



TASMANIAN STATE SERVICE NOTICES

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

Vacancy notices and statements of duties are also available at:

www.jobs.tas.gov.au

If you do not obtain access, contact your supervisor.

Vacancies—General Information

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

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

All vacancies in this Gazette are normally only advertised once.

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Gazette

Copy can be faxed to Print Applied Technology Pty Ltd on (03) 6216 4294; or electronically mailed via EMAIL at govt.gazette@pat.tas.gov.au

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

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

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

Order Information

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

Deadlines

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

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

These deadlines will be strictly adhered to.

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

ECONOMIC DEVELOPMENT AND TOURISM

CORPORATE SUPPORT DIVISION

*Finance and Facilities Management Unit***Finance and Accounting Officer (425015).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake processing of transactions and reconciliations in accordance with service level definitions, established policies and procedures and State and Commonwealth Government Legislation.

Support the Senior Finance Officer in the daily operations of the centralised transaction processing systems, policies and procedures.

Desirable Requirements:—Experience in a transaction processing position. Experience in the use of Finance One.

Enquiries to Mark Haley, Senior Finance Officer, phone (03) 6233 9520, email Mark.Haley@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

ENTERPRISE DEVELOPMENT DIVISION

*Business Development***Project Manager (424401).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time or part-time.

Location:—Hobart.

Duties:—To develop and manage projects that support economic development by increasing the capacity of employers to attract and retain skilled labour and individuals to participate and be productive in the workforce.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or affiliations in a business related discipline. A current driver's licence.

Enquiries to Lynne Fitzgerald, Workforce Development Director, Department of Economic Development and Tourism, phone (03) 6233 5587, email Lynne.Fitzgerald@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

ENTERPRISE DEVELOPMENT DIVISION

*Workforce Development***Client Manager (425018).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time from 1 July 2008 to 31 December 2009.

Location:—Burnie.

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

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

Enquiries to Dorothy Corbett for a copy of the Statement of Duties on (03) 6434 6261 or email Dorothy.Corbett@development.tas.gov.au. For further information about the position please contact Dennis Hendriks, Acting Regional Manager, phone (03) 6434 6382, email Dennis.Hendriks@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

ENTERPRISE DEVELOPMENT DIVISION

*Workforce Development***Project Manager (425016).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time or part-time.

Location:—Hobart.

Duties:—To develop and manage projects that support economic development by increasing the capacity of employers to attract and retain skilled labour and individuals to participate and be productive in the workforce.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or affiliations in a business related discipline. A current driver's licence.

Enquiries to Emily-Jayne Drew, Senior Programme Manager, Department of Economic Development and Tourism, phone (03) 6233 5739, email Emily-Jayne.Drew@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

INDUSTRY DEVELOPMENT DIVISION

*Food, Manufacturing and ICT***Project Manager (424583).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

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

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

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

Enquiries to Sarah Phipps for a copy of the Statement of Duties on (03) 6233 5757 or email Sarah.Phipps@development.tas.gov.au. For further information about the position please contact Debra Hill, General Manager FMI, phone (03) 6233 5801, email Debra.Hill@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

*Tasmanian Institute of Sport***Senior Operations Assistant (424993).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$35,933 per annum.

Operational Employees Award, Level 4.

Permanent part-time on a rostered basis.

Location:—Launceston.

Duties:—To maintain the security, cleanliness and upkeep of the Silverdome buildings and oversee the operational requirements of the facility.

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 at a National level:— Conviction check:— crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and an identification check.

Desirable Requirements:—One or more of the following: Forklift Licence; Chainsaw Operators Certificate; Elevated Work Platform Certificate; Workplace II Senior First Aid Certificate; Rigging Certificate; Certificate II in Security Operations; Scaffolding Certificate.

Enquiries to Rebecca Hardman for a copy of the Statement of Duties on (03) 6344 9988 or email Rebecca.Hardman@development.tas.gov.au. For further information about the position please contact Greg Banks, Facility Operations Manager, phone (03) 6344 9988, email Greg.Banks@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA.

Manager Finance and Business (425017).

Applications Close:—Friday, 20 June 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Launceston.

Duties:—Provide high level financial management support and authoritative business advice in regard to the commercial activities of Tourism Tasmania's Distribution unit, including the development and efficient implementation of associated policies and procedures.

Desirable Requirements:—A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Pam von Stieglitz, Head of Distribution, Department of Economic Development and Tourism, phone (03) 6336 3200, email Pam.vonstieglitz@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.

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

EDUCATION

INFORMATION SERVICE AND COMMUNITY LEARNING

Adult and Community Learning Services

Adult Education

Withdrawn, Programme Co-ordinator (330024).

Applications Close:—Friday, 6 June 2008.

Salary:—\$56,854–\$64,096 per annum.

Adult and Community Education Agreement 2007
Education Officer, Level 1.

Fixed-term full-time from as soon as possible for 12 months.

Location:—Adult Education, South.

Description of the Role:—Within a learning environment, responsible to the designated Team Leader for the development and co-ordination of Adult Education courses and associated activities. Ensure quality delivery designed to meet identified education and training needs within a local community environment.

Desirable Requirements:—Post Compulsory Education qualifications.

Applicants should forward an Application for Employment Form 201 with statement addressing the selection criteria and 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 Rich Text Format (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 Max Bahrfeldt, Department of Education, phone (03) 6233 7285, email max.bahrfeldt@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Claremont High School

Withdrawn, Teacher, 2 Vacancies.

Applications Close:—Friday, 13 June 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 202664.

Permanent full-time.

Location:—Claremont High School.

Vacancy No. 952985.

Permanent full-time.

Location:—Claremont High School.

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

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

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

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

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

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

Enquiries to Angela Bird, Department of Education, phone (03) 6249 1055, email angela.bird@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Programmes, Personalised Learning

Guaranteeing Futures

Withdrawn, Administrative Assistant (421835).

Applications Close:—Friday, 6 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Carry out administrative and support tasks for the Youth Transitions and Assurance Section including control of accounting and budgets maintained by the Section. Assist in the preparation of correspondence, budgets, returns and financial statements. Requisition supplies and equipment and control associated inventories.

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 Rich Text Format (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 Maggie Aird, Department of Education, phone (03) 6233 7132, email maggie.aird@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

Administrative Officer (705988).

Applications Close:—Friday, 20 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—To assist with the delivery of Arts Tasmania's services and in the general day-to-day running of the Arts Tasmania office including assisting in the administration of projects of Arts Tasmania and its arts@work business unit including the administrative functions relating to the Collect Art Purchase Scheme and the Loans programme.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a working knowledge of the arts and cultural industry, along with a current driver's licence.

Enquiries to Graham Marshall, Business Manager, for more information about the position, phone (03) 6233 7306, email Graham.Marshall@arts.tas.gov.au or Anna Sharp, for a copy of the Statement of Duties, phone (03) 6233 7776, email Anna.Sharp@arts.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

Policy and Business

Administrative Assistant (706256).

Applications Close:—Friday, 20 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Launceston.

Duties:—To undertake and provide a wide-range of administrative and financial support services to the Manager/Section Head and section ensuring efficient service delivery, in the general day-to-day running of the Launceston Office.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle drivers licence.

Enquiries to Leanne Brown, Business Services Manager Phone (03) 6233 6189 or Email Leanne.Brown@environment.tas.gov.au. For a copy of the statement of duties please contact Diana Williams, Administrative Officer, phone (03) 6233 4028, email Diana.Williams@environment.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

Information Management Branch

Systems Administrator (706257).

