



TASMANIAN STATE SERVICE NOTICES

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

Vacancy notices and statements of duties are also available at:
www.jobs.tas.gov.au

If you do not obtain access, contact your supervisor.

Vacancies—General Information

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

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

All vacancies in this Gazette are normally only advertised once.

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Gazette

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

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

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

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

Order Information

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

Deadlines

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

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

These deadlines will be strictly adhered to.

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

ECONOMIC DEVELOPMENT AND TOURISM
INFORMATION MANAGEMENT AND TECHNOLOGY

Business Analyst (424999).

Applications Close:—Friday, 23 May 2008.

Salary:—\$55,020–\$60,476 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—Undertake business analysis and project management duties to ensure that the business processes and projects undertaken by the Department are delivered in an effective and efficient manner.

Contribute as a member of the business systems team to ensure a high level of client satisfaction in the delivery of Tourism Tasmania Information Technology projects and database applications.

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

Enquiries to Edmund Breen, Business Systems Manager, Department of Economic Development and Tourism, phone (03) 6233 5329, email Edmund.Breen@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

INFORMATION MANAGEMENT AND TECHNOLOGY

Senior Business Analyst (424998).

Applications Close:—Friday, 23 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide business analysis and project management services to ensure that the business processes and Information Technology projects undertaken by the department are implemented in an effective and efficient manner and deliver required business outcomes.

As a senior member of the team provide leadership, management and mentoring support to business systems staff.

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

Enquiries to Edmund Breen for a copy of the Statement of Duties on (03) 6233 5329 or email Edmund.Breen@development.tas.gov.au. For further information about the position please contact Edmund Breen, Business Systems Manager, Department of Economic Development and Tourism, phone (03) 6233 5329, email Edmund.Breen@development.tas.gov.au.

Applications to Human Resources, Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5329, fax (03) 6233 5703, email Edmund.Breen@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

INFORMATION MANAGEMENT AND TECHNOLOGY

Support Officer IT (424847).

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—Provide first level support for the PC operating environment, desktop and corporate applications. To work as part of the Information Technology Unit to undertake day to day tasks to support the Agency's staff and associated Information Technology (IT) and telephone systems.

Enquiries to James Graham, Senior Support Officer, Department of Economic Development and Tourism, phone (03) 6233 5909, email James.Graham@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

*Infrastructure and Industry Development***Executive Assistant and Group Support (705966).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$44,019–\$47,675 per annum.

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

Permanent part-time 2 days a fortnight (Wednesdays).

Location:—Hobart.

Duties:—Manage the office of the Director (Infrastructure and Industry Development), providing high level administrative, clerical and organisational support, including researching and collating information and ensuring the efficient flow of information to and from the office.

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

Enquiries to Robyn Geason for a copy of the Statement of Duties on (03) 6230 8360 or email Robyn.Geason@tourism.tas.gov.au. For further information about the position please contact Claire Ellis, Director Infrastructure and Industry Development, Department of Economic Development and Tourism, phone (03) 6230 8359, email Claire.Ellis@tourism.tas.gov.au.

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

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

EDUCATION

CORPORATE SERVICES

Human Resources Management

Workplace Relations

Safety, Injury and Risk Management Unit

Senior HR Consultant Health and Safety (960256).

Applications Close:—Friday, 23 May 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To provide quality high level human resources management consultancy services, in particular in relation to employee health, safety and welfare, to assist in effective human resources management throughout 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, serious drug offences.

Desirable Requirements:—Membership of a relevant professional organisation. The completion of tertiary qualifications in a Human Resource Management or relevant field, or a significant background in Human Resources Management.

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 Clive Thristan, Department of Education, phone (03) 6233 7206, email clive.thristan@education.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

Human Resources Management

Workplace Relations

Safety, Injury and Risk Management Unit.

Senior HR Consultant Injury Management (960257).

Applications Close:—Friday, 23 May 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To provide quality high level human resources management consultancy services, in particular in relation to injury management (workers compensation and rehabilitation) and welfare, to assist in effective human resources management throughout 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, serious drug offences.

Desirable Requirements:—Membership of a relevant professional organisation. The completion of tertiary qualification in a Human Resource Management or relevant field, or a significant background in Human Resources Management.

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 Clive Thristan, Department of Education, phone (03) 6233 7206, email clive.thristan@education.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

Information and Technology

IT Infrastructure

Senior IT Infrastructure Support Consultant (962657)- WITHDRAWN.

Applications Close:—Friday, 23 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Undertake the management, co-ordination, support, investigation on a broad range of

technical support issues relating to Local Area Network (LAN) Communications including co-ordinate service enhancements and provide associated high level advice on LAN infrastructure.

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

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

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

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

Enquiries to David Briggs, Department of Education, phone (03) 6233 6906, email david.briggs@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Parklands High School

Teacher, Middle School (200348), RE-ADVERTISED.

Applications Close:—Friday, 23 May 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Parklands 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 Ann Walker, Department of Education, phone (03) 6433 0206, email ann.walker@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Parklands High School

Teacher, Middle School (200348)—WITHDRAWN.

Applications Close:—Friday, 16 May 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Parklands High School.

Please note: This vacancy was previously advertised permanently in the Gazette of 26 March 2008. This position has now been withdrawn and readvertised as a term appointment until the end of term 3, 2008.

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 Ann Walker, Department of Education, phone (03) 6433 0206, email ann.walker@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Ulverstone High School

Advanced Skills Teacher (201332).

Applications Close:—Friday, 23 May 2008.

Salary:—\$74,033 per annum.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time.

Location:—Ulverstone High School.

To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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 in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

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

Enquiries to Glen Lutwyche, Department of Education, phone (03) 6425 1433, email glen.lutwyche@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Ulverstone High School

Teacher—6 Vacancies.

Applications Close:—Friday, 23 May 2008.

Salary:—\$42,711–\$68,351 pro rata.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 201378, Art.

Permanent part-time 56 hours per fortnight 52 weeks per year.

Location:—Ulverstone High School.

Vacancy No. 201360, Health and Physical Education.

Permanent full-time.

Location:—Ulverstone High School.

Vacancy No. 201351, Health and Physical Education/Active Leadership/Dance.

Permanent full-time.

Location:—Ulverstone High School.

