



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**

**TASMANIAN GOVERNMENT GAZETTE AND
TASMANIAN STATE SERVICES NOTICES****PUBLICATION AND COPY CLOSURE DATES**

ANZAC Day Public Holiday, Friday 25 April 2008—

Gazette deadlines for Wednesday 30 April 2008

COPY deadlines for the Tasmanian Government Gazette and State Service Notices to be published on Wednesday, 30 April 2008:—

All copy for the General Gazette must be received by 12 noon on Thursday, 24 April 2008.

Copy for State Service Notices must be received by 12 noon on Thursday, 24 April 2008.

ECONOMIC DEVELOPMENT AND TOURISM**TOURISM TASMANIA****Marketing and Commerical Operations****Support Officer Product Database (706047).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$44,019–\$47,675 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 4.

Fixed-term full-time for 4 months from date of appointment.

Location:— Hobart.

Duties:— As a key member of the Digital Services team, contribute to the development of brand awareness and appeal for Tasmania as a holiday destination with particular emphasis on tourism product within content databases and promotion of content on electronic media.

Liaise with industry and government agencies to collate, prepare and maintain tourism products and information to facilitate the timely distribution of product through various electronic and traditional distribution channels.

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

Enquiries to Paul Leitch, Co-ordinator Product Databases for a copy of the Statement of Duties or for further information about the position phone (03) 6230 8253, email Paul.Leitch@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Rosie Cole, Human Resources, Department of Economic Development and Tourism, G.P.O. Box 771, Hobart 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

EDUCATION**CORPORATE SERVICES****Communications Services Unit****Co-ordinator Online Communications (963353)**

Applications Close:— Friday, 11 April 2008.

Salary:— \$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:— Hobart.

Description of the Role:— Co-ordinate the use of online communication services and technology in the Department.

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 and serious drug offences.

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

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

Enquiries to Irena Blissenden, Department of Education, phone (03) 6233 4665, email irena.blissenden@education.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Strategy

Capital Planning and Development.

Project Officer—2 Vacancies.

Applications Close:— Friday, 11 April 2008.

Salary:— \$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Vacancy No. 961580.

Permanent full-time.

Location:— Hobart.

Vacancy No. 650037.

Permanent full-time.

Location:— Hobart.

Description of the Role:— Provide high level client focussed project management of a wide range of works and services related projects and programmes and advice on supporting processes. Assist in the development of associated policy and guidelines.

Desirable Requirements:— A current driver's licence.

Applicants should forward an Application for Employment Form 201 with a 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 RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

For a copy of the Statement of Duties, please contact Colleen Rakowski on (03) 6233 5093, email colleen.rakowski@education.tas.gov.au.

Enquiries to Catherine Parker, Department of Education, phone (03) 6233 8976, email cath.parker@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

Information and Technology Services

IT Infrastructure

Senior IT Support Officer (963043).

Applications Close:— Friday, 11 April 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.

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

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

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

Applicants should forward an Application for Employment Form 201 with a 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 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 Craig Wighton, Department of Education, phone (03) 6233 6759, email craig.wighton@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

INFORMATION SERVICE AND COMMUNITY LEARNING

Systems Support and Development

Systems Support and Development Officer (961060).

Applications Close:— Friday, 11 April 2008.

Salary:— \$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:— Hobart.

Description of the Role:— Work with Systems Support staff to develop, provide, and maintain effective web and electronic services solutions to meet library needs. Advise on trends and developments in electronic 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 for—crimes of violence, sex related offences and serious drug offences.

Applicants should forward an Application for Employment Form 201 with a 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 RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant position numbers on the

Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

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

Enquiries to Noelene Kelly, Department of Education, phone (03) 6233 7350, email noelene.kelly@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Deloraine High School

Teacher Maths/Science (205154).

Applications Close:— Friday, 11 April 2008.

Salary:— \$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:— Deloraine High School.

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

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

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

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

Desirable Requirements:— Ability to teach Maths/Science. Ability to implement and manage appropriate learning programmes through a student centred, inquiry based approach. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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 Craig Brown, Department of Education, mobile 0408 144 369, email craig.brown@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Lilydale District School

Teacher Maths/Science (203656).

Applications Close:— Friday, 11 April 2008.

Salary:— \$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:— Lilydale District High School.

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

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

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

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

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

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

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 Greg Morgan, Department of Education, mobile 0408 131 918, email greg.morgan@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Winnaleah District High School

Teacher, Middle School (203758).

Applications Close:— Friday, 11 April 2008.

Salary:— \$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:— Winnaleah District High School.

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

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

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

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

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

Applicants should forward an Application for Employment Form 201 with a 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 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 Brian Wightman, Department of Education, mobile 0414 510 631, email brian.wightman@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Latrobe Primary School

School Attendant (Cleaning) (952350).

