email Colin.Little@police.tas.gov.au or Inspector Glenn Lathey, Cold Case Unit, Department of Police and Emergency Management, phone (03) 6230 2385, email Glenn.Lathey@police.tas.gov.au.

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

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Employee Relations Services*

#### Employment Services

#### **HR Officer (002428).**

Applications Close:—Monday, 4 August 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Provide assistance to the Coordinator, Employment Services, in the overall direction of the Department's Human Resource functions.

Provide advice to senior managers and support to all staff with regard to Human Resource policy, practices and procedures.

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

## OPERATIONS SUPPORT

*Forensic Services***Clerk (002433).**

Applications Close:—Monday, 4 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide clerical and general office support including requisitioning and maintaining forensic supplies and equipment for the Officer in Charge and other personnel attached to Forensic Services. Maintenance of statewide forensic inventory.

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

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

Enquiries to Inspector John Bird, Forensic Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2285, email [John.Bird@police.tas.gov.au](mailto:John.Bird@police.tas.gov.au).

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

## POLICE AND EMERGENCY MANAGEMENT

## TASMANIA FIRE SERVICE

*Corporate Services***Clerk (521288).**

Applications Close:—Monday, 4 August 2008.

Salary:—\$41,263–\$44,767 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 3.

Permanent full-time.

Location:—Southern Region.

Duties:—As part of the Information and Records team assist in the smooth delivery of services to all members of the Tasmania Fire Service (TFS) by undertaking classification, registration, filing, archiving and off site storage and retrieval of correspondence and documents.

Desirable Requirements:—Knowledge of electronic records management programmes and Microsoft Office Applications a distinct advantage. A current driver's licence. 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 Nigel Robertson on (03) 6230 8632 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Nigel Robertson on 6230 8632.

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

## POLICE AND EMERGENCY MANAGEMENT

## TASMANIA FIRE SERVICE

*Southern Region***Clerical Support Officer—2 Vacancies.**

Applications Close:—Monday, 4 August 2008.

Salary:—\$41,263–\$44,767 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 3.

Vacancy No. 521482.

Permanent full-time.

Location:—Southern Region.

Vacancy No. 521483.

Permanent full-time.

Location:—Southern Region.

Duties:—Provide clerical support to Southern Region, Hobart Fire Brigade and Building Safety members and provide information and advice to internal/external customers on a broad range of TFS issues.

Desirable Requirements:—Certificate III in Business or equivalent qualification or progress towards attaining this qualification.

Knowledge of Microsoft Office applications a distinct advantage. A current Driver's Licence. 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 Nigel Robertson on (03) 6230 8632 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Nigel Robertson on 6230 8632.

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

## PREMIER AND CABINET

## COMMUNITY DEVELOPMENT DIVISION

**Senior Policy Analyst (001334).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time (12 months).

Location:—Hobart.

Duties:—Undertake major policy research, analysis, development, implementation and review in relation to the COAG policies at a strategic level. To provide the Premier and Cabinet with broad based authoritative policy advice and comment from a government-wide perspective with a major focus on the COAG Agenda on Indigenous Reform.

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

Enquiries to Marguerite Scott, Director, Department of Premier and Cabinet, phone (03) 6233 2113, email [Marguerite.Scott@dpac.tas.gov.au](mailto:Marguerite.Scott@dpac.tas.gov.au).

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

## PREMIER AND CABINET

## OFFICE OF PARLIAMENTARY COUNSEL

**Administration Officer (001467).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Manage administrative and information systems that are critical to the effective operation of Tasmanian legislation, including correct sequencing, commencement and publication, interpretation and advice. Manage systems that provide for the effective, high quality flow of information in and out of the Office of Parliamentary Counsel (OPC) including the transfer of legislation between OPC and user bodies. Provide administrative functions to support the operations of the OPC. Perform project and research work, and provide high-level administration, to support these objectives.

Enquiries to Peter Conway, Chief Parliamentary Counsel, Department of Premier and Cabinet, phone (03) 6233 3385, email Peter.Conway@dpac.tas.gov.au.