Vacancy No. 201366, Media/Information Technology.

Permanent full-time.

Location:—Ulverstone High School.

Vacancy No. 201343, Senior Maths.

Permanent full-time.

Location:—Ulverstone High School.

Vacancy No. 201344, Middle School and Senior Maths.

Permanent full-time.

Location:—Ulverstone 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 Art, 201378, Health and Physical Education, 201360, Health and Physical Education/Active Leadership/Dance, 201351, Media/Information Technology, 201366, Senior Maths, 201343, Middle School and Senior Maths, 201344. 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 Glen Lutwyche, Department of Education, phone (03) 6425 1433, email glen.lutwyche@education.tas.gov.au.

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

EDUCATION
LEARNING SERVICES
Learning Services (South)
Margate Primary School

School Office Clerk (953041).

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 62 hours per fortnight 42 weeks per year.

Location:—Margate Primary School.

Description of the Role:—To provide general clerical and administrative support in the school/college office, including client service, maintenance of the School Administration and Accounting System database, records management, word processing and other duties as required.

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

Applicants should forward an Application for Employment Form 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 Brad Willis, Department of Education, phone (03) 6267 1387, email brad.willis@education.tas.gov.au.

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

EDUCATION
LEARNING SERVICES
Learning Services (South)
Rosetta Primary School

School Office Clerk (953711).

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 50 hours per fortnight 40 weeks per year.

Location:—Rosetta Primary School.

Description of the Role:—To provide general clerical and administrative support in the school/college office, including client service, maintenance of the School Administration and Accounting System database, records management, word processing and other duties as required.

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

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

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

Enquiries to Michelle Castle, Department of Education, phone (03) 6272 1099, email michelle.castle@education.tas.gov.au.

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

EDUCATION
LEARNING SERVICES
Programmes—Personalised Learning
Guaranteeing Futures

Pathway Planning Officer—3 Vacancies.

Applications Close:—Friday, 23 May 2008.

Salary:—\$53,188–\$55,020 pro rata.

Administrative and Clerical Employees Award, Level 6.

Vacancy No. 962926.

Permanent full-time.

Location:—North West.

Vacancy No. 962927.

Permanent full-time.

Location:—North West.

Vacancy No. 963185.

Permanent part-time 36.75 hours per fortnight 52 weeks per year.

Location:—North West.

Description of the Role:—Provide pathway planning and transition support for young people aged 13-17 in a secondary school environment.

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

Desirable Requirements:—A Current Drivers Licence.

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

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

For a copy of the Statement of Duties please contact Rachel Gray, phone (03) 6434 7217 email rachel.gray@education.tas.gov.au.

Enquiries to Trudy Durkin, Department of Education, phone (03) 6434 6313, email trudy.durkin@education.tas.gov.au.

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

EDUCATION

LIBRARY AND INFORMATION SERVICES

State Library of Tasmania

Public Library Services A

Resources and Access

Librarian, Senior Cataloguer (650165).

Applications Close:—Friday, 23 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Fixed-term full-time from 28 June 2008 to 30 June 2009.

Location:—State Library of Tasmania.

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 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 and Local Duty Statement, please contact Cass Walker on (03) 6233 8634, email cass.walker@education.tas.gov.au.

Enquiries to Mary Laird, Department of Education, phone (03) 6233 7779, email mary.laird@education.tas.gov.au.

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

EDUCATION

LIBRARY AND INFORMATION SERVICES

State Library of Tasmania

Public Library Services B

Glenorchy Library

Co-ordinator Community Learning and Information Services (963108).

Applications Close:—Wednesday, 21 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Glenorchy Library.

Description of the Role:—To co-ordinate the day-to-day delivery of community learning and information services in an Online Access Centre or specified Library.

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

Desirable Requirements:—Certificate IV in Workplace Training and Assessment, Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification.

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 Heather Jones, Department of Education, phone (03) 6233 8661, email heather.r.jones@education.tas.gov.au.

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

EDUCATION

LIBRARY AND INFORMATION SERVICES

State Library of Tasmania

Systems Support and Development

Systems Administrator TALIS Replacement Project (963615).

Applications Close:—Friday, 23 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

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

Location:—Hobart.

Description of the Role:—As part of the TALIS Replacement Project team, administer and support the current library management system and its transition to the new library management system. Support the implementation of the new library management system. Administer and support other software applications as required for the delivery of services within the Community Knowledge Network.

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

Desirable Requirements:—Appropriate academic/professional qualifications. A current drivers 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 Statement of Duties please contact Maxine Turner on (03) 6233 7465, email maxine.turner@education.tas.gov.au.

Enquiries to Chris Seaman, Department of Education, phone (03) 6216 4262, email chris.seaman@education.tas.gov.au.

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

EDUCATION

OFFICE OF THE TASMANIAN QUALIFICATIONS AUTHORITY (OTQA)

Administrative Support Officer (962065).

Applications Close:—Friday, 23 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Provide high level clerical, general administrative and Information and Communications Technology (ICT) support as required in relation to the functions of the Office of the Tasmanian Qualifications Authority.

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

Applicants should forward an Application for Employment Form 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 John Brooks, Department of Education, phone (03) 6216 4247, email john.brooks@education.tas.gov.au.

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

EDUCATION

ROSNY COLLEGE

Network Controller (961991).

Applications Close:—Friday, 23 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Rosny College.

Description of the Role:—Assist with planning, implementation and troubleshooting of hardware and software management strategies, including problem solving and undertaking repairs where appropriate. Support the operation and development of the College's computer network and intranet facilities.

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

Desirable Requirements:—Post-secondary studies in computing. Department of Education IT 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 Peter Murphy, Department of Education, phone (03) 6244 9200, email peter.murphy@education.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ARTS TASMANIA

Arts@work

Programme Officer (North West) (424760).

Applications Close:—Friday, 23 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term part-time (80% FTE) until 30 June 2009.

Location:—Burnie.

Duties:—The position objective is to: actively represent Arts Tasmania and arts@work services in the north-west of Tasmania; assist artists in generating higher financial returns through specific projects aimed at seeking employment and export opportunities for artists through business, industry and government bodies and public art programmes; and provide high level advice to inform and administer programmes of assistance to the arts.