Applications Close:— Friday, 11 April 2008.

Salary:— \$33,637 per annum.

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

Permanent full-time.

Location:— Latrobe Primary School.

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

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

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

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

Enquiries to Bernadette Howard, Department of Education, phone (03) 6426 1203, mobile 0417 368 110, email bernadette.howard@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Natone Primary School

School Attendant Grounds and Cleaning (952667).

Applications Close:— Friday, 11 April 2008.

Salary:— \$33,637 per annum.

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

Permanent full-time 48 Hours per fortnight Grounds, 32 Hours per fortnight Cleaning.

Location:— Natone Primary School.

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

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

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

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

Enquiries to Magella Dudley, Department of Education, phone 0408 145 766, email magella.dudley@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Rose Bay High School

Clerk (954666).

Applications Close:— Friday, 11 April 2008.

Salary:— \$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:— Rose Bay High School.

Description of the Role:— To provide general clerical assistance, records management, word processing and other duties required in the school office, including reception.

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 and serious drug offences.

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

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

Enquiries to Annette Pearson, Department of Education, phone (03) 6243 8511, email annette.pearson@education.tas.gov.au.

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

EDUCATION

LIBRARY AND INFORMATION SERVICES

*State Library of Tasmania***Librarian, Senior (Young Peoples Services) (650155).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$62,286–\$67,714 pro rata.

Professional Employees Award, Level 2.

Permanent part-time 58.8 hours per fortnight 52 weeks per year.

Location:— Hobart.

Description of the Role:— Manage the development and operation of a customer-focused library or specialist service or services on a geographical or functional basis.

Essential Requirements:— Degree or diploma in Librarianship or information studies at a recognised university or college of advanced education or a post graduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA). The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

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

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

For a copy of the Statement of Duties and the Local Task List please contact Cass Walker, phone (03) 6233 8634, email cass.walker@education.tas.gov.au.

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

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

*Regulation and Operations***Environmental Officer, Contaminated Sites (702259).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:— Hobart.

Duties:— As a professional practitioner, undertake ongoing management of environmentally relevant activities, specifically contaminated site assessment and remediation, according to the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation and policies.

Provide independent professional advice on the best practice environmental management and regulation of contaminated site remediation in Tasmania, including the contribution to guideline documents.

The occupant will represent the Division in negotiations and meetings with other state government agencies, local government, industry and the community.

Essential Requirements:— To successfully perform the duties of this position it is essential that you have a degree in either Science, Engineering or Environmental Science or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:— To successfully perform the duties of this position it is desirable that you have a current motor vehicle driver's licence and sound knowledge and experience in best practice environmental management.

Enquiries to Coleen Cole, Section Head Waste Management, phone (03) 6233 2811, email Coleen.Cole@environment.tas.gov.au. For a copy of the Statement of Duties please contact Tammy Miller, Administrative Assistant, Department of Education, phone (03) 6233 6518, email Tammy.Miller@environment.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Rosemary Cole, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

*Operations and Performance***Ranger (Generic).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$38,927–\$40,547 per annum.

Parks and Wildlife Services Agreement 1996, Level 2.

Permanent full-time (2 positions), Fixed term full-time (2 positions).

Location:— Northern Region.

Tamar Field Centre, 2 positions, Permanent full-time.

Great Western Tiers (GWT) Field Centre, 1 position, Fixed term full-time for 12 months.

Mersey Field Centre, 1 position, Fixed term full-time for 6 months.

Please indicate in application the location/s you are applying for.

Allowance:— In addition a loading of 31% under the Parks and Wildlife Industrial Agreement is payable to employees who meet the allowance conditions required by the Agreement. Total salary if meeting the conditions would be \$50,994–\$53,116.

Duties:— Assist the Senior Ranger or Ranger In Charge in managing, maintaining and protecting of areas under the jurisdiction of the Department, including departmental assets, bio and geo diversity, historic and Aboriginal heritage within the Region.

Essential Requirements:— A current motor vehicle driver's licence Workplace Level 2 First Aid Certificate or the ability to acquire prior to appointment.

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

Enquiries to : (Tamar Field Centre Positions) Anthony Ross, phone (03) 6336 5397, email Anthony.Ross@parks.tas.gov.au or : (Great Western Tiers and Mersey Field Centre positions), Rob Buck, phone (03) 6363 5133, email Robert.Buck@parks.tas.gov.au. For a copy of the Statement of Duties please contact, Rowena Lundie, phone (03) 6336 5267, email Rowena.Lundie@parks.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, state location/s and be addressed to, Rosie Cole, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

*Operations and Performance***Ranger (2IC) Overland Track (706197).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$42,233–\$44,019 per annum.

Parks and Wildlife Services Agreement 1996, Level 3.

Permanent full-time.