Applications Close:—Friday, 20 June 2008.

Salary:—\$55,020–\$60,476 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—As a skilled technical member of the Infrastructure Management team contribute to the provision of information and communications technology management services to assist the department in improving the efficiency and effectiveness of its business. To be a technical specialist to implement best practice/world class ICT infrastructure.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you are proficient with Microsoft Windows, Apple Macintosh or Linux based operating systems. It is also desirable that you are proficient with Microsoft Applications, Lotus Notes and Microsoft Exchange and that you have a current driver's licence.

Enquiries to Mark Siegemund, ICT Manager, for more information about the position, phone (03) 6233 5860, email Mark.Siegemund@depha.tas.gov.au or Kelly Medhurst, for a copy of the Statement of Duties, phone (03) 6233 5596, email Kelly.Medhurst@depha.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Trainee Field Officer (706262).

Applications Close:—Friday, 20 June 2008.

Salary:—\$216–\$487 per week.

National Training Wage Agreement 2005, Traineeship.

Fixed-term full-time, for a two year period.

Location:—Flinders Island.

Duties:—With training, assist Ranger staff with day to day management activities especially those of a construction or maintenance nature in parks and reserves or land under the control of the Parks and Wildlife Service.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle drivers' licence (or substantial progress towards achieving one) and eligibility for New Apprenticeship Commonwealth Incentives.

Enquiries to Iris Todd, Co-ordinator Trainee Programmes, phone (03) 6233 6740, email Iris.Todd@parks.tas.gov.au or Wayne Dick, for a copy of the Statement of Duties, phone (03) 6359 2217, email Wayne.Dick@parks.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***House Services Assistant (511254).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$32,898–\$33,620 pro rata.

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

Permanent part-time day work, working 35 hours per fortnight, 5.00 pm until 8.30 pm.

Location:—Corporate-House Services.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills. Well developed literacy and numeracy skills. An understanding of the uses of chemicals required in cleaning services.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, email colleen.horton@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Technical Officer (503773).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$38,464–\$45,244 per annum.

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

Permanent full-time day work.

Location:—Corporate-Biomedical Engineering.

Duties:—To assist senior technical staff in providing a Biomedical Engineering services to the Launceston General Hospital and outlying districts as required.

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 Kyril Belle, Department of Health and Human Services, phone (03) 63487492, email kyril.belle@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Telephonist/Enquiries Officer (Relief) (503302).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term casual shift work, working as and when required. To commence as soon as possible until 15 June 2009.

Location:—Corporate-Switchboard/Enquiries.

Duties:—The Switchboard Operator at Launceston General Hospital is responsible for providing clients with a professional and efficient service in regard to incoming telephone enquiries.

Desirable Requirements:—Processing all external and internal calls, utilising an electronic terminal based information/paging and directory system. Attending to enquiries from the general public and hospital employees. Provide appropriate information or refer to relevant contacts. Operating in-house and wide area paging system for communication with hospital staff. Responding to cardiac arrest calls/bomb threat/mass casualty/public address announcements and paging of emergency staff, including calling in of emergency on-call staff when required.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, email colleen.horton@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Ward Clerk (504233).**

Applications Close:—Friday, 20 June 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:—Medicine-Ward 4D.

Duties:—To provide an effective and efficient clerical, administration and reception support in the hospital wards, with functions undertaken under general direction, based on established procedures and practice. To provide an effective front line service to the public.

Desirable Requirements:—Ability to organise and prioritise workflow unsupervised according to demand. A comprehensive knowledge of hospital resources with ability to co-ordinate and implement clerical procedures and policies at unit level assisting medical/nursing staff and clients. Well developed interpersonal and high level of communication skills with the ability to participate in a multi disciplinary teamwork environment. Ability to empathise with patients and or families in stressful situations, maintaining strict patient confidentiality.

Enquiries to Robyn Hayes, Department of Health and Human Services, phone (03) 63487308, email robyn.hayes@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

ACUTE HEALTH SERVICES

*North West Regional Hospital***Clinical Skills Educator (517855).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Permanent part-time day work, working 45.6 hours per fortnight.

Location:—Nursing Services—Office of DON/ADON.

Duties:—The University of Tasmania's Rural Clinical School (RCS) spans the north-west region with its administrative hub at Burnie and is collocated with the NWRH. The vision for the School and the hospital is to grow and strengthen the rural health professional workforce and thereby improve access to health care services for rural Tasmanians in the longer term.

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

Enquiries to Karen Linegar, Department of Health and Human Services, phone (03) 64306501, email karen.linegar@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

ACUTE HEALTH SERVICES

*North West Regional Hospital***Registered Nurse (502233).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time shift work.

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

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

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

Enquiries to Penny Bligh, Department of Health and Human Services, phone (03) 64306568, email penny.bligh@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

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Administrative Officer (517904).**

Applications Close:—Friday, 20 June 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 commencing as soon as possible for a period of 12 months.

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

Duties:—Provide a high level of business, secretarial and administrative support to assist in the efficient and effective operation of the New Royal Project (NRP). Co-ordinate a wide range of administrative services within the service and undertake specific projects as required.

Desirable Requirements:—Demonstrated ability to organise, set priorities and meet deadlines, together with a demonstrated capacity to handle a number of tasks concurrently in a demanding environment. High level written and verbal communication skills, with the ability to manage time effectively and work either as a member of a team or as an individual, within a changing environment. Ability to negotiate and liaise with a wide range of internal and external stakeholders in a sensitive and confidential manner.

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; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Kylie Rinaldi, Department of Health and Human Services, phone (03) 6222 7520, email kylie.rinaldi@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

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse Consultant, Emergency Department (517861).**

Applications Close:—Friday, 27 June 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—Clinical Services Medicine, Emergency Department, Royal Hobart Hospital.

Duties:—Be a clinical resource including demonstration of clinical expertise, providing support and leadership in a multi disciplinary team within the Emergency Department. Identify the clinical educational needs of staff within the Emergency Department, providing direction and assistance in enabling knowledge and skills to be developed and enhanced. This is performed in conjunction with the Clinical Nurse Educator (CNE). In conjunction with the Nurse Unit

Manager (NUM) develop and promote the efficient and effective provision of care based on best practice clinical and organisational principles. Support and promote an environment of learning, quality improvement and research within the Emergency Department.

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

Enquiries to Don Burton, Department of Health and Human Services, phone (03) 6222 8425, email don.burton@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

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Enrolled Nurse, Medication Endorsed (517876).

Applications Close:—Friday, 20 June 2008.

Salary:—\$44,751–\$46,010 per annum.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent part-time daywork, working 40 hours per fortnight.

Location:—Day Surgery/Recovery, Royal Hobart Hospital.

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

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

Enquiries to Gina Cook, Department of Health and Human Services, phone (03) 6222 7880, email gina.cook@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

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Infant Hearing Screener (517280).

Applications Close:—Friday, 20 June 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Fixed-term part-time daywork, commencing as soon as possible to for a period of 2 years.

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

Duties:—This position will be part of the Tasmanian Infant Hearing Screening Programme (TIHSP) which will be delivered by the Statewide Audiology Service and co-ordinated by Acute Health Services which has the ultimate

aim of providing universal newborn hearing screening for all Tasmanian Public and Private Hospitals. The TIHSP aims to help children born with significant hearing loss to realise their full potential for language, academic and social development by: Offering a newborn hearing screening test to all babies born in Tasmania and facilitating appropriate assessment and early management. To work as a member of the TIHSP programme offering a hearing screening programme to all newborn infants under supervision of the Senior Audiologist and the Nurse Unit Manager for operational issues.