This position is a partnership between Arts Tasmania, arts@work and the Cradle Coast Authority (CCA).

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have tertiary

qualifications or equivalent professional experience in the arts or business environment and a current motor vehicle driver's licence.

Enquiries to Fiona Barber, Manager arts@work, phone (03) 6233 5939, email Fiona.Barber@artsatwork.com.au. For a copy of the Statement of Duties please contact, Shiloh Isham, Administrative Assistant, phone (03) 6233 5940, email info@artsatwork.com.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Planner (706243).

Applications Close:—Friday, 23 May 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term part-time (80% FTE) until 31 October 2008.

Location:—Prospect Office.

Duties:—To undertake planning functions including community consultation and liaison. Preparation, completion and review of management and other plans for land management by the Agency.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have tertiary qualifications in environmental, urban and/or rural planning. It is also desirable that you have a current motor vehicle driver's licence.

Enquiries to Michael Noble, Planner (Northern Region), phone (03) 6336 5326 or 0428 573 491, email Michael.Noble@parks.tas.gov.au. For a copy of the Statement of Duties please contact, Rowena Lundie, phone (03) 6336 5267, email Rowena.Lundie@parks.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Handyperson/ Cleaner (504928).

Applications Close:—Friday, 23 May 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Permanent full-time day work.

Location:—Corporate-Linen/Boiler House.

Duties:—Provide operational maintenance and cleaning services for all machinery, equipment and surfaces within the Northern Tasmanian Linen Service.

Desirable Requirements:—A demonstrated aptitude and proven ability to provide efficient and safe operational maintenance to machinery and equipment with limited supervision. Good understanding of and commitment to workplace safety, together with a proven ability to implement

quality assurance programmes to ensure compliance with current standards for the safe handling and maintenance of machinery. Self-motivation and ability to participate in a team work environment.

Enquiries to Tony Burgess, Department of Health and Human Services, phone (03) 63487934, email tony.burgess@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

Patient Transport Officer (503278).

Applications Close:—Friday, 23 May 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Fixed-term full-time day work (with oncall). To commence as soon as possible until 30 April 2009.

Location:—Corporate-Transport.

Duties:—To provide an efficient and safe transport service for Patients, Staff, Stores and Equipment for the Agency as required. To work as a member of the Patient Transport Service providing routine transports of stable patients.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Stephen Simmons, Department of Health and Human Services, phone (03) 63362996, email stephen.simmons@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

North West Regional Hospital

Clinical Specialist Musculoskeletal/Deputy Mgr (502076).

Applications Close:—Friday, 23 May 2008.

Salary:—\$75,155–\$83,123 per annum.

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

Permanent full-time day worker.

Location:—Clinical Services, Allied Health/Physiotherapy.

Duties:—To promote, provide and maintain optimal Physiotherapy care for the patients of North-West Regional Hospital. Responsibility for the provision of efficient and effective physiotherapy services at NWRH, which are

consumer focused and supported by evidence based practice. To deputise for the Manager, Physiotherapy Services, and provide a continuum of management, developing and maintaining physiotherapy service provision.

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Ali Macrae, Department of Health and Human Services, phone (03) 6430 6608, email physio.burnie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

North West Regional Hospital

Emergency Medicine Registrar (501917).

Applications Close:—Friday, 23 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 shift worker. To commence 16 June 2008 until 22 January 2010.

Location:—Clinical Services, Emergency Medicine.

Duties:—Responsible for the day to day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

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 Brian Doyle, Department of Health and Human Services, phone (03) 6440 8002, email brian.doyle@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

North West Regional Hospital

Senior Physiotherapist Outreach Clinics (502070).

Applications Close:—Friday, 23 May 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term full-time day worker. To commence as soon as possible until 5 December 2008.

Location:—Clinical Services, Allied Health/Physiotherapy.

Duties:—To organise and develop the Physiotherapy Service at West Coast District Hospital and King Island Multi-Purpose Centre. To promote, provide and maintain optimal physiotherapy care for clients, including the specialist Physiotherapy outpatients.

Highly Desirable:—Current drivers licence.

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Ali Macrae, Department of Health and Human Services, phone (03) 6430 6608, email physio.burnie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Administrative Assistant (509443).

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time daywork.

Location:—Neurosurgery, Royal Hobart Hospital.

Duties:—Provides a high level of administrative and clerical support to the Head of Department and/or senior staff of the Department of Neurosurgery. Ensures an efficient flow of information to and from the office by providing high level reception facilities and an efficient secretarial service.

Desirable Requirements:—Ability to exercise initiative, judgement and discretion and to work in a senior management /client focused environment, under pressured circumstances. A good understanding of English structure and syntax. Ability to communicate effectively with a broad range of people within and outside the Agency.

Enquiries to Ruth Pilkington, Department of Health and Human Services, phone (03) 6222 8528, email ruth.pilkington@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

Associate Genetic Counsellor (517822).

Applications Close:—Friday, 23 May 2008.

Salary:—\$42,638–\$68,410 pro rata.

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

Fixed-term part-time day work, 14 hours per fortnight, commencing as soon as possible for 6 months.

Location:—Royal Hobart Hospital.

Duties:—Assist with the co-ordination of, attendance at and participation in Genetics Clinics in Hobart, Burnie and Launceston. Co-ordinate the multi disciplinary aspects of the service by means of effective liaison with visiting clinical geneticists, pathology services, hospitals, local medical practitioners and other health professionals. Interview families for the purpose of compiling genetic histories. Provide counselling and information to families and individuals.

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

Enquiries to Jo Burke, Department of Health and Human Services, phone (03) 6222 8296, email jo.burke@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Clinical Support Officer (513133).

Applications Close:—Friday, 23 May 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time daywork (with on call).

Location:—Perioperative Services, Main Operating Theatre, Royal Hobart Hospital.

Duties:—The Clinical Support Officer provides support services to various specialties within the operating theatre complex of the RHH, the role includes ordering, receipting and storage of surgical equipment and supplies. The role also provides a communication and supply network between departments, loan companies and healthcare facilities for loan and consignment stock required at the RHH theatres.

Desirable Requirements:—Demonstrated ability to maintain the cleanliness of equipment and the environment according to infection control principles. A knowledge of decontamination and sterilisation of general and specialised equipment. An understanding of handling and storage of sterile equipment.