Location:— Lake St Clair.

Allowance:— In addition a loading of 31% under the Parks and Wildlife Industrial Agreement is payable to employees who meet the allowance conditions required by the Agreement. Total salary if meeting the conditions would be \$55,325–\$57,664.

Duties:— Assist the Senior Ranger/RIC in managing, maintaining and protecting land and assets along and associated with the Overland Track.

Essential Requirements:— It is essential that you have a current driver's licence and a Workplace Level 2 First Aid Certificate or equivalent or the ability to acquire prior to appointment.

Desirable Requirements:— To successfully perform the duties of this position it is desirable that you have progress towards a Diploma of Environmental and Cultural Resources (Park Management) or equivalent qualification from a recognised tertiary institution and an ability to pass the PWS fire fighter fitness assessment at the 'Moderate' or 'Arduous' level.

Enquiries to Trevor Norris, Senior Ranger, phone (03) 6289 1172, email Trevor.Norris@parks.tas.gov.au. For a copy of the Statement of Duties please contact, Greg Wall, phone (03) 6492 1110, email Greg.Wall@parks.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Rosie Cole, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (Midwife) (511354).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$60,828–\$65,071 pro rata.

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

Permanent part-time shift worker (fully rotational) working 64 hours per fortnight.

Location:— WACS, Ward 40/4B.

Duties:— Functions as an advanced clinical practitioner within the area of Maternity 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, with authorisation to practice as a Midwife.

Enquiries to Wendy Newman, Department of Health and Human Services, phone (03) 6348 8964, email wendy.newman@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

*Launceston General Hospital***Registered Nurse (513498a).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$43,859–\$58,704 pro rata.

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

Fixed-term part-time day worker, not working weekends but working public holidays, working 48 hours per fortnight. To commence as soon as possible until 1 August 2008.

Location:— North West Renal Unit Parkside.

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.

This is a fixed term training opportunity at the North West Renal Unit.

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 Sue Robertson, Department of Health and Human Services, phone (03) 64344130, email sue.robertson@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

Launceston General Hospital

Registrar (Accredited) DEM (504712).

Applications Close:— Friday, 9 May 2008.

Salary:— To be negotiated.

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

Fixed-term full-time day worker. To commence as soon as possible until 18 January 2009.

Location:— Medicine Launceston General Hospital.

Duties:— To provide high quality day to day medical services in the Department of Emergency Medicine.

Essential Requirements:— A Medical Practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 and who has had a minimum of two year's post graduate experience and is undertaking a course of study to obtain a specialist qualification which is recognised under the provisions of the Commonwealth/State Agreement on Mutual Recognition. To be employed at this level the medical practitioner must be employed in a recognised Registrar position.

Enquiries to Dr Karen Richards, Department of Health and Human Services, phone (03) 6348 7446, email karen.richards@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

Launceston General Hospital

Senior Registrar (514724).

Applications Close:— Friday, 9 May 2008.

Salary:— To be negotiated.

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

Fixed-term full-time day worker. To commence as soon as possible until 18 January 2009.

Location:— Medicine Launceston General Hospital.

Duties:— To provide high quality day to day medical services in the Medicine Department.

Essential Requirements:— A Medical Practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 and who has had a minimum of two year's post graduate experience and is undertaking a course of study to obtain a specialist qualification which is recognised under the provisions of the Commonwealth/State Agreement on Mutual Recognition. To be employed at this level the medical practitioner must be employed in a recognised Registrar position.

Enquiries to Dr Karen Richards, Department of Health and Human Services, phone (03) 6348 7446, email karen.richards@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

Launceston General Hospital

Staff Specialist (Emergency Medicine) (515819).

Applications Close:— Friday, 9 May 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 day worker.

Location:— Emergency Medicine Launceston General Hospital.

Duties:— To provide specialist emergency medical care to patients attending the Department of Emergency Medicine at the Launceston General Hospital. To be involved in research, quality improvement activities and undergraduate, post graduate and other teaching at the Launceston General Hospital. To 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 Karen Richards, Department of Health and Human Services, phone (03) 6348 7446, email karen.richards@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

Launceston General Hospital

Tradesperson (Electrician) (503357).

Applications Close:— Friday, 11 April 2008.

Salary:— \$45,244 per annum.

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

Permanent full-time day worker.

Location:— Corporate, Building and Engineering.

Duties:— Be an effective member of the Building and Engineering Team, responsible for the repair, installation, commissioning, and testing of all Electrical trade related plant, equipment, services, and facilities within the Department's responsibility area.

Essential Requirements:— Relevant Trades Qualification.

Enquiries to John Porter, Department of Health and Human Services, phone (03) 6348 7433, email john.porter@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

Clinical Nurse Consultant (Burns Unit) (517669).

Applications Close:— Friday, 11 April 2008.