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

## PREMIER AND CABINET

## PUBLIC SECTOR MANAGEMENT OFFICE

**Administrative Assistant (001366).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide reception and wide ranging administrative support to the staff of the Public Sector Management Office.

Enquiries to Donna Price, Executive Officer, Department of Premier and Cabinet, phone (03) 6233 6687, email Donna.Price@dpac.tas.gov.au.

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

## PRIMARY INDUSTRIES AND WATER

## BIOSECURITY AND PRODUCT INTEGRITY

*Chemical Management***Compliance Officer NLIS (702397).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

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

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

Duties:—Develop programmes to monitor and audit compliance with the National Livestock Identification System (NLIS). Monitor and audit compliance with the NLIS through

the NLIS database and field inspections.

Desirable Requirements:—A current motor vehicle driver's licence. Qualifications relevant to quality assurance or systems analysis.

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

Enquiries to Maria Hawksley, (03) 6336 5332, email maria.hawksley@dpiw.tas.gov.au.

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

## PRIMARY INDUSTRIES AND WATER

## BIOSECURITY AND PRODUCT INTEGRITY

*Plant Health***Plant Health Officer (702806).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—New Town.

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

Duties:—As a senior professional practitioner and a member of a multibranch team in the Biosecurity and Product Integrity Division, contribute to building an effective biosecurity system that demonstrates and protects Tasmania's island advantage.

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

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

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

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

Enquiries to Helen Measham, phone (03) 6233 6833, email helen.measham@dpiw.tas.gov.au.

Applications to Jill Roberts, Administrative Assistant, Department of Primary Industries and Water, New Town Laboratories, 13 St Johns Avenue, New Town, Tas, 7008, phone (03) 6233 7580, fax (03) 6278 2716, email jilli.roberts@dpiw.tas.gov.au.

## PRIMARY INDUSTRIES AND WATER

## BIOSECURITY AND PRODUCT INTEGRITY

*Plant Health***Senior Entomologist (702815).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—New Town.

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

Duties:—To provide specialist diagnostic services and advice in relation to invertebrate pests and contribute to the design and conduct of pest surveillance and survey programmes in order to maintain Tasmania's favourable biosecurity status.

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 Entomology or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Experience in entomological and botanical taxonomy, specimen curation, specimen databasing and survey. Familiarity with agricultural biosecurity issues. Training in Laboratory aspects of NATA accreditation.

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

Enquiries to Helen Measham, phone (03) 6233 6833, email [helen.measham@dpiw.tas.gov.au](mailto:helen.measham@dpiw.tas.gov.au).

Applications to Jill Roberts, Administrative Assistant, Department of Primary Industries and Water, New Town Laboratories, 13 St Johns Avenue, New Town, Tas, 7008, phone (03) 6233 7580, fax (03) 6278 2716, email [jilli.roberts@dpiw.tas.gov.au](mailto:jilli.roberts@dpiw.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Quarantine Services*

#### **Manager (Quarantine) (25939).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Lead, develop and manage the human, financial, physical and information resources allocated to Quarantine Services.

Desirable Requirements:—Relevant tertiary qualifications are desirable.

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

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

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

## PRIMARY INDUSTRIES AND WATER

### PRIMARY INDUSTRIES

#### *Licensing and Administration*

#### **Fisheries Monitoring Officer (700524).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$29,502–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 1/2.

Permanent full-time.

Location:—Hobart.

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

Duties:—Undertake electronic data processing services, sort and file fishing industry returns and liaise with clients.

Desirable Requirements:—Practical experience in a clerical background would be an advantage. Completion of an appropriate traineeship certificate.

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

Enquiries to Katrina Edwards, phone (03) 6233 6061, email [katrina.edwards@dpiw.tas.gov.au](mailto:katrina.edwards@dpiw.tas.gov.au).

Applications to Katrina Edwards, Administrative Officer (Marine Resources), Department of Primary Industries and Water, G.P.O. Box 44, Hobart 7001, phone (03) 6233 6061, fax (03) 6223 1539, email [katrina.edwards@dpiw.tas.gov.au](mailto:katrina.edwards@dpiw.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

### WATER RESOURCES

#### *Water Management*

Team Leader (Water Management Operations) (702875).