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8280, email rhh.cnmhrperiop@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

Social Worker (515953).

Applications Close:—Friday, 23 May 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term full-time Day Work commencing as soon as possible to 17 October 2008.

Location:—Cameron Street, Launceston.

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

Social Worker undertakes the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multidisciplinary framework. provides a specialist Social Work assessment, treatment and case management service for clients of the Child and Adolescent Mental Health Service and their families or carers and acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promote community awareness in relation to mental health.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers. Current Drivers Licence.

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

Enquiries to Allison Reader, Department of Health and Human Services, phone 6336 2867, email teamleader.camhsn@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

South

Psychogeriatric Liaison Officer (505140).

Applications Close:—Friday, 23 May 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Southern Region.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with Mental Health Service Principles, National Mental Health Standards, agency policy, legal requirements and relevant professional competencies, the Dementia Behaviour Management Advisory Service Liaison role will provide a high level 'consultancy service' in the field of 'Dementia Care' for consumers with dementia and challenging behaviours to the Aged Care Assessment Teams, a range of service providers and to older people with dementia and their carers and provide expert assessment support in the management and care of people with dementia in residential care services.

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

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

Enquiries to Jackie Morling, Department of Health and Human Services, phone (03) 6230 7541, email jackie.morling@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Population Health

Cancer Screening and Control Service

BreastScreen Clinical Services Co-ordinator (516557).

Applications Close:—Friday, 23 May 2008.

Salary:—\$79,629 per annum.

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

Fixed-term full-time day work commencing As soon as possible until 1 December 2008.

Location:—25 Argyle Street, Hobart.

Duties:—Within a primary health care framework as part of the leadership team provide a co-ordination role to the clinical services of BreastScreen Tasmania by managing the provision of a statewide service. Managing the operational and strategic activities of BreastScreen Tasmania clinical services. Undertake analysis, development, implementation and evaluation of clinical and other policies, procedures and services.

Desirable Requirements:—Demonstrated skills in the daily management of a statewide clinical service, managing human, material and financial resources, ensuring State and National standards are met and exceeded. Proven ability to quickly acquire knowledge and understanding of new technologies, develop appropriate protocols and ensure staff are trained appropriately. Associated information technology knowledge and skills and competent computer literacy. Proven and high level leadership and interpersonal skills including consultation, communication, negotiation, conflict resolution and the ability to direct staff. A high level of knowledge and experience in population health programmes particularly in the area of cancer screening, policy development and programme evaluation.

Enquiries to Gail Raw, Department of Health and Human Services, phone (03) 6216 4301, email gail.raw@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

Aged Rural and Community Health

Hospital Aide (507658).

Applications Close:—Friday, 23 May 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Permanent part-time shiftwork, 46 hours per fortnight.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To assist nursing staff in the provision of daily care activities to residents of the James Scott Wing of the North East Soldiers Memorial Hospital.

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

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

You are encouraged to apply 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

Business Support Unit

Business Support Officer (510385).

Applications Close:—Friday, 23 May 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Fixed-term full-time day work commencing 21 July 2008 until 20 January 2009.

Location:—Repatriation Centre, Davey Street, Hobart.

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

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

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

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Cook, Casual Relief (512891).

Applications Close:—Friday, 23 May 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

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

Location:—St Marys Community Health Centre.

Duties:—General cooking and catering duties. Direction and supervision of kitchen staff in the performance of their duties. Ensure a high standard of food preparation and presentation for patient and staff meals, and Meals on Wheels.

Desirable Requirements:—Knowledge of and/or experience in cooking for institutions, catering techniques and the ability to plan a balanced and interesting menu. Sound communication, interpersonal and supervisory skills. A knowledge of Quality Assurance requirements and the ability to be actively involved in same.

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 2111, email smhc.manager@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

Registered Nurse (506023).

Applications Close:—Friday, 23 May 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent part-time shiftwork, 15.9 hours per fortnight.

Location:—St Helens Hospital.

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

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

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

Enquiries to Miriam Deacon, Department of Health and Human Services, phone (03) 6376 5222, email miriam.deacon@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Administrative Assistant (502560).

Applications Close:—Friday, 23 May 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Permanent full-time daywork.

Location:—James Muir Community Health Centre, Wynyard.

Duties:—Provide efficient and effective administrative and clerical support to JMCHC Home and Community Care service and community nursing services.

Desirable Requirements:—Sound knowledge of office organisation and procedures in order to ensure the efficient operation of the James Muir Community Health Centre office. High level oral, written and interpersonal communication skills and ability to work effectively as part of a team. A high level of keyboard skills, together with demonstrated knowledge and proficiency in operation of computerised information systems.

Enquiries to Lorraine Hyland, Department of Health and Human Services, phone (03) 6434 6454, email lorraine.hyland@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Community Health Nurse (502783).

Applications Close:—Friday, 23 May 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time shiftwork, 16 hours per fortnight.

Location:—James Muir Community Hlth Centre, Wynyard.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Community Health Nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborate with other members of the health care team to ensure the delivery of high quality health care.

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

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

Enquiries to Lorraine Hyland, Department of Health and Human Services, phone (03) 6464 6454, email lorraine.hyland@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Health Promotion Co-ordinator—2 Vacancies.

Applications Close:—Friday, 23 May 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Vacancy No. 517812.

Permanent full-time daywork.

Location:—Primary Health, Burnie.

Vacancy No. 517814.

Permanent full-time daywork.

Location:—Primary Health, Devonport.

Duties:—In accordance with Agency policies and within a primary health care framework the Health Promotion Co-ordinator is responsible for the development and evaluation of community development and health promotion processes within the Hellyer co-ordination region, and build cross Area and Group links with key stakeholders.

Desirable Requirements:—Demonstrated sound knowledge of the principles and practice of primary health care, health promotion and community development. High level interpersonal, communication, collaboration, negotiation and conflict resolution skills. High level leadership ability and an innovative approach to problem solving.

Enquiries to Janet Clemens, Department of Health and Human Services, phone (03) 6440 7087, email janet.clemens@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Physiotherapist (503080).

Applications Close:—Friday, 23 May 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time daywork.

Location:—Devonport Community Health Centre.