Salary:— \$69,869–\$74,792 per annum.

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

Permanent full-time day worker.

Location:— Clinical Services, Surgery, Surgical Specialties Unit.

Duties:— Provide a specialist consultancy service for the management of patients with burn injuries. Co-ordinate and or deliver advanced nursing care to patients with burn injuries. In conjunction with stakeholders, undertake a leadership role in developing plans for and maintaining preparedness for the RHH's participation in the 'AUSBURNPLAN' network.

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

Enquiries to Rae de Silva, Department of Health and Human Services, phone (03) 6222 8216, email rae.desilva@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:.

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

Customer Service Officer (515244).

Applications Close:— Friday, 11 April 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, 60.8 hours per fortnight.

Location:— Royal Hobart Hospital.

Duties:— Input and retrieve patient information using the hospital's computerised information system. Provide clerical support as required, including managing all incoming telephone and face to face enquiries, maintaining patient records and liaison with hospital staff.

Enquiries to Philip Evans, Department of Health and Human Services, phone (03) 6222 8921, email philip.evans@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

Pathology Clerk (513162).

Applications Close:— Friday, 11 April 2008.

Salary:— \$34,295–\$36,936 per annum.

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

Permanent full-time day work.

Location:— Pathology Department, Central Processing Unit, Royal Hobart Hospital.

Duties:— The position is a data entry clerk in Pathology having major responsibilities of office duties including answering telephone inquiries.

Desirable Requirements:— Demonstrated general office skills, with knowledge of clerical and data processes in a pathology laboratory or the ability to acquire that knowledge. Knowledge of or ability to acquire knowledge in computerised systems relating to pathology data and finance. Sound communication skills, together with the ability to work independently within established guidelines.

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

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Radiation Therapist (514297).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$54,730–\$79,532 per annum.

Radiation Therapists (Public Sector) Wages Agreement 2004, Radiation Therapist, Level PO1, PO2.

Permanent full-time day work.

Location:— Royal Hobart Hospital.

Duties:— Carry out the planning and treatment of patients with X-rays and electrons as prescribed by a Radiation Oncologist, and associated duties including patient care, general and technical administration.

Essential Requirements:— Entitled to be granted registration as a Radiation Therapist by the Medical Radiation Science Professionals Registration Board of Tasmania.

Enquiries to Marianne Hercus, Department of Health and Human Services, phone (03) 6222 8616, email marianne.hercus@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

Mental Health Services

North West

Team Leader (503109m).

Applications Close:— Friday, 11 April 2008.

Salary:— \$80,978 per annum.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 1.

Permanent full-time daywork (with on call).

Location:— Adult Community Mental Health Service, Burnie.

Duties:— Please Note: This vacancy is also advertised as a Team Leader (Registered Nurse Level 4 Grade 1) and a Team Leader (Allied Health Professional Manager Level 5 Grade 1). There is only one vacancy and one vacancy will be filled on merit.

As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service Principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Team Leader will: Provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary community mental health team. Embed a team culture and philosophy consistent with the Agency's Fit programme principles and the Model of Care and Service Principles articulated within the MHS Strategic Plan 2006-2011. Provide effective management of human, physical and financial resources of the Community Mental Health Team. Provide leadership, direction and change management to facilitate the progression of the Mental Health Service Strategic Plan 2006-2011 through the implementation of the new integrated model of care as specified in the service blueprint. Develop and maintain appropriate and effective relationships with internal and external stakeholders, consumer

and carer groups and non government agencies to promote fully integrated, recovery focused mental health services. As an integral part of the Regional Executive and the Statewide Clinical Reference Group, work effectively in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices.

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 and disciplinary action in previous employment check.

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4078, email amanda-jane.pearce@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

Mental Health Services

North West

Team Leader (503109).

Applications Close:— Friday, 11 April 2008.

Salary:— \$91,873 per annum.

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

Permanent full-time daywork (with on call).

Location:— Adult Community Mental Health Service, Burnie.

Duties:— Please Note: This vacancy is also advertised as a Team Leader (503109m) Registered Nurse Level 4 Grade 1. There is only one vacancy and one vacancy will be filled based on merit.

As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service Principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Team Leader will: Provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary community mental health team. Embed a team culture and philosophy consistent with the Agency's Fit programme principles and the Model of Care and Service Principles articulated within the MHS Strategic Plan 2006-2011. Provide effective management of human, physical and financial resources of the Community Mental Health Team. Provide leadership, direction and change management to facilitate the progression of the Mental Health Service Strategic Plan 2006-2011 through the implementation of the new integrated model of care as specified in the service blueprint. Develop and maintain appropriate and effective relationships with internal and external stakeholders, consumer and carer groups and non government agencies to promote

fully integrated, recovery focused mental health services. As an integral part of the Regional Executive and the Statewide Clinical Reference Group, work effectively in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices.