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 Lee Kethel, Department of Health and Human Services, phone (03) 6222 7122, email lee.kethel@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

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Occupational Therapist (508249).

Applications Close:—Friday, 20 June 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time day work.

Location:—Clinical Services, Occupational Therapy, Royal Hobart Hospital.

Duties:—Assess and treat patients as part of an occupational therapy team within a multidisciplinary setting on allocated ward and to maintain optimal patient care. Assist senior occupational therapists with the development of the occupational therapy through quality improvement activities, clinical guidelines and clinical placements for undergraduate students. Maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

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 Kaye Jenkins, Department of Health and Human Services, phone (03) 6222 8633, email kaye.jenkins@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

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Registered Nurse (508687).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time day work.

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

Description:—Ambulatory Care Centre is a nursing based medical day care facility operating from Monday to Friday. The Centre is committed to excellence in clinical practice and specialises in vascular access and other high level nursing interventions.

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

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

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

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Staff Specialist, Rheumatology, General Internal Medicine (515774).**

Applications Close:—Friday, 20 June 2008.

Salary:—See Below.

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

Permanent full-time day worker.

Location:—Clinical Services Medicine, Royal Hobart Hospital.

Duties:—Provide a consultant role in Rheumatology (70%) and General Internal Medicine (30%). Provide inpatient and outpatient care to public and private patients of the Royal Hobart Hospital in Rheumatology. Provide acute inpatient care to public and private patients of the Royal Hobart Hospital in General Internal Medicine. Be involved in undergraduate and postgraduate teaching, and to be actively involved in research. Undertake quality improvement activities.

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

Enquiries to Professor Graeme Jones (Rheumatology), Department of Health and Human Services, phone (03) 6226 7700, email G.Jones@utas.edu.au or Dr Nicole Hancock (General Medicine), Department of Health and Human Services, phone (03) 6222 7022, email nicole.hancock@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

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Staff Specialist DEM (516159).**

Applications Close:—Friday, 20 June 2008.

Salary:—To be negotiated.

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

Permanent full-time shift work. (Applicants interested in part-time employment are encouraged to apply).

Location:—Clinical Services Medicine, Emergency Department, Royal Hobart Hospital.

Description:—The new and enlarged Emergency Department has approximately 40,000 presentations per year, with an admission rate of 33%. The casemix is diverse, spanning all age groups and specialties and the Department features a custom-built paediatric area to cater for the 25% paediatric caseload. The Royal Hobart Hospital is the principal teaching hospital for the University of Tasmania School of Medicine. The Royal Hobart Hospital has approximately 340 beds, and all major specialties are available on site including trauma care, cardiothoracic surgery, neurosurgery, burns and hyperbaric medicine. Close ties also exist with the Antarctic Division. The Royal Hobart Hospital is the state's tertiary referral centre.

Duties:—Provide specialist emergency care to public and private patients attending the Emergency Department at the Royal Hobart Hospital. Be involved in research and quality improvement activities, undergraduate and postgraduate teaching at the Royal Hobart Hospital. Provide specialist advice to inpatient units as required.

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

Enquiries to Dr Anthony Lawler, Department of Health and Human Services, phone (03) 6222 8609, email anthony.lawler@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

ACUTE HEALTH SERVICES

*Tasmanian Ambulance Service***Ambulance Officer (510614).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$52,225–\$53,030 per annum.

Tasmanian Ambulance Service Award, Ambulance Officer (Advanced Life Support).

Permanent full-time shift work.

Location:—Tasmanian Ambulance Service, Hobart.

Duties:—The provision of an advanced level of pre-hospital clinical care to the Tasmanian Community including the transport of patients by ambulance or other means.

This position is for an Intensive Care Paramedic (ICP). Qualifications required need to be equivalent to that of Tasmanian Ambulance Service Intensive Care Paramedic Programme. Qualifications will be assessed on an individual basis.

Essential Requirements:—Certificate of Applied Science (Ambulance Officer) and current accreditation in the Advanced Life Support programme, or equivalent qualifications recognised by the Director Tasmanian Ambulance Service. Current Driver's Licence.

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

Enquiries to Andrew O'Brien, Department of Health and Human Services, phone (03) 62308566, email andrew.obrien@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

ACUTE HEALTH SERVICES

*Tasmanian Ambulance Service***Ambulance Officer (510620).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$46,426–\$47,147 per annum.

Tasmanian Ambulance Service Award, Ambulance Officer (Certificate of Equivalence).

Permanent full-time shift work.

Location:—Tasmanian Ambulance Service, Hobart.

Duties:—Provision of pre-hospital care and the transport of patients by Ambulance or other means.

This position is for a qualified Ambulance Officer/Paramedic. Qualifications will be assessed on an individual basis.

Essential Requirements:—Certificate of Applied Science (Ambulance Officer) or equivalent qualifications recognised by

the Director Tasmanian Ambulance Service. Current Driver's Licence.

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

Enquiries to Andrew Obrien, Department of Health and Human Services, phone (03) 62308566, email andrew.obrien@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

*Community Health Reform Unit***Policy Analyst (517368).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$70,573–\$72,385 per annum.

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

Permanent full-time day work.

Location:—34 Davey Street, Hobart.

Duties:—Provide high level policy advice, analysis and expertise in relation to health system development and the implications for the Tasmanian health service system. Provide an advisory and consultancy service within the Agency on matters relating to health system development and the implementation of the Tasmania's Health Plan. Participate in the development of policy relating to implementation of the Tasmania's Health Plan, including preparation of briefings and options papers.

Desirable Requirements:—High level experience in research and analysis of Tasmanian health and community service delivery systems, models of health services integration and service evaluation. Knowledge of contemporary project management practice, in accordance with the Tasmanian Government Project Management Framework. Proven high level strategic, conceptual, and creative skills, with the ability to understand and make sound judgments about the political, social and organisational environment impacting on health services delivery within the Agency.

Enquiries to Siobhan Harpur, Department of Health and Human Services, phone (03) 6216 4495, email siobhan.harpur@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

COMMUNITY HEALTH SERVICES

Mental Health Services

North

Clinical Nurse Educator (517905).

Applications Close:—Friday, 20 June 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time daywork.

Location:—Mental Health Services, Ward 1E, Launceston.

Duties:—As part of the Northern Area Management Unit and in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Nurse Educator: Works in close collaboration with other Mental Health Services (MHS) workforce development positions to ensure the co-ordination, development and delivery of mental health workforce development and education activities across MHS statewide. Ensures the mandatory nurse clinical education requirements of each service delivery area are identified; the required education is provided and records of completion are maintained. Works in collaboration with the Tasmanian School of Nursing and Midwifery and other tertiary institutions to ensure relevant clinical placements and co-ordinates the Graduate Diploma Clinical Rotation programme within Mental Health Services.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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 Cat Schofield, Department of Health and Human Services, phone (03) 6348 7449, email catherine.schofield@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

Population Health

Public and Environmental Health Service

Administrative Assistant (517293).

Applications Close:—Friday, 20 June 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time day work, working 38 hours per fortnight, from as soon as possible until 20 March 2009.