Duties:—To provide a range of Physiotherapy services. To ensure the competent and effective delivery of Physiotherapy to appropriately referred clients.

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

Enquiries to Ali Macrae, Department of Health and Human Services, phone (03) 6430 6608, email physio.burnie@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

Planning and Performance Unit

Assistant Director of Nursing, Clinical Performance (515176).

Applications Close:—Friday, 23 May 2008.

Salary:—\$80,978 per annum.

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

Fixed-term full-time day work commencing 1 July 2008 until 2 October 2008.

Location:—Repatriation Centre, Hobart or Allambi Building, Launceston.

Duties:—To work with key stakeholders within Primary Health to establish a clinical performance and evaluation system, and clinical risk management system, as part of the overall departmental clinical governance framework designed to enhance client safety and the quality of client care.

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

Enquiries to Gina Butler, Department of Health and Human Services, phone (03) 6336 5491, email gina.butler@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

South

Administrative Assistant (505493).

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day work.

Location:—Repatriation Centre, 90 Davey St, Hobart.

Duties:—Within the primary health care context, provide support and assistance to ensure efficient administrative processing in accordance with Agency policy and legal requirements.

Desirable Requirements:—Proven ability to provide administrative and organisational support to the Home Care South team.

Demonstrated written and oral communication skills.

Demonstrated knowledge and understanding of both manual and computerised office systems including Microsoft Office, Word, Excel, Access and or the ability to quickly to learn other computer systems as necessary.

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email robyn.rylands@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Extended Care Attendant (517144).

Applications Close:—Friday, 23 May 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Fixed-term casual shift work for a period of 2 years.

Location:—Esperance Multi Purpose Centre, Dover.

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

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 Joanne Pitman, Department of Health and Human Services, phone (03) 6298 9200, email joanne.pitman@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Home Help (506348).

Applications Close:—Friday, 23 May 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

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

Location:—Southern Region.

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

Desirable Requirements:—Demonstrated knowledge of and experience in performing domestic duties for the aged or disabled within their own home.

Understanding of confidentiality and rights of clients.

Ability to establish and maintain effective written and verbal communication, with clients and Community Health team members and the ability to work harmoniously as a member of a team.

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 Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email homecaresouth@dhhs.tas.gov.au.You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Team Leader (516202).

Applications Close:—Friday, 23 May 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent full-time day work.

Location:—Child Protection, South West Area, Hobart.

Duties:—To co-ordinate the service delivery, including the management of financial, human and physical resources, of

Child Protection staff employed to perform all functions of the statutory Child Protection programme.

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

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

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leann.russell@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

Community Youth Justice.

Co-ordinator Planning and Performance Monitoring (516361).

Applications Close:—Friday, 23 May 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work, or consideration will be given to part-time job share arrangements.

Location:—Youth Justice, Hobart.

Duties:—Community Youth Justice aims to work in partnership with young offenders, their families, relatives, significant others, victims of crime, staff in government and non government agencies, local government and the business community to enable young people to address and take responsibility for their offending behaviour in a supportive environment. The objective is for young offenders to take on prosocial behaviours within a supported restorative justice framework that emphasises diversion, deterrence, responsibility, reparation and rehabilitation. The framework involves a partnership between young offenders and their communities that promotes the development of individual and community capacities and increases public safety and security. The position will contribute to: state wide policy research, analysis, design, development and evaluation, state wide programme development, state wide operational practice development, implementation and review, project management, essential planning, reporting and advisory functions based on evidence from local and cross jurisdiction data bases and literature, consultation with stakeholders.

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

Enquiries to Steve Bayliss, Department of Health and Human Services, phone (03) 6233 8473, email steve.bayliss@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SHARED SERVICES

Human Resources

HR Relationship Manager (CHS) (513857).

Applications Close:—Friday, 23 May 2008.

Salary:—\$85,057 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Lead a small team of HR professionals to co-ordinate HR management for the Primary Health, Mental Health Services and Health and Wellbeing Services areas, through the diagnosis and management of HR needs within the Group. Analyse, facilitate and broker strategic HR solutions to support the business through participating in the provision of specialist HR services from the HR Expert Consulting and Pay/Personnel Units.

Desirable Requirements:—Demonstrated high level human resource management skills, knowledge and experience in the complete range of HR Services. Demonstrated change management, organisational development and leadership skills, experience and ability. High level knowledge of and experience in management of Industrial Relations issues, and the ability to provide advocacy on complex issues in State and Federal tribunals.

Enquiries to Gabrielle Peacock, Department of Health and Human Services, phone (03) 62333536, email gabrielle.peacock@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Information Services

IT Consultant (517725).

Applications Close:—Friday, 23 May 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer, Level 8 (CSO 3).

Permanent full-time day work.

Location:—North-West.

Duties:—As part of the IT Support team ensure that the IT support is provided at agreed standards of service, provide technical leadership for staff, undertake client liaison and consultation at a high level and undertake policy and process analysis and development in relation to ICT support.

Desirable Requirements:—High level knowledge and ability in the provision of computer systems technical support within

a large organisation. High level knowledge and ability in the provision of computer networks technical support within a large organisation. Proven IT consultancy, liaison and advisory skills enabling communication of information to all levels of staff within the Agency and the ability to take a leadership role within a small team.

Enquiries to Gary Murphy, Department of Health and Human Services, phone (03) 6440 7063, email Gary.Murphy@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Information Services

IT Officer (513956 and 517724).

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,464–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Hobart.

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

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

Enquiries to Richard Eccles, Department of Health and Human Services, phone (03) 62338979, email richard.eccles@dhhs.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

FOREST PRACTICES AUTHORITY

Forest Practices Advisor (371256).

Applications Close:—Friday, 23 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart or Launceston.

Duties:—To provide advice and assistance to the Manager, Compliance Programme on the development and implementation of policies and strategies in key areas related to the compliance programme of the Forest Practices Authority. Provide authoritative advice to forest practices officers, Government Agencies, industry, landowners and the general public on the operation of the forest practices system and assist with the implementation of the compliance programme, including training, education, communication and investigations.

Desirable Requirements:—Current accreditation as a Forest Practices Officer or potential for appointment as a Forest Practices Officer. A current driver licence.