Essential Requirements:— Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers, or a Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; or Graduate of an approved School of Occupational Therapy and eligibility for membership to 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 and disciplinary action in previous employment check.

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4078, email amanda-jane.pearce@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

Population Health

Public and Environmental Health Service

Administration Assistant (517293).

Applications Close:— Friday, 11 April 2008.

Salary:— \$38,464–\$41,681 per annum.

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

Fixed-term part-time day work, working 38 hours per fortnight, commencing As soon as possible until 26 June 2009.

Location:— 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 (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

Cleaner (507513).

Applications Close:— Friday, 11 April 2008.

Salary:— \$32,898–\$33,620 per annum.

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

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

Location:— Beaconsfield District Health Service.

Duties:— Clean the facility according to chore lists in compliance with established protocols and standards.

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 and disciplinary action in previous employment check.

Enquiries to Linda Proietti, Department of Health and Human Services, phone (03) 6383 1104, email linda.proietti@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

Enrolled Nurse (506301).

Applications Close:— Friday, 11 April 2008.

Salary:— \$44,751–\$46,010 pro rata.

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

Fixed-term part-time shiftwork, working 40 hours per fortnight, commencing As soon as possible for a period of 6 months.

Location:— Beaconsfield District Health Service.

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 and disciplinary action in previous employment check.

Enquiries to Linda Proietti, Department of Health and Human Services, phone (03) 6383 1104, email linda.proietti@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

Enrolled Nurse (504468).

Applications Close:— Friday, 11 April 2008.

Salary:— \$44,751–\$46,010 pro rata.

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

Fixed-term part-time shiftwork, 64 hours per fortnight commencing As soon as possible for a period of 6 months.

Location:— Beaconsfield District Health Service.

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 and disciplinary action in previous employment check.

Enquiries to Linda Proietti, Department of Health and Human Services, phone (03) 6383 1104, email linda.proietti@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

Enrolled Nurse (Medication Endorsed) (506018).

Applications Close:— Friday, 11 April 2008.

Salary:— \$44,751–\$46,010 pro rata.

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

Fixed-term part-time shiftwork, 40 hours per fortnight, commencing As soon as possible for a period of 6 months.

Location:— Beaconsfield District Health Service.

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 and disciplinary action in previous employment check.

Enquiries to Linda Poietti, Department of Health and Human Services, phone (03) 6383 1104, email linda.poietti@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Extended Care Attendant—5 Vacancies.

Applications Close:— Friday, 11 April 2008.

Salary:— \$34,812–\$35,533 per annum.

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

Vacancy No. 505613.

Permanent full-time shift work.

Location:— Chapman Avenue, Dover.

Vacancy No. 505615.

Permanent full-time shift work.

Location:— Chapman Avenue, Dover.

Vacancy No. 505885.

Permanent part-time shift work, working 72 hours per fortnight.

Location:— Chapman Avenue, Dover.

Vacancy No. 506277.

Permanent part-time shift work, working 40 hours per fortnight.

Location:— Chapman Avenue, Dover.

Vacancy No. 506278.

Permanent part-time shift work, working 40 hours per fortnight.

Location:— Chapman Avenue, Dover.

Please indicate which position you wish to apply for.

Duties:—To assist Registered Nursing staff in the provision of daily care activities to residents of Esperance Multi Purpose Centre.

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 and disciplinary action in previous employment check.

Enquiries to Gilliam Hammond, Department of Health and Human Services, phone (03) 6264 8850, email gillian.hammond@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Technical Consultant (500000).

Applications Close:— Friday, 11 April 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:— Housing Tasmania, Hobart.

Duties:—Provide technical advice on acquisition, disposal and maintenance of housing stock to Area management. Inspect and assess maintenance requirements for existing housing stock and arrange for work as appropriate in accordance with current standards. Supervise contractors, allocate work, assess progress and authorise payments against satisfactory performance of conditions of contract. Project manages minor and major capital works projects in consultation with the Area Management. Provide advice on relevant technical matters to tenants, and to relevant local and non-government organisations.

Desirable Requirements:— Extensive experience and knowledge of the building and maintenance industry. Well-developed project management, co-ordination and supervision skills. Ability to implement and monitor quality control guidelines and audit contractor performance.

Building contractors and/or experienced Site Foreman are encouraged to apply.

Enquiries to Vitay Kaitinis, Department of Health and Human Services, phone (03) 6233 4721, email vitay.kaitinis@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

Domestic Services Officer (517682).

Applications Close:— Friday, 11 April 2008.

Salary:— \$34,059–\$34,606 pro rata.

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

Permanent part-time day worker, 53.2 hours per fortnight.

Location:— Ashley Youth Detention Centre, Deloraine.