Location:—3/25 Argyle Street, Hobart.

Duties:—As a member of the Communicable Diseases Prevention Unit provide high level administrative and business support to the Communicable Diseases Prevention Unit, specifically the Human Papilloma Virus (HPV) Immunisation Programme as required.

Desirable Requirements:—Demonstrated ability to effectively exercise initiative, judgement and discretion in an environment subject to work pressures and strict deadlines.

Effective organisational and office management skills including the ability to complete a wide range of tasks with a high degree of accuracy with a minimum of supervision and within established guidelines.

Proficient keyboard skills including extensive knowledge and experience in the use of complex word processing, spreadsheets, databases and graphics function and email, and the ability to provide assistance to other Communicable Diseases Prevention Unit staff as required.

Enquiries to Dr Avner Misrachi, Department of Health and Human Services, phone (03) 6222 7726, email avner.misrachi@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

Community Assessment and Care Management

Community Podiatrist (504762).

Applications Close:—Friday, 1 August 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time daywork.

Location:—Devonport Community Health Centre, Devonport.

Duties:—To provide a high standard of Podiatric service to community clients in the North West of Tasmania. To work with other service providers in the local community to enable an early intervention, assessment and support programme for the relevant district/s. Participate as a member in the continued development of the North West Community Podiatry Service.

Essential Requirements:—Degree or Diploma from a recognised tertiary institution and registered or eligible for registration by the Tasmanian Podiatrist Registration Board.

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 Claire Massey, Department of Health and Human Services, phone (03) 6336 4447, email claire.massey@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

North

Clinical Nurse Manager (507548).

Applications Close:—Friday, 20 June 2008.

Salary:—\$74,792 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time daywork.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—In accordance with Agency policy and legal requirements the Clinical Nurse Manager provides professional leadership in, and co-ordinates all aspects of nursing care within the practice setting.

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 Nichols, Department of Health and Human Services, phone (03) 6352 5523, email maureen.nichols@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

North

Community Health Nurse (517840).

Applications Close:—Friday, 20 June 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time daywork, working 40 hours per fortnight.

Location:—James Muir Community Health Centre, Wynyard.

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. Collaborate with other members of the health care team to ensure the delivery of high quality health care.

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 Lorraine Hyland, Department of Health and Human Services, phone (03) 6434 6454, email lorraine.hyland@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

North

Registered Nurse (Relief) (505964).

Applications Close:—Friday, 20 June 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

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

Location:—Campbell Town Multi Purpose Service.

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

Essential Requirements:—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 Kaye McCoy, Department of Health and Human Services, phone (03) 6381 3300, email kaye.mccoy@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

North West

Clinical Nurse (Community) (516096).

Applications Close:—Friday, 20 June 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Permanent part-time shiftwork, 60.8 hours per fortnight.

Location:—Rosebery Hospital and Community Health Centre.

Duties:—Functions as an advanced clinical practitioner and provides management support to the Clinical Nurse Manager (CNM) including participation in staff education and the management of staff performance.

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

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 Yvonne Armstrong, Department of Health and Human Services, phone (03) 6473 5700, email yvonne.armstrong@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

North West

Enrolled Nurse (Medication Endorsed) (514074).

Applications Close:—Friday, 20 June 2008.

Salary:—\$44,751–\$46,010 pro rata.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent part-time shiftwork, working 60.8 hours per fortnight.

Location:—Rosebery Hospital and Community Health Centre.

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

Essential Requirements:—Must provide current practising

certificate(s) as evidence of a right to practice as an Enrolled Nurse in Tasmania.

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 Yvonne Armstrong, Department of Health and Human Services, phone (03) 6473 5700, email yvonne.armstrong@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

Registered Nurse, 2 Vacancies.

Applications Close:—Friday, 20 June 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Vacancy No. 505612,

Permanent full-time shift work (fully rotational).

Location:—Esperance Multi Purpose Centre, Dover.

Vacancy No. 506725.

Permanent part-time shift work (fully rotational), working 19 hours per fortnight.

Location:—Esperance Multi Purpose Centre, Dover.

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

Essential Requirements:—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 Joanne Pitman, Department of Health and Human Services, phone (03) 6298 9200, email joanne.pitman@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

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Alcohol and Drugs Service (South)

Pharmacist, 2 Vacancies.

Applications Close:—Friday, 20 June 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Vacancy No. 516953.

Permanent full-time day work.

Location:—St Johns Park, New Town.

Vacancy No. 516952.

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

Location:—St Johns Park, New Town.

Duties:—To work as part of a multidisciplinary team aimed at optimising patient outcomes by providing a specialist clinical pharmacy service to the Pharmacotherapy and Detoxification Units of the Alcohol and Drug Service and other centres as required.

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

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

Enquiries to Ros Alexander, Department of Health and Human Services, phone (03) 6230 7901, email roslyn.alexander@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

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Wilfred Lopes Centre

Care Assistant, Multiple Vacancies (515993).

Applications Close:—Friday, 20 June 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

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

Location:—Risdon Vale.

Duties:—In accordance with mental health care standards, agency policy and direction, legal and ethical requirements assist nursing and allied health staff in the delivery of patient care. Participate in the development and revision of organisational documentation and policies and procedures. Participate and contribute to a learning environment, through

continuing education, training and professional development.

Desirable Requirements:—Demonstrated capacity to work with people with mental illness and acquire an understanding of patient rehabilitation needs including, an understanding of client centred practices and the need to establish an environment of support. Demonstrated understanding of the principles of maintaining appropriate therapeutic relationships with patients. Physical capacity to undertake patient behaviour management; including control and restraint, in line with authorised practices of the Wilfred Lopes Centre and Agency guidelines.

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 Geoff Clifford, Department of Health and Human Services, phone (03) 6216 8007, mobile 0458 338 588, email gclifford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Wilfred Lopes Centre

Registered Nurse, 3 Vacancies.

Applications Close:—Friday, 20 June 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Vacancy No. 515423.

Permanent full-time shift work (full rotational).

Location:—Wilfred Lopes Centre, Risdon Vale.

Vacancy No. 515408.

Permanent full-time shift work (full rotational).

Location:—Wilfred Lopes Centre, Risdon Vale.

Vacancy No. 515427.

Permanent full-time shift work (full rotational).

Location:—Wilfred Lopes Centre, Risdon Vale.

Duties:—As part of the primary care health team, provide direct and indirect nursing care based on best practice principles and within a collaborative and multidisciplinary team. Participate in the development and revision of organisational documentation and policies and procedures relating to nursing based best practice. Participate in and contribute to a learning environment, through continuing education and training, professional development and attendance at conferences and relevant forums.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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 Geoff Clifford, Department of Health and Human Services, phone (03) 6216 8997, mobile 0458 338 588, email gclifford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Manager Business Support (517038).

Applications Close:—Friday, 20 June 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 30 June 2009.

Location:—Housing Services, South West Area.

Duties:—In accordance with Housing Tasmania's service delivery policies, principles and standards: Manage the Business Support and Service Improvement teams; Support and co-ordinate business planning, analysis and reporting across the Area for business and service improvement; Support the identification and implementation of asset and service initiatives aligned with statewide priorities.

Desirable Requirements:—Demonstrated management skills including the ability to monitor human, financial and physical resources, to monitor effectiveness and efficiency and an understanding of contemporary management techniques. Highly developed verbal and written communication skills including the ability to negotiate effectively. Ability to undertake data collection and analysis, and make recommendations to achieve successful business outcomes, including those related to service delivery and asset management.