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

Enquiries to Graham Wilkinson, Chief Forest Practices Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 7451, email graham.wilkinson@fpa.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 2142, 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 Katherine Noonan on (03) 6233 2142 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer, East Devonport (900610).

Applications Close:—Friday, 23 May 2008.

Salary:—\$35,933 pro rata.

Operational Employees Award, Level 4.

Permanent part-time 15 hours per fortnight during school term.

Location:—East Devonport.

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

Desirable Requirements:—A current driver's licence.

Possession of a current First Aid Certificate.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences, serious Driving Offences and medical examination covering general health, medical history, vision and hearing.

Enquiries to Louise Maynard, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6434 5418, email louise.maynard@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 Human Resources on (03) 6233 5004 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Human Resources

HR Advisor (370114).

Applications Close:—Friday, 16 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time

Location:—Hobart

Duties:—This is primarily a payroll and recruitment administration role. Within a relationship management framework, the position will deliver efficient and effective payroll functions, manage recruitment administration and processing, and provide an advisory and support service to

clients on a broad range of other human resource management issues as required.

Enquiries to Shane Fish, Team Leader, HR Operations, Department of Infrastructure, Energy and Resources, phone (03) 6233 6396, email shane.fish@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, GPO Box 936, Hobart, 7001, phone (03) 6233 2142, 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 Katherine Noonan on (03) 6233 2142 or hr@dier.tas.gov.au

JUSTICE

TASMANIA PRISON SERVICE

Offender Services

Administrative Assistant (355436).

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

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

Location:—Risdon Prison.

Duties:—Provide administrative support to the Prison Education and Training Unit and the Prison Service Registered Training Organisation.

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:

1). Conviction check for—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, serious Traffic Offences. 2). Identification check and 3). Disciplinary action in previous employment check.

Enquiries to Max Knight, Acting Manager Prisoner Education and Training, Tasmania Prison Service, Department of Justice, phone (03) 6216 8050, email max.knight@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 Erika Schmid on (03) 6216 8127.

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

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

Workplace Standards Trainee—5 Vacancies.

Applications Close:—Friday, 23 May 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Vacancy No. 356064, 356065, 356066, 356067, 356068.

Fixed-term full-time 73.5 hours per fortnight, but lesser hours may be considered, for a period of 12 months.

Location:—Rosny, Launceston or Burnie.

Duties:—To undertake a post secondary qualification in OHS while developing administrative skills and providing assistance to various areas of Workplace Standards Tasmania.

Desirable Requirements:—Demonstrated interest in safety and at least one or more of the following: industrial relations, dangerous goods, workers' rehabilitation and compensation; and a willingness to continually and successfully acquire and apply knowledge in these areas learning both 'on the job' and through participation in a post secondary qualification.

Additional Information:—Additional information regarding these positions can be found on the following website, www.wst.tas.gov.au/employment_info/traineeships.

Enquiries to Ted Leeson, Senior Consultant Organisational Development, Workplace Standards Tasmania, Department of Justice, phone 0428 537 062, email ted.leeson@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 Ellen Glazebrook on (03) 6216 4242.

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

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Financial Management Services

Financial Accountant (002816).

Applications Close:—Friday, 23 May 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialist financial and accounting policy advice in relation to accrual accounting and the financial operations of the Department.

Desirable Requirements:—Degree in Commerce, Economics, Business or similar.

Membership of an accounting body.

Enquiries to Ms Michelle Searle, Manager, Financial Management Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2360, fax (03) 6230 2875, email Michelle.Searle@police.tas.gov.au.

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

POLICE AND EMERGENCY MANAGEMENT

HUMAN RESOURCES

*Police Academy***HR Consultant (Career Planning) (002957).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Police Academy, Rokeby.

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

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

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

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

PREMIER AND CABINET

COMMUNITY DEVELOPMENT DIVISION

*Office of Children and Youth Affairs***Senior Policy Analyst (001257).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Assist with the management of the Office of Children and Youth Affairs to develop and co-ordinate policies, programmes and information for children and young people across government, service providers and the community. Assist the Manager with the provision of high level advice and comment to the Premier and Cabinet on broad-based issues which impact on the State's children and youth.

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

Enquiries to Rebecca Smith, Manager, Office of Children and Youth Affairs, Department of Premier and Cabinet, phone (03) 6233 7329, email Rebecca.Smith@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

BIOSECURITY AND PRODUCT INTEGRITY

*Diagnostic Services***Microbiologist (Veterinary) (000147).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Fixed-term full-time from as soon as possible until 27 February 2009, or until the return of the substantive occupant, whichever is the sooner.

Location:—Launceston (Mt Pleasant).

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

Duties:—As a senior professional microbiologist, provide scientific services for disease diagnosis, investigation and animal health surveillance in terrestrial and aquatic animal industries; and to supervise the daily operations of the Veterinary Microbiology Laboratory.

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 Medical Laboratory Science or Applied Science, with an emphasis in microbiology, or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Several years' experience in diagnostic veterinary microbiology. A current motor vehicle driver's licence.

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

Enquiries to Jim Lentern, phone (03) 6336 5206, email jim.lentern@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

*Corporate Information Technology***Computer Systems Officer (702533).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

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

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

Duties:—To undertake information technology duties in software development projects and/or consultancy and planning.

Desirable Requirements:—Appropriate qualifications at a tertiary level.

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

Enquiries to Anita Yan, phone (03) 6233 5432, email anita.yan@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

*Corporate Information Technology***Computer Systems Officer (702348).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

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

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

Duties:—To undertake information technology duties in software development projects and/or consultancy and planning.

Desirable Requirements:—Appropriate qualifications at a tertiary level.

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

Enquiries to Lindon Flood, phone (03) 6233 7113, email lindon.flood@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

*Corporate Information Technology***Computer Systems Officer (700652).**

Applications Close:—Friday, 23 May 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.

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

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

Duties:—Undertake a broad range of complex technical duties and project management tasks in one of the operational areas in Corporate Information Technology (CIT).

Desirable Requirements:—An appropriate qualification at a tertiary level.