Applications Close:—Friday, 1 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

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

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

Duties:—Lead a team of Regional Water Management Officers and Water Rangers based in several locations around the State in the implementation of various water management activities, including the management of surface water flows, ensuring compliance with water licences and dam permits, providing an advisory service to water users, and contributing to various other water management programmes such as water metering and groundwater management.

Desirable Requirements:—A Diploma from a recognised TAFE institution in civil engineering, natural resource management, agriculture or water management, or an equivalent qualification appropriate to the nature of the work. Several years relevant experience in water engineering or water resource management. A current motor vehicle driver's licence. A Workplace Level 2 First Aid Certificate or equivalent.

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

Enquiries to Kris Andrews, phone (03) 6233 2584, email [kris.andrews@dpiw.tas.gov.au](mailto:kris.andrews@dpiw.tas.gov.au).

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

### TAFE TASMANIA

#### CAMPUS DEVELOPMENT

#### *Customer Services*

#### **Administrative Assistant (000766).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—North.

Duties:—Experienced clerical level involved in maintenance of TAFE Tasmania's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

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



Enquiries to Sophie Brill, Team Leader, TAFE Tasmania, phone (03) 6336 4284, email [Sophie.Brill@tafe.tas.edu.au](mailto:Sophie.Brill@tafe.tas.edu.au).

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

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

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

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

#### TAFE TASMANIA

##### ORGANISATIONAL AND BUSINESS DEVELOPMENT

##### *Business and Industry Solutions*

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

Applications Close:—Friday, 1 August 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—North-West.

Duties:—To relationship manage a portfolio of clients with a focus on growing profitable business through developing new and mutually beneficial business opportunities with existing clients and acquiring new clients. Provide input to and take responsibility for implementation of relevant strategies to ensure TAFE Tasmania strengthens its existing business relationships and creates new ones. This role will be part of a high performance team focused on delivering client lead solutions and the occupant will provide leadership to a regional team of Business and Industry Solutions staff.

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

Desirable Requirements:—1. Relevant tertiary qualifications. Demonstrated skills in relationship management and/or business development at a senior management level in an educational/training environment. Commercial acumen. An understanding of the benefits of training to an organisation.

Please note: to be considered for an interview an applicant must address in writing each of the selection criteria, outlined in the Statement of Duties, which is available as part of the Job Kit for this position.

Enquiries to Jan Edwards, Executive Manager, Business and Industry Solutions, TAFE Tasmania, phone (03) 6233 7337, mobile 0419 366 230, email [Jan.Edwards@tafe.tas.edu.au](mailto:Jan.Edwards@tafe.tas.edu.au).

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

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

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

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

#### TREASURY AND FINANCE

##### ECONOMIC AND FINANCIAL POLICY DIVISION

##### *Intergovernment and Financial Policy Branch*

#### **Manager (Superannuation, Gaming and Licensing Policy) (724119).**

Applications Close:—Friday, 1 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Working both individually and as a member of a small team the Manager (Superannuation, Gaming and Licensing Policy) will manage the legislative programme for the superannuation, gaming and licensing team; undertake interjurisdictional representation responsibilities, such as supporting the Minister in the Gaming Ministerial Council and representing Tasmania on the gaming policy group; manage the development and implementation of reforms in the gaming and liquor industry and in relation to public sector superannuation; undertake briefings for Ministers, Opposition parties and Parliament, as required; manage the development and implementation of a new community grants body that will be formed by the integration of the Tasmanian Community Fund and the Community Support Levy (under the Gaming Control Act), including the development of associated legislation and administrative arrangements; and support the Assistant Director in developing and implementing the Government's response to the Gaming Social and Economic Impact Study. In the context of the selection criteria, to be successful in the position, applicants will identify strategic issues, understand complex matters, identify problems and assess and recommend possible solutions; develop and manage consultation and communication strategies in an environment of conflicting stakeholder interests; provide leadership and direction to assist in managing resources to deliver outcomes in accordance with the position objective; and be flexible and adaptive in their approach, be highly self-driven and be able to manage deliverables.