Enquiries to Kim Bomford, Department of Health and Human Services, phone (03) 6233 8635, email kim.bomford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Tenancy Officer Team 1, 2 Vacancies.

Applications Close:—Friday, 20 June 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Vacancy No. 517026.

Permanent full-time day work.

Location:—Housing Services, South West.

Vacancy No. 517024.

Permanent full-time day work.

Location:—Housing Services, South West.

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Enquiries to Kim Bomford, Department of Health and Human Services, phone (03) 6233 8635, email kim.bomford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Tenancy Officer Tm 1 (516998).

Applications Close:—Friday, 20 June 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Housing Services, Hobart.

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Enquiries to Liz Murray, Department of Health and Human Services, phone (03) 6233 3649, email liz.murray@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Youth Justice

Custodial Youth Justice

Administrative Support Officer, Relief (517907).

Applications Close:—Friday, 20 June 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

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

Location:—Ashley Youth Detention Centre, Deloraine.

Duties:—Provide a wide range of administrative and clerical support services in a multi skilled environment to clients, staff and management to ensure efficient and effective service delivery.

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 Lorinda Carne, Department of Health and Human Services, phone (03) 6362 2311, email lorinda.carne@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Youth Justice

Custodial Youth Justice

Clinical Psychologist (517190).

Applications Close:—Friday, 20 June 2008.

Salary:—\$65,522–\$75,155 per annum.

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

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

Location:—Ashley Youth Detention Centre, Deloraine.

Duties:—In accordance with primary health care principles, Agency policy and direction, legal requirements and professional competencies, undertake the delivery of a quality assessment and treatment service to children and adolescents,

including support to their families involved in the youth justice system at the Ashley Youth Detention Centre. Within a collaborative and multi-disciplinary framework, ensure that services and programmes conform to Agency principles, practices and standards relevant to youth custodial services. Provide a comprehensive, continuing and co-ordinated services aimed at the reintegration of young people in detention into the community.

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 William Doudle, Department of Health and Human Services, phone (03) 6336 2627, email woudle@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SHARED SERVICES

Finance

Business Analyst (511382).

Applications Close:—Friday, 20 June 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:—Hobart.

Duties:—The business analyst will assist with the analysis and development of budgetary and financial information for inclusion in the Budget Papers and submissions, reports and other briefing documents.

Desirable Requirements:—Demonstrated research and investigative skills with an ability to exercise initiative in gathering/interpreting information which lead to recommendations and workable solutions. Demonstrated conceptual, analytical and creative skills including the capacity to effectively problem solve and make timely and accurate decisions when there are departures from routine. Demonstrated written and oral communication skills, including the ability to liaise effectively/build rapport with officers within the Agency and external organisations, positively represent the Business Unit or Agency and work collaboratively as a member of a team.

Enquiries to Rod Wing, Department of Health and Human Services, phone (03) 62334074, email rod.wing@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

*Finance***Business Analyst (517577).**

Applications Close:—Friday, 20 June 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:—Hobart.

Duties:—The Business Analyst will assist with the analysis and development of budgetary and financial information for inclusion in the Budget Papers and submissions, reports and other briefing documents.

Desirable Requirements:—Demonstrated research and investigative skills with an ability to exercise initiative in gathering/interpreting information which lead to recommendations and workable solutions. Demonstrated conceptual, analytical and creative skills including the capacity to effectively problem solve and make timely and accurate decisions when there are departures from routine. Demonstrated written and oral communication skills, including the ability to liaise effectively/build rapport with officers within the Agency and external organisations, positively represent the Business Unit or Agency and work collaboratively as a member of a team.

Enquiries to Patrick Cummins, Department of Health and Human Services, phone (03) 62 334059, email patrick.cummins@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

*Finance***Finance Services Officer (500637).**

Applications Close:—Friday, 20 June 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:—The Finance Services Officer is required to undertake administrative, transactional and reconciliation processes for the Department in accordance with relevant service standards, legislation and Departmental policies and procedures.

Desirable Requirements:—An operational knowledge, or ability to acquire that knowledge, of financial instructions, legislation and accounting policies and procedures. Demonstrated ability to undertake a wide-range of financial and clerical duties with a stakeholder focus to a high degree of accuracy, including an ability to prioritise work and meet deadlines. Well developed interpersonal, communication, negotiation and conflict resolution skills including the ability to communicate with a diverse range of clients, staff and business organisations.

Enquiries to Chris Honner, Department of Health and Human Services, phone (03) 6233 4085, email chris.honner@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

*Information Services***Senior Systems Architect (517847).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide senior-level application architectural advice, design, and implementation to enable the Agency to move towards a high quality suite of connected Information Systems that provide a foundation for an Electronic Medical Record, Shared Electronic Health record, and clinical decision support capability across the organisation.

Desirable Requirements:—Demonstrated high-level experience and skills in system architecture including a demonstrated ability to architect solutions in an enterprise environment. Demonstrated extensive experience and skills in the development and integration of software systems using DHHS preferred platforms and technologies, including but not limited to Microsoft technologies. Demonstrated capacity to work with clients in order to analyse, evaluate, propose, and implement solutions that align with an enterprise IT strategy and to work effectively as a senior member of an IT team.

Enquiries to Glenn Lewis, Department of Health and Human Services, phone (03) 6233 7952, email glenn.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 7001.

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

*Human Resources***HR Consultant (371716).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.5 hours per fortnight (Part-time hours may be considered).

Location:—Hobart.

Duties:—Provide effective and efficient HR relationship management services to Divisions focussed on addressing current and emerging HR matters. Provide expert and consultative advice on complex human resource matters.

Desirable Requirements:—A relevant tertiary qualification in human resource management or related discipline.

A current driver licence.

Enquiries to Janine Pearson, Manager Human Resources, Department of Infrastructure, Energy and Resources, phone (03) 6233 3369, email janine.pearson@dier.tas.gov.au or Belinda Beltz, Senior HR Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6233 5441, email belinda.beltz@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.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Service Delivery Consultant (370520).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time.

Location:—Hobart.

Duties:—To provide clients with a professional and efficient service in regard to incoming telephone and internet inquiries through the Transport Enquiry Service (TES).

To accurately and efficiently process a broad range of Registration and Licensing transactions including quality assurance audit of transactions processed by authorised agents.

Enquiries to Marion Green, Co-ordinator TES, Department of Infrastructure, Energy and Resources, phone (03) 6233 5184, email marion.green@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

*Data Management***Senior Spatial Information Officer (371581).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Fixed-term full-time 73.5 hours per fortnight for up to 12 months.

Location:—Rosny.

Duties:—To undertake complex technical work pertaining to the development and maintenance of mining tenement and geoscientific maps and digital data using the Agency's Geographical Information System (GIS).

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

Desirable Requirements:—At least two years demonstrated practical experience in GIS, particularly relating to geo-scientific or exploration/mining tenement data or similar.

Enquiries to Ken Bird, Manager, Data Management Branch, Department of Infrastructure, Energy and Resources, phone (03) 6233 8351, email ken.bird@dier.tas.gov.au.

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

JUSTICE

BIRTHS DEATHS AND MARRIAGES

Data Integrity Officer (356080).

Applications Close:—Friday, 20 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time commencing 1 July 2008 until 31 December 2008.

Location:—Hobart.