Duties:— Perform a wide range of cleaning and laundry services for the Ashley Youth Detention Centre. Ensure all cleaning equipment is maintained and used in a safe and correct manner and faults reported.

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, 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 Anton Kenzie, Department of Health and Human Services, phone (03) 6362 2311, email anton.kenzie@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Human Resources

Pay/Personnel Officer (516236).

Applications Close:— Friday, 11 April 2008.

Salary:— \$43,431–\$47,038 per annum.

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

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

Location:— Hobart.

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

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

Enquiries to Nathan Wilson, Department of Health and Human Services, phone (03) 62 334611, email nathan.wilson@dhhs.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Senior Business Analyst (372100).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:— Hobart.

Duties:— The occupant is required to manage, co-ordinate and provide high-level advice on the delivery of Motor Registry System (MRS) projects, policies, management and business activities that support the activities and future directions of the Registration and Licensing Branch.

Desirable Requirements:— Appropriate tertiary qualifications.

Enquiries to John Mason, Manager Applications and Information, Department of Infrastructure, Energy and Resources, phone (03) 6233 3852, email john.mason@dier.tas.gov.au.

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting Ellie Conway on (03) 6233 5004 or hr@dier.tas.gov.au.

JUSTICE

MAGISTRATES COURT

*Hobart***District Registrar and Manager (Civil Division) (355495).**

Applications Close:— Friday, 11 April 2008.

Salary:— \$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:— Hobart.

Duties:— Effectively manage the Southern District in accordance with the strategic direction of the Division, perform the statutory function as District Registrar for the southern region and co-ordinate policy and procedure for the Civil Division and related jurisdictions of the Court.

Desirable Requirements:— Substantial knowledge of court procedures and relevant legislation including the ability to contribute to the review and development of Court policies and procedures. Relevant tertiary qualifications in Court Administration or management.

Enquiries to Jim Connolly, Administrator of Courts, Department of Justice, phone (03) 6233 3616, email jim.connolly@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Sita Buick on (03) 6233 3616.

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.

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

JUSTICE

OFFICE OF THE SECRETARY

Executive Officer (355146).

Applications Close:— Friday, 11 April 2008.

Salary:— \$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:— Hobart.

Duties:— Manage the provision of services to the Office of the Secretary, including information systems, records and work procedures. Ensure a high level of executive assistance and administrative support is provided to the Secretary and Deputy Secretaries.

Desirable Requirements:— High level personal skills of judgement, initiative, self-motivation and capacity for innovation in the management of the office of a senior executive.

Enquiries to Lisa Hutton, Secretary, Department of Justice, phone (03) 6233 6241, email lisa.hutton@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Mary Conway on (03) 6233 3201.

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.

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

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Grounds and Gardens Assistant (020308).

Applications Close:— Friday, 11 April 2008.

Salary:— \$34,970–\$37,256 per annum.

Port Arthur Historic Site Staff Agreement 2004, Conservation and Infrastructure Stream, Level 3.

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

Location:— Port Arthur.

Duties:— Under supervision, undertake a broad range of tasks in the construction, maintenance and preservation of

the grounds and gardens under the control of the Port Arthur Historic Site Management Authority.

Desirable Requirements:— Drivers Licence, Workplace First Aid Level 2. Completion of any of the following courses: Tree fellers, Chemical spraying, Workplace safety, An accredited sub-trade level certificate.

Enquiries to Ross Reid, Grounds and Gardens Supervisor, Port Arthur Historic Site Management Authority, phone (03) 6251 2335, mobile 0417 325345.

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

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

TOURISM OPERATIONS

School Based Trainee (030308).

Applications Close:— Friday, 11 April 2008.

Salary:— \$209–\$469 per week.

Tasmanian State Service National Training Wage Award.

Fixed-term part-time for up to 18 months.

Location:— Port Arthur.

Duties:— Under direction, perform a broad range of functions within the Tourism Operations Department so as to complete a Certificate II in Tourism (Operations).

Enquiries to Jane Bale, Human Resources Administrator, Port Arthur Historic Site Management Authority, phone (03) 6251 2306, email jane.bale@portarthur.org.au.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Human Resources Management Branch

Senior HR Project Consultant (001422).

Applications Close:— Friday, 11 April 2008.

Salary:— \$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:— Hobart.

Duties:— 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. Provide organisational leadership in the areas of workforce analysis and planning, information management systems and reporting, recruitment strategies, knowledge management, business continuity planning, performance management, OHandS systems, flexible work practices, workplace diversity and project management to review and develop leading HRM practices within the Department of Premier and Cabinet and the Ministerial and Parliamentary Support.

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

Enquiries to Chris Mulcahy, HR Manager, Department of Premier and Cabinet, phone 0362330 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 3788, fax (03) 6233 2769, email jobs.application@dpac.tas.gov.au.