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

Enquiries to Damien Febey, Assistant Director, Intergovernment and Financial Policy Branch, Department of Treasury and Finance, phone (03) 6233 2094, email [damien.febey@treasury.tas.gov.au](mailto:damien.febey@treasury.tas.gov.au).

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

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Registered Nurse	L. Harman	6 months	16.07.08
Health & Human Services	Senior Project Officer	G. Middleton	6 months	21.07.08
Health & Human Services	Consultant Project Officer	J. Plunkett	6 months	24.07.08
Health & Human Services	Community Speech Pathologist	K. Ives	6 months	28.07.08
Health & Human Services	Administrative Assistant	M. Di Florio	6 months	21.07.08
Health & Human Services	General Repairs Handyperson / Ambulance Driver	R. Turner	6 months	21.07.08
Health & Human Services	Pharmacy Technician	K. Doering	6 months	14.07.08
Health & Human Services	Enrolled Nurse	L. Trotter	6 months	16.07.08
Health & Human Services	Pharmacist	M. Stone	6 months	17.07.08
Health & Human Services	Registered Nurse	E. Thompson	6 months	16.07.08
Health & Human Services	Registered Nurse	A. Overton	6 months	16.07.08
Health & Human Services	Registered Nurse	X. Wilkie-King	6 months	16.07.08
Health & Human Services	Registered Nurse	J. Elphinstone	6 months	16.07.08
Health & Human Services	Registered Nurse	L. Harman	6 months	16.07.08
Health & Human Services	Admissions Officer - Client Services	S. Horner	6 months	28.07.08
Health & Human Services	Admissions Officer - Client Services	V. Beare	6 months	21.07.08
Justice	Senior Search Clerk	T. Damm	Six months	10.07.08
Justice	Research Officer	V. Joscelyne	Six Months	16.07.08
Justice	Probation Officer	S. McNeill	6 months	24.07.08
Justice	Probation Officer	K. Veitch	6 months	24.07.08
Treasury & Finance	Business Analyst	Y. Sikkema	6 months	11.08.08
The Public Trustee	Trust Officer	N. Waterworth	6 months	14.07.08

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	K. Jackson	Visitor Reception Officer	14.07.08
Health & Human Services	J. Van Riel	Clinical Nurse	16.07.08
Health & Human Services	B. Gray	HR Relationship Manager (CHS)	17.07.08
Justice	K. Cripps	Prison Administration Clerk	16.07.08
Primary Industries & Water	E. Brain	Senior Marine Environmental Officer (Marine Farming)	16.07.08
Primary Industries & Water	D. Gillie	Senior HRM Consultant (Employee Relations)	15.07.08
Primary Industries & Water	J. Avery	Deputy Manager (Human Resources Management)	14.07.08
Primary Industries & Water	C. Lewis	Consultant (Emerging Technologies and Strategic Solutions)	16.07.08
Port Arthur Historic Site Management Authority	L. Hantke	Bookings and Promotions Officer	10.07.08

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Other Positions	A. Harper	Justice	Legislative Policy Officer	21.07.08
Justice	J. Gourlay	Premier & Cabinet	Security Officer	26.06.08
Justice	T. Weir	Premier & Cabinet	Security Officer	26.06.08

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Information Management Trainee	K. Nemeth	2 years	21.07.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	House Services Assistant	L. Eade	06.07.08
Health & Human Services	Nurse Unit Manager	C. York	18.07.08
Infrastructure, Energy & Resources	Corporate Information Team Leader	C. T	14.07.08
Premier & Cabinet	Project Officer	P. Sayer	23.07.08
Primary Industries & Water	Client Service Officer	J. Beard	18.07.08
Port Arthur Historic Site Management Authority	Day Guide	V. Peterson	30.06.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Child Protection Worker	V. Dent	11.07.08
Health & Human Services	Registered Nurse	A. Donaldson	04.07.08
Health & Human Services	Registered Nurse	M. Brain	10.07.08
Health & Human Services	Registered Nurse	P. Burbury	01.07.08
Health & Human Services	Registered Nurse (504085)	J. Kirkman	14.07.08
Police & Emergency Management	Clerical Officer	R. Chatterton	01.08.08





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