Duties:—Contribute to the effective and efficient operations

of the Division through the accurate checking and verification of birth, death and marriage data, in particular by responding to requests lodged via the Certificate Validation Service (CVS). Liaise with customers and relevant stakeholders regarding issues associated with the operation and expansion of the CVS.

Desirable Requirements:—Demonstrated understanding of the role of the Office of Births, Deaths and Marriages, and comprehensive knowledge of the relevant State Service procedures and legislation, or the demonstrated ability to acquire such knowledge within a reasonable time frame.

Enquiries to Ann Owen, Manager Births Deaths and Marriages, Department of Justice, phone (03) 6233 3788, email ann.owen@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Meghan 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

COMMUNITY CORRECTIONS

*Northern Region***Probation Officer (355986).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—Launceston.

Duties:—Contribute to the effective delivery of community based Corrective Services by developing and implementing individual and group based case management programmes that are consistent with parole and court orders and are designed to achieve socially responsible behaviour of offenders.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:— conviction check for:—crimes of violence, sex related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Justice for the Executive or the Legislative Power. Disciplinary action in previous employment and an identification check.

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

Enquiries to Annette Carr, Acting Regional Manager, Community Corrections, Department of Justice, phone (03) 6336 2387, email annette.carr@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 and Assessment Procedure Policy from the www.jobs.tas.gov.au website. If a Statement of Duties or the Assessment Procedure Policy cannot be downloaded, please contact Suzanne Johnston on (03) 6336 2387.

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

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

JUSTICE

OFFICE OF LEGISLATION DEVELOPMENT AND REVIEW

Legislative Policy Officer (355323).

Applications Close:—Friday, 20 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Develop and implement legislative proposals including the preparation of Cabinet Minutes, Briefing Papers and instructions to Parliamentary Counsel. Manage and/or co-ordinate substantial legislative projects. Liaise and consult within the agency and with other agencies (State and Commonwealth), private enterprise and industry stakeholders, including the Law Society, Bar Association and Law Reform Institute of Tasmania to ensure their input into legislative policy development.

Desirable Requirements:—A sound understanding of the processes involved in the development and review of legislation and an appreciation of the political and social context in which those processes operate. Demonstrated experience in the management and co-ordination of projects, particularly in a legal context. Demonstrated ability to develop and formulate legislative proposals and policies and market options to stakeholders.

Enquiries to Len Armsby, Director, Office of Legislation Development and Review, Department of Justice, phone (03) 6233 6401, email len.armsby@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Len Armsby on (03) 6233 6401.

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

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

JUSTICE

SUPREME COURT

Hobart

Executive Assistant (Registrar) (350350).

Applications Close:—Friday, 20 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide clerical and administrative assistance and support to the Registrar and provide professional administrative support to other staff members.

Desirable Requirements:—Significant relevant experience and high level legal secretarial and organisational skills. A broad knowledge and understanding of the legal system, the operation of the courts, legal terminology, legal library functions and legal searching, or the capacity to acquire this knowledge in a reasonable timeframe.

Enquiries to Elizabeth Knight, Registrar, Supreme Court, phone (03) 6233 3427, email elizabeth.knight@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Elizabeth Knight on (03) 6233 3427.

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

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

JUSTICE

TASMANIA PRISON SERVICE

Prison Industries

Senior Industry Supervisor (350708).

Applications Close:—Friday, 20 June 2008.

Salary:—\$49,523 per annum.

Operational Employees Award, Level 9.

Permanent full-time.

Location:—Risdon Prison.

Duties:—With an emphasis on the Risdon Laundry Operation, manage the day to day activities of Industry workshops on behalf of Prison Industries based at the Risdon Prison complex to achieve a high level of employment and vocational training opportunities for inmates in a manner which provides a strong work ethic and which addresses their offending.

Essential Requirements:—Current Medium Rigid Truck 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 Gary Rowbottom, Manager Prison Industries,

Tasmania Prison Service, Department of Justice, phone (03) 6216 8277 or 0400 835 583, email gary.rowbottom@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Gary Rowbottom on (03) 6216 8277 or 0400 835 583.

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

WORKCOVER

Research Officer (355806).

Applications Close:—Friday, 20 June 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Undertake research and analysis of workers' compensation and OHS data to inform the development and evaluation of policy and legislation, including preparing advice for the WorkCover Board, the Minister and Government. Prepare reports, including scheduled WorkCover reports, reports to inform planned campaigns and activities and reports designed to meet national statistical reporting requirements. Design appropriate reporting structures for the presentation of statistical data. Develop appropriate reporting methodologies to meet the data analysis requirements of the WorkCover Board, senior management and stakeholders.

Desirable Requirements:—High level research and analytical skills, including the ability to interpret and report on statistical issues and to develop appropriate reporting methodologies. Proven knowledge and experience of contemporary data collections, methodologies and techniques and an understanding of the Tasmanian workers compensation environment or the ability to quickly acquire this knowledge. High level written communication skills and the ability to write clear and concise reports that are understandable to non-specialists and the ability to develop clear and logical reporting structures.

Enquiries to Damian Davidson, Senior Business Analyst, WorkCover, Department of Justice, phone (03) 6233 2024, email damian.davidson@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Assistant, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart, 7001, phone (03) 6233 6809, fax (03) 62333254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Damian Davidson on (03) 6233 2024.

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

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Information Technology Services

Computer Support Officer (521091).

Applications Close:—Friday, 20 June 2008.

Salary:—\$41,263–\$54,438 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Computer Systems Officer Level 1 (A and C Level 3-5).

Permanent full-time.

Location:—Hobart.

Duties:—Provide customer focused, information technology support services for the Tasmania Fire Service's (TFS) Information Technology (IT) infrastructure as part of the Service Desk team.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Iain Larnar on (03) 6230 8671 or from www.jobs.tas.gov.au.

Enquires to Iain Larnar on 6230 8671.

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Information Technology Services

Manager Infrastructure, Windows (521475).

Applications Close:—Friday, 20 June 2008.

Salary:—\$75,606–\$77,532 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 9.

Fixed-term full-time 12 months.

Location:—Hobart.

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

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to

provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Iain Larnar on (03) 6230 8671 or from www.jobs.tas.gov.au.

Enquires to Iain Larnar on 6230 8671.

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

POLICE AND EMERGENCY MANAGEMENT

STATE EMERGENCY SERVICE

State Headquarters

Clerk (002193).

Applications Close:—Friday, 20 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level administrative, clerical and keyboard support and customer service to internal and external clients across the State Emergency Service (SES) Headquarters functions.

Enquiries to Ms Simone Axton, Executive Officer, State Emergency Service, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2766, email Simone.Axton@ses.tas.gov.au.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Human Resources Management Branch

Senior HR Policy Consultant (001422).

Applications Close:—Friday, 20 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a high level consultancy and advisory service to the Department of Premier and Cabinet and the Ministerial and Parliamentary Support service and play a key role in the review, development and implementation of policies, practices and procedures together with research and planning. Provide support to the HR Manager to develop and implement contemporary human resource management (HRM) practices and strategies that align with the strategic objectives of the Department and the Ministerial and Parliamentary Support service.

Desirable Requirements:—Tertiary qualifications in a relevant discipline or research experience to a similar level would be an advantage.

Enquiries to Chris Mulcahy, Manager Human Resources, Department of Premier and Cabinet, phone (03) 6233 3668, email chris.mulcahy@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

BIOSECURITY AND PRODUCT INTEGRITY

Diagnostic Services

Technical Officer (Pathology) (702848).