PREMIER AND CABINET

POLICY DIVISION

Assistant Director (001424).

Applications Close:— Friday, 11 April 2008.

Salary:— \$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:— Hobart.

Duties:— Manage staff, programmes and projects as required. Member of the management team of the Division. Team leader for a broad range of policy tasks, Government programmes and initiatives. Provide the Premier and the Cabinet with broad-based authoritative advice and comment at a strategic level. Initiate policies that progress the Government's strategic directions.

Desirable Requirements:— Tertiary qualifications in a major policy field and demonstration of an advanced level of skills in analysis and comment.

Enquiries to Tim Bullard, Director, Department of Premier and Cabinet, phone (03) 6233 6452, email Tim.Bullard@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

Geodata Services

Land Information Officer (702789 to 702794) (6 positions).

Applications Close:— Friday, 11 April 2008.

Salary:— \$38,927–\$45,854 per annum.

Technical Employees Award, Level 2.

Permanent full-time.

Location:— Hobart.

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

Duties:— Undertake a broad range of tasks associated with the systematic development, maintenance and delivery of digital topographic and cadastral spatial data, forming part of the Land Information System Tasmania (LIST) including; collation and interpretation of topographic and cadastral records and information; interrogation and updating of spatial data into LIST datasets using Geographic Information Systems (GIS) and; preparation of plans, mapping products and spatial data using desktop mapping, desktop publishing and photogrammetric software.

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 Spatial Information Services.

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

Enquiries to Malcolm Crawford, phone (03) 6233 3570, email malcolm.crawford@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

Marine Farming

Principal Marine Farming Environmental Management Officer (000188).

Applications Close:— Friday, 11 April 2008.

Salary:— \$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:— Hobart.

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

Duties:— To provide leadership and high level policy advice on environmental issues relating to the State's marine farming industry in accordance with the Marine Farming Planning Act 1995 and the Living Marine Resources Management Act 1995, including the management of the Marine Farm Environmental Monitoring Programme, liaise and correspond with industry, State and Commonwealth government agencies and the public.

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

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

Desirable Requirements:— Several years post-graduate experience in fisheries, marine environment or a related area. A current motor vehicle drivers licence.

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

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

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

PRIMARY INDUSTRIES AND WATER

INLAND FISHERIES SERVICE

Clerk (700384).

Applications Close:— Friday, 11 April 2008.

Salary:— \$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:— New Norfolk.

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

Duties:— Provide a range of clerical support functions associated with general accounts, revenue and daily office procedures. Provide a first point of contact service for internal and external clients.

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

Enquiries to Kellie Excell, phone (03) 6261 8056, email kellie.excell@ifs.tas.gov.au.

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

TAFE TASMANIA

DELIVERY TEAMS

Clothing and Textiles

Administrative Assistant (330078).

Applications Close:— Friday, 11 April 2008.

Salary:— \$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time (0.6122 FTE, 45 hours per fortnight).

Location:— North.

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

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

Enquiries to Christine Hughes, A/Team Leader, Clothing and Textiles, TAFE Tasmania, phone (03) 6336 2752, email Christine.Hughes@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.

TAFE TASMANIA

CAMPUS DEVELOPMENT

Customer Services

Administrative Assistant (320021).

Applications Close:— Friday, 11 April 2008.

Salary:— \$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:— Hobart.

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

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

Enquiries to Rachel Willis, Team Leader, Customer Services

South, TAFE Tasmania, phone (03) 6233 7209, email Rachel.Willis@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.

TAFE TASMANIA

ORGANISATIONAL AND BUSINESS DEVELOPMENT

Communications, Marketing and Branding

Events and Communications Co-ordinator (000685).

Applications Close:— Friday, 11 April 2008.

Salary:— \$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:— Hobart.

Duties:— To work as part of TAFE Tasmania's Communications, Marketing and Branding unit with responsibility for the co-ordination of event management for State-wide teaching and support teams.

Provide advice and assistance to team leaders and other managers on event management as they pertain to the promotion of TAFE Tasmania, its products and services.

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 Rod Wallis, Manager, Communications, Marketing and Branding, TAFE Tasmania, phone (03) 6233 4612, email Rod.Wallis@tafe.tas.edu.au.

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

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

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network,

provider or system error which could prevent the application being received within TAFE Tasmania.

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

Tasmanian Government Senior Executive Service

TREASURY AND FINANCE

OFFICE OF THE SECRETARY

Senior Executive Officer (722469).

Applications Close:— Friday, 11 April 2008.

Salary:— \$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:— Hobart.