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

Enquiries to Lindon Flood, phone (03) 6233 7113, email lindon.flood@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

*Corporate Information Technology***Consultant (Emerging Technologies and Strategic Solutions) (702813).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialist consultative advice to the Director (Corporate Information Technology) and senior management on strategic IT directions options. Working across all functional areas in CIT, research and trial emerging technologies and adapt them to agency needs and strategic direction. Oversee the introduction of new technologies into the Agency to ensure current and relevant technologies are available to best meet Agency business objectives.

Desirable Requirements:—Appropriate tertiary qualifications.

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

Enquiries to Sen Dharmadasa, phone (03) 6233 3277, email sen.dharmadasa@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

*Marine Farming***Administrative Assistant (25836).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical 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 an effective administrative and clerical support service to the Manager and staff of the Marine Farming Branch and other staff of the Primary Industries Division.

Desirable Requirements:—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, Tas, 7001, phone (03) 6233 6061, fax (03) 6223 1539, email katrina.edwards@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

*Wild Fisheries***Senior Fisheries Management Officer (700791).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional 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:—Develop and implement marine resource management plans and provide fisheries management advice to the Principal Fisheries Management Officer (Crustacean and Scallop Fisheries) and Manager (Wild Fisheries Management) for the sustainable management of marine resources adjacent to Tasmania.

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' experience in fisheries management or other relevant natural resource management. A current motor vehicle driver's 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, Tas, 7001, phone (03) 6233 6061, fax (03) 6223 1539, email katrina.edwards@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

*Fox Eradication***Operations Manager (Fox Eradication) (701950).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Prospect (Launceston).

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

Duties:—Manage the field operations of the fox eradication programme, ensuring Departmental policies, guidelines and management plans are implemented. Undertake a leadership and participative role in team management of functions across the State.

Desirable Requirements:—A current motor vehicle driver's licence. Category A and B firearms licence. Workplace Level 2 First Aid Certificate, or equivalent. Chemical Handling Certificate (Chemcert).

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

Enquiries to Jodie Elmer, phone (03) 6336 5336, email jodie.elmer@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

*Wildlife Management***Programme Manager (Save the Tasmanian Devil) (702623).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Manage and co-ordinate the Save the Tasmanian Devil Programme providing sound governance and management to an integrated programme designed to understand and combat the transmissible facial cancer that threatens the Tasmanian Devil; and ensure long term survival of the species in the wild. Support and facilitate the scientific research and management actions required to meet the Programme's objectives.

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

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

Enquiries to Kathryn Lambert, phone (03) 6233 3295, email kathryn.lambert@dpiw.tas.gov.au.

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

TAFE TASMANIA

DELIVERY TEAMS

*Automotive***Teacher (Automotive) (330649).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—North West.

Duties:—Responsible to the designated Team Leader for teaching and co-ordination duties as may be required.

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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 Jamie Dodd, Team Leader, TAFE Tasmania, phone (03) 6421 5521, mobile 0448 337 440, email Jamie.Dodd@tafe.tas.edu.au.

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

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

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

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

TASMANIAN AUDIT OFFICE

OFFICE OF THE AUDITOR-GENERAL

Strategy, Governance and Support Services

Executive Officer, Human Resources and Financial Audit Services (TAO-3001).

Applications Close:—Friday, 23 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Human Resources and Support.

Human Resources (50%).

As there are few support staff within the Office, Executive Officers are regularly required to provide assistance in areas outside of their specific responsibilities. This position produces a number of regular and tangible services including vacancy control, job design, position advertising, recruitment and selection, employee engagement, performance management, workplace diversity, records maintenance, professional development and dealing with enquiries.

Financial Audit Services (50%).

This is the only direct support staff member within the FAS unit. As well as providing administrative support to the General Manager and senior staff of the unit, this position also provides a variety of support services to other members of the business unit. The position assist with managing the information needs of the business unit together with the preparation of a range of reports, analysis of non-complex information, liaison with others, maintenance of the business unit's audit methodology and its section of the intranet site as well as acting as minute secretary at formal meetings.

There is a high focus on accuracy, timeliness and knowledge and interpretation of relevant legislative requirements for the functional areas that this role straddles. Considerable discretion is exercised and the role functions with minimal supervision. The ideal person for this multi-faceted enabling role is one who has well developed organisational and interpersonal skills, particularly the ability to communicate clearly, and who enjoys working in a fast paced environment.

Desirable Requirements:—Relevant degree or Diploma. Driver's Licence.

Enquiries to David Strong, General Manager, Strategy and Governance, Tasmanian Audit Office, 144 Macquarie Street Hobart 7000, phone 62260100, fax 62260199, mobile 0407873485, email david.strong@audit.tas.gov.au.

Applications to Rachael Daniels, Manager, Finance and HR, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7001, phone 62260100, fax 62260199, email rachael.daniels@audit.tas.gov.au.

THE PUBLIC TRUSTEE

TRUSTEE SERVICES

Client Account Manager (790135).

Applications Close:—Friday, 23 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—The Client Account Manager is required to manage a high level estate and trust administration caseload, ensuring that trusts and estates are managed effectively in accordance with relevant legislation, procedural guidelines and client instructions.

Desirable Requirements:—Extensive knowledge and/or experience in the trustee industry or an associated industry; demonstrated ability and experience in researching, evaluating and formulating judgements; excellent problem solving skills and a proven ability to work both individually and as part of a team; well developed communication skills, self management and time management skills.

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

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

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

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

THE PUBLIC TRUSTEE

TRUSTEE SERVICES

Trust Officer/Client Account Manager (791208).

Applications Close:—Friday, 23 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time Up to 1 year.

Location:—Hobart.

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

Desirable Requirements:—Candidates should have a good knowledge of or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

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

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

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

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

TREASURY AND FINANCE
BUDGET AND FINANCE DIVISION
Procurement and Property Branch

Senior Policy Analyst (724086).

Applications Close:—Friday, 23 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—The Senior Policy Analyst, as a member of the TRMF Unit, will contribute toward the achievement of the Unit's mission to minimise the cost of risk to government through an efficient self-insurance arrangement.

The Unit also aims to achieve the following objectives:—ensure adequate financial provision is made for the cost of risk, be responsive to changing conditions in the insurance environment and provide an efficient and effective claims administration service to agencies.