Applications Close:—Friday, 20 June 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent full-time.

Location:—Launceston (Mt Pleasant).

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

Duties:—To provide technical services for the devil facial tumour research project and participate in the delivery of an effective and efficient veterinary pathology diagnostic and investigatory service for production animals and other wildlife.

Essential Requirements:—A Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

Qualification Appropriate to the Nature of the Work:—For the purpose of the previous section, a Diploma appropriate to the nature of the work is a Diploma in Science or Laboratory Technology.

Desirable Requirements:—Several years science or research laboratory experience with particular emphasis on cytogenetics, proteomics and molecular genetic applications. A current motor vehicle driver's licence.

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

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

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

Land Data Registration

Examiner (335162).

Applications Close:—Friday, 20 June 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

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

Duties:—The data input of Tasfol information and the examination and registration of instruments and documents lodged under the *Land Titles Act 1980*, *Conveyancing and Law of Property Act 1884*, the *Registration of Deeds Act 1935* and other related Acts. Examination and preparation for acceptance of Sealed Plans of subdivision lodged under the Local Government (Building and Miscellaneous Provisions) Act 1993 and Strata Plans lodged under the Strata Titles Act 1998.

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

Enquiries to Gary Males, phone (03) 6233 3576, email gary.males@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

*Service Tasmania Operations***Client Service Officer (341328).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$40,547–\$44,938 per annum.

Administrative and Clerical Employees Award, Customer Service Officer (Level 3-3 to 4-2).

Permanent part-time (36.75 hours per fortnight).

Location:—Ulverstone/North West Region.

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

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

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services on behalf of the three tiers of Government. These service delivery activities will include the accurate collection, receipt and reconciliation of monies and the provision of information.

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: crimes Involving dishonesty.

Desirable Requirements:—12 months experience in a customer service environment, or clerical and administrative environment involving cash handling and reconciliation of monies and the use of current technology.

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

Enquiries to Kevin McCrossen, phone (03) 6429 8412, email kevin.mccrossen@dpiw.tas.gov.au.

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

TASMANIAN AUDIT OFFICE

OFFICE OF THE AUDITOR-GENERAL

*Performance Audit Services***Performance Analyst (TAO3303).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—Hobart.

Your role is to be a team member producing Auditor-General special reports on efficiency and effectiveness of public sector entities. You are fully involved in the process from conception to publication. You enjoy being a lateral-thinking self-starter who, with minimal direction, thrives on research and analysis. You establish sound working relationships with audit clients, colleagues and other stakeholders. Relying on your considerable professional experience you write influential, leading edge reports. You have a commitment to work that is diverse and challenging. Likewise, you are committed to ongoing improvement and the application of professional standards.

Duties:—This position is a member of a team that identifies potential topics for performance auditing and develops relevant audit criteria. The fact that each audit is unique presents challenges with regard to developing audit criteria, working to deadlines and budgets and producing reports supported by evidence and beyond dispute. As a team member, the

incumbent examines systems and procedures identifying deficiencies and inefficiencies and assists in the development of recommendations and preparation of draft reports for discussion with clients.

The position provides considerable freedom in terms of how and when audit tasks are performed and is held accountable for meeting budgets and schedules and assuring audits are conducted in accordance with audit standards, internal methodologies and consistent with quality requirements. The incumbent assists in the presentation of findings to clients and senior management within the Office.

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

Desirable Requirements:—Driver's Licence.

Demonstrate skills and experience in evaluation, researching and reporting.

Enquiries to Simon Andrews, Principal Performance Analyst, Tasmanian Audit Office, 144 Macquarie Street Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email simon.andrews@audit.tas.gov.au.

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

TAFE TASMANIA

CORPORATE SERVICES

*Facilities and Planning***Co-ordinator Asset Services (321669).**

Applications Close:—Friday, 20 June 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the functions, strategies and future direction of TAFE Tasmania's assets, including real property, leases and agreements, security and environmental/energy initiatives to ensure the best use of resources within TAFE Tasmania. Assist in the maintenance of property related information management, and the development of associated asset policy and guidelines.

Desirable Requirements:—Tertiary qualifications in a business or asset management related discipline. A current motor vehicle driver's licence.

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

Enquiries to Jack Hansen, Manager Facilities and Planning, TAFE Tasmania, phone (03) 6233 4677, mobile 0419 349 869, email Jack.Hansen@tafe.tas.edu.au.

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

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

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

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

TREASURY AND FINANCE
REVENUE, GAMING AND LICENSING DIVISION
Revenue Branch

Senior Education Officer (724099).

Applications Close:—Friday, 20 June 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time until 27 February 2009.

Location:—Hobart.

Duties:—This position will work within the Business Development Unit to design and develop taxpayer education programmes and staff training programmes using a range of existing resources. The position will also be required to carry out internal training sessions for staff. The following skills are desirable to undertake this position:— Demonstrated experience in curriculum development; Demonstrated ability

in the provision of training and/or education; Demonstrated experience in a field of education; Competency using a range of personal computer applications including Microsoft Word, PowerPoint and other Microsoft based products; and Ability to apply educational concepts across different disciplines.

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

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

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 7001, phone (03) 6233 2966, fax (03) 6233 3851, email recruitment@treasury.tas.gov.au.

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at www.jobs.tas.gov.au or alternatively by phoning Nicole Reeve on (03) 6233 2966.