Duties:— As part of a small and dynamic multi-skilled team, the Senior Executive Officer will contribute to the key roles of the Office of the Secretary by co-ordinating the Corporate Planning process within the Department, including the development of the Corporate Plan and Annual Report; managing relations between the Department and the Office of the Treasurer and the Executive Council; supporting major Departmental Committees (either the Executive Committee or the Corporate Management Group or the Audit and Risk Management Committee); and providing high level analytical, research and administrative support to the Secretary and Deputy Secretaries.

In the context of the selection criteria, to be successful in the position applicants will possess: high level verbal and written communication skills; an ability to liaise with a wide range of stakeholders; and, project management and self-management skills.

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

Enquiries to Jane Hyland, Director, Office of the Secretary, Department of Treasury and Finance, phone (03) 6233 2071, email jane.hyland@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Economic Development & Tourism	705925 Executive Assistant	R. Kime	6 months	20.03.08
Environment, Parks, Heritage & the Arts	340030 Visitor Reception Officer	D. Warner	N/A	12.03.08
Health & Human Services	500778 Administrative Officer	K. Fyfe	6 months	26.03.08
Health & Human Services	500791 Administrative Assistant	N. Bartlett	6 months	07.04.08
Health & Human Services	503884 Registered Nurse Level 1	S. Pitt	6 months	23.03.08
Health & Human Services	517239 Executive Assistant	L. Newsum	6 months	26.03.08
Health & Human Services	509850 Registered Nurse–Midwife	J. Nicholls	6 months	23.03.08
Health & Human Services	509761 Registered Nurse (Paediatric Diabetes Educator)	K. Demangone	6 months	26.02.08
Health & Human Services	515857 Registered Nurse	T. Hancl	6 months	02.03.08
Health & Human Services	506462 Non-Trade Cook/Domestic	L. Hitchens	6 months	23.03.08
Justice	354804 Advisory Officer	J. Wakefield	6 months	25.02.08
Justice	355043 Clerk (Magistrates Secretary)	A. Williams	6 months	11.03.08
Police & Emergency Management	001777 Clerk, Southern Regional Prosecution Services, Southern District	V. Lovell	6 months	12.03.08
Police & Emergency Management	002008 Clerk, Southern Regional Prosecution Services, Southern District	D. Griffith	6 months	12.03.08
Police & Emergency Management	001927 Policy and Research Officer	C. Ames	6 months	01.04.08
Primary Industries & Water	701806 Technical Officer–Pathology (Devil Facial Tumour Project)	B. Hua	6 months	17.03.08
Primary Industries & Water	701375 Client Service Officer	S. Castillo	6 months	26.03.08
Primary Industries & Water	702735 Computer Systems Officer	S. Hayhurst	6 months	26.03.08
Treasury & Finance	723832 Systems Analyst	C. Plottier	6 months	26.03.08

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>
Education	953142 Principal B3L3	S. Pearce	Education	203155 Principal B3L4	31.03.08
Health & Human Services	513179 Community Options Case Manager	J. Gardam	Health & Human Services	517302 HACC Regional Liaison Officer	22.04.08
Justice	350439a Advisory Officer	V. Stackpole	Justice	350439 Advisory Officer	25.02.08
Justice	354605a Advisory Officer	P. Commane	Justice	354605 Advisory Officer	25.02.08
Justice	354972a Advisory Officer	A. Mackirdy	Justice	354972 Advisory Officer	25.02.08
Justice	354972a Advisory Officer	K. Clements	Justice	356041 Advisory Officer	25.02.08
Premier & Cabinet	000573 Resource & Information Officer	A. Johnson	Premier & Cabinet	000349 Senior Policy and Program Manager	12.03.08
Premier & Cabinet	000351 Senior Policy Analyst	T. Smith	Premier & Cabinet	001317 Senior Policy Analyst	11.03.08
Primary Industries & Water	702271 Assistant Financial Accountant	N. Allwright	Primary Industries & Water	700620 Finance Analyst	17.03.08
Primary Industries & Water	000188 Principal Marine Farming Environmental Management	C. Shepherd	Primary Industries & Water	702704 Manager (Major Projects)	31.03.08
Premier & Cabinet	001151 Graduate Research Officer	J. Inglis	Treasury & Finance	723817 Research Officer	31.03.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	501869 Patient Information Clerk	P. Throp	17.03.08
Health & Human Services	515856 Registered Nurse	A. Taylor	14.03.08
Health & Human Services	504544 Registered Nurse (Midwife)	K. Coyle	14.03.08
Health & Human Services	510041 Administrative Assistant	L. S. Slade	04.02.08
Health & Human Services	513522 Training Officer	B. Cordwell	14.03.08
Health & Human Services	504901 Social Worker	J. Casamento	07.03.08
Police & Emergency Management	002608 Computer Systems Officer	W. Tripp	11.04.08

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	504922 Linen Assistant	S. Ritchie	17.03.08
Primary Industries & Water	701818 Licence and Review Coordinator	D. Latham	10.02.08

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