In the context of the selection criteria, to be successful in the position applicants will:—be able to communicate effectively and succinctly to both internal and external stakeholders, demonstrate the initiative and ability to manage own outputs and contribute to the outputs of a team, demonstrate the ability to identify possible solutions to problems and make accurate and timely decisions, display initiative by gaining support for ideas and contribute to a positive team environment and demonstrate knowledge of the principles and application of contemporary financial management practices.

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

Enquiries to Kim Hudson, Assistant Director, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 3684, email kim.hudson@treasury.tas.gov.au.

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

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

Staff Movements

Resignation of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	961991 Network Controller	J. Ackerly	16.05.08
Education	961331 Library Technician	C. Naylor	30.04.08
Education	203015 Teacher	B. Triffitt	28.04.08
Education	201544 Teacher	S. Johnson	15.04.08
Environment, Parks, Heritage & the Arts	705556 Administrative & Systems Officer	M. Cummings	18.04.08
Environment, Parks, Heritage & the Arts	700062 Sector Head - Environmental Policy	L. Powell	17.04.08
Health & Human Services	504359 Registered Nurse	S. Myers	23.04.08
Health & Human Services	504063 Clinical Nurse	J. King	30.04.08
Health & Human Services	501572 Coordinator Out of Home Care	M. Cunningham	25.04.08
Justice	354883 Clerk	N. Peppin	02.05.08
Premier & Cabinet	001033 Computer Support Officer - Websites	A. Gerrity	24.04.08
Primary Industries & Water	702348 Consultant (Spatial Solutions)	S. Pigot	01.05.08
Primary Industries & Water	25836 Administrative Assistant	J. Anderson	29.04.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	201351 Teacher	C. Stevenson	30.04.08
Education	962727 Administrative Officer	M. Calvert	30.04.08
Education	952462 School Executive Officer	M. Allison	30.04.08
Education	952117 School Attendant	S. Aynsley	24.04.08
Health & Human Services	517226 Child Protection Worker	S. Usher	02.05.08
Primary Industries & Water	702623 Manager Save the Tasmanian Devil Program	S. Smith	09.05.08

Permanent Appointments

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Economic Development & Tourism	424877 Locations Promotions Officer	K. Helmreich	6 months	28.04.08
Economic Development & Tourism	705924 Co-ordinator Organisational Development and Strategy	L. Hickman	6 months	12.05.08
Economic Development & Tourism	424845 Senior Systems Administrator	W. Wiseman	6 months	29.04.08
Economic Development & Tourism	670206 Travel Consultant	A. Lowe	6 months	17.04.08
Economic Development & Tourism	670209 Travel Consultant	S. Crumlin	6 months	17.04.08
Economic Development & Tourism	670388 Travel Consultant	P. Chugg	Nil	17.04.08
Economic Development & Tourism	670392 Travel Consultant	J. Doughty	Nil	17.04.08
Economic Development & Tourism	670269 Travel Consultant	W. Penfold	6 months	17.04.08
Economic Development & Tourism	671301 Travel Consultant	R. Jones	6 months	17.04.08
Economic Development & Tourism	705949 Coordinator Event Marketing	M. Grubski	6 months	30.04.08
Economic Development & Tourism	705918 Project Officer	P. Kilpatrick	6 months	05.05.08
Education	653018 Trainee Library Technician	R. Lane	6 months	21.04.08
Health & Human Services	516446 Endoscopy Technician	K. Cook	6 months	05.05.08
Health & Human Services	508216 Professional Officer	A. Carpenter	6 months	05.05.08
Health & Human Services	515307 Dental Attendant	A. Jones	6 months	05.05.08
Health & Human Services	513903 Radiographer	H. Curtayne	6 months	28.04.08
Health & Human Services	503914 Registered Nurse	P. Searle	6 months	28.04.08
Health & Human Services	517458 Co-ordinator Service Centre Operations	A. Porter	6 months	05.05.08
Health & Human Services	516128 Child Protection Worker	M. Dickson	6 months	05.05.08
Health & Human Services	516050 Child Protection Worker	B. Nicolson	6 months	05.05.08
Health & Human Services	517538 Registered Nurse	K. Crawford	6 months	05.05.08
Health & Human Services	516049 Child Protection Worker	F. Eschler	6 months	05.05.08
Health & Human Services	517537 Registered Nurse	P. Foreman-Francis	6 months	05.05.08
Health & Human Services	516047 Child Protection Worker	A. Clark	6 months	05.05.08
Health & Human Services	501507 Executive Assistant	L. Jauncey	6 months	05.05.08
Health & Human Services	517563 Registered Nurse Level 1	M. Jones	6 months	28.04.08
Health & Human Services	517562 Registered Nurse Level 1	E. Shepherd	6 months	28.04.08
Health & Human Services	503712 Radiographer	M. Perring	6 months	30.04.08
Health & Human Services	503716 Radiographer	H. Terwal	6 months	26.05.08
Health & Human Services	517067 Tenancy Officer Tm 2	C. Matthews	6 months	12.05.08
Health & Human Services	500922 Child and Family Health Nurse	J. Kleywest	6 months	05.05.08
Health & Human Services	500953 Child and Family Health Nurse	H. Grainger	6 months	12.05.08
Health & Human Services	501518 Administrative Assistant	J. Evans	6 months	05.05.08
Health & Human Services	513530 Operational Support Officer	J. Ferguson	6 months	07.05.08
Health & Human Services	513727 Dental Attendant	K. Church	6 months	21.04.08
Health & Human Services	513998 Dental Attendant	C. Jordan	6 months	21.04.08
Health & Human Services	516854 Dental Attendant	C. Tammens	6 months	21.04.08
Health & Human Services	509910 Registered Nurse	L. Holland	6 months	02.03.08
Health & Human Services	517492 Registered Nurse, level 1	P. Lyne	6 months	02.03.08
Health & Human Services	517493 Registered Nurse, Level 1	D. Howlett	6 months	02.03.08
Health & Human Services	509997 Registered Nurse, Level 1	J. McKenzie	6 months	02.03.08
Health & Human Services	517682 Domestic Services Officer	G. Wordsworth	6 months	12.05.08
Health & Human Services	509967 Registered Nurse, Level 1	S. Hofman	6 months	02.03.08
Health & Human Services	502077 Nutrition Manager	J. Keogh	6