Staff Movements

Resignation of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Economic Development & Tourism	671556 Product Executive	J. Bayles	01.07.08
Health & Human Services	501317 Dental Attendant	F Hodgkinson	13.05.08
Health & Human Services	504569 Registered Nurse (Midwife)	F. Ashton	26.05.08
Health & Human Services	500789 Administrative Assistant	J. Mahindroo	05.05.08
Health & Human Services	517276 Clinical Nurse, Pharmacotherapy	M. McDonald	23.05.08
Health & Human Services	513577 Youth Worker (AYDC)	M. Dunstone	27.05.08
Health & Human Services	508687 Registered Nurse	S. Ginn	23.05.08
Health & Human Services	516826 Holding Position	P. Gibbs	27.05.08
Health & Human Services	506715 Speech Pathologist	L. Johnson	29.05.08
Health & Human Services	515220 Registered Nurse	F. Stubbs	18.02.08
Health & Human Services	502560 Administrative Assistant	H. Kerr	29.05.08
Health & Human Services	506166 Specialist Medical Practitioner	S. Cherry	28.03.08
Health & Human Services	504623 ACAT Assessor (Allied Health)	H. Russell	30.05.08
Health & Human Services	504251 Registered Nurse	A. Cameron	23.05.08
Health & Human Services	512292 Holding Position (Sub Relinquished)	Y. Gregson	30.05.08
Justice	355529 Team Leader, Policies and Procedures	P. Kelly	30.05.08
Police & Emergency Management	002899 Marketing & Promotions Officer, Media & Marketing, Corporate Services	P. Pyke	23.05.08
Premier & Cabinet	000917 Computer Systems Support Officer	L. Marney	29.04.08
Primary Industries & Water	702584 Land Information Officer	K. Panayi	30.05.08
Treasury & Finance	724009 Administrative Officer	N. Reeve	30.05.08
Treasury & Finance	723480 Project Officer	A. Kavic - Correction	28.05.08
The Public Trustee	790108 Northern Branch Manager	T. Luck	28.05.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>New Agency</i>	<i>New Position No. and Title</i>	<i>Date of Movement</i>
Economic Development & Tourism	424096 Project Support Officer	F. Barns	Economic Development & Tourism	424371 Project Officer	29.05.08
Economic Development & Tourism	424075 Senior HR Officer	C. Reardon	Economic Development & Tourism	424992 Human Resources Client Manager	26.05.08
Health & Human Services	510114 Support Services Officer	A. Coad	Health & Human Services	514006 Supervisor Support Services	01.06.08
Education	962364 Manager Staffing and Establishment Services	T. Mulcahy	Health & Human Services	517746 Manager Recruitment Services	02.06.08
Health & Human Services	512193 Graduate Trainee	D. Jones	Health & Human Services	512193 Project Support Officer	26.05.08
Health & Human Services	500317 Policy Analyst	L. Stephens	Health & Human Services	500335 Senior Policy Analyst	20.05.08
Health & Human Services	500636 Finance Services Officer	J. Jamieson	Health & Human Services	500639 Finance Services Officer	26.05.08
Health & Human Services	504205 Clinical Nurse	K. Parker	Health & Human Services	516497 Clinical Nurse Consultant	28.05.08
Health & Human Services	500188 Executive Assistant	J. Berry	Health & Human Services	517355 Executive Officer	11.06.08
Health & Human Services	501471 Client Support Officer	L. Mitchell	Health & Human Services	517268 Executive Assistant	01.07.08
Health & Human Services	516182 Therapy Assistant (GEM)	J. Kelly	Health & Human Services	516236 Pay Personnel Officer	30.05.08
Infrastructure, Energy & Resources	371686 Traffic Engineering Officer	P. Hubble	Infrastructure, Energy & Resources	371983 Manager Traffic Management - State	05.05.08
Economic Development & Tourism	424805 Executive Officer	J. Bellette	Justice	355146 Executive Officer	03.06.08
Premier & Cabinet	000043 Manager Human Resources	C. Mulcahy	Premier & Cabinet	001434 Human Resources Manager	29.05.08
Primary Industries & Water	702585 Land Information Officer	S. Langley	Primary Industries & Water	702789 Land Information Officer	02.06.08
Primary Industries & Water	702154 Technical Officer	L. Thomas	Primary Industries & Water	702790 Land Information Officer	02.06.08
Primary Industries & Water	701933 Technical Officer	D. McKerrow	Primary Industries & Water	702791 Land Information Officer	02.06.08
Primary Industries & Water	702156 Technical Officer	C. Leamey	Primary Industries & Water	702793 Land Information Officer	02.06.08
Primary Industries & Water	702153 Technical Officer	A. Sward	Primary Industries & Water	702794 Land Information Officer	02.06.08
Treasury & Finance	723240 Senior Human Resource Officer	K. Martin	Treasury & Finance	723824 Principal Human Resource Officer	02.06.08
The Public Trustee	790121 Trust Officer	R. Jurs	The Public Trustee	790135 Client Account Manager	28.05.08

Termination of Permanent Employees

<i>Agency</i>	<i>Occupant's Name</i>	<i>Title and Position No.</i>	<i>Termination Date</i>
Health & Human Services	J. Lynagh	Food Services Officer 512294	01.04.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>New Agency</i>	<i>New Position No. and Title</i>	<i>Date of Movement</i>
Premier & Cabinet	000385 Senior Policy Officer, Multicultural Tasmania	B. Braithwaite	Police & Emergency Management	002400 Project Co-ordinator, Interagency Support Teams, Executive Support	04.06.08

Permanent Appointments

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Economic Development & Tourism	705953 Coordinator Regional and cooperative Marketing	A. McKeand	6 months	05.06.08
Economic Development & Tourism	424618 Human Resource Officer	S. Howarth	6 months	26.05.08
Economic Development & Tourism	425011 Human Resource Officer	M. Kilpatrick	6 months	26.05.08
Economic Development & Tourism	425013 Human Resources Client Manager	A. Groom	6 months	01.07.08
Economic Development & Tourism	425014 Human Resources Client Manager	J. Brain	6 months	23.06.08
Environment, Parks, Heritage & the Arts	706162 Regional Volunteer Facilitator	S. Mansfield	6 months	02.06.08
Environment, Parks, Heritage & the Arts	706210 Executive Officer	H. Shearer	6 months	27.05.08
Environment, Parks, Heritage & the Arts	706196 Project Officer	B. O'Brien	N/A	26.05.08
Environment, Parks, Heritage & the Arts	706156 Ranger	P. Bevan	6 months	03.06.08
Health & Human Services	501188 Dental Attendant	L. Le Fevre	6 months	02.06.08
Health & Human Services	517705 Administrative Officer	A. Brittain	6 months	02.06.08
Health & Human Services	515034 Youth Justice Worker	K. Gerrard	6 months	04.06.08
Health & Human Services	508346 Pharmacist	A. Frangiouthakis	N/A	30.05.08
Health & Human Services	517551 Enrolled Nurse (Medication Endorsed)	J. Roche	6 months	16.06.08
Health & Human Services	512428 Customer Service Officer	J. Blake	6 months	02.06.08
Health & Human Services	515244 Customer Service Officer	S. Harwood	6 months	02.06.08
Health & Human Services	509632 Registered Nurse	P. Horgan	6 months	02.06.08
Health & Human Services	516236 Pay/Personnel Officer	S. Riseley	6 months	30.05.08
Health & Human Services	501596 Youth Justice Worker	M. Ward	6 months	23.06.08
Infrastructure, Energy & Resources	371678 Traffic Statistics System Officer	J. Murrell	6 months	12.05.08
Infrastructure, Energy & Resources	902810 Crossing Guard - Hobart	W. Wilson	6 months	12.05.08
Infrastructure, Energy & Resources	371911x Manager Driver Testing	G. Blight	6 months	12.05.08
Infrastructure, Energy & Resources	371659 Contract Supervisor	K. Johns	6 months	12.05.08
Infrastructure, Energy & Resources	371849 Network Supervisor	D. Kidd	6 months	12.05.08
Infrastructure, Energy & Resources	371391 Executive Assistant	M. Wilbow	6 months	12.05.08
Infrastructure, Energy & Resources	372084 Network Supervisor	D. Casey	6 months	12.05.08
Infrastructure, Energy & Resources	371687 Ecologist	A. Chuter	6 months	12.05.08
Infrastructure, Energy & Resources	371802 Driver Testing Officer	S. Figg	6 months	12.05.08
Infrastructure, Energy & Resources	371808 Driver Testing Officer	D. Bennett	6 months	15.05.08
Justice	355672 Senior Inspector	P. Kilby	6 months	10.06.08
Police & Emergency Management	001167 Clerk, Southern Regional Prosecution Services, Southern District	L. Greskie	6 months	01.07.08
Primary Industries & Water	701642 Client Service Officer	M. Dare	6 months	02.06.08
Treasury & Finance	724079 Senior Communications Officer	K. Nesbitt	6 months	10.06.08
Treasury & Finance	723172 Administrative Officer	S. Middleton	6 months	04.06.08
Treasury & Finance	723871 Computer Systems Officer	B. Klingberg	6 months	03.07.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	510303 Senior Technical Officer	T. Parks	31.05.08
Health & Human Services	514737 Senior Occupational Therapist	L. Martin	30.05.08
Health & Human Services	501315 Dental Officer	J. Marek	30.05.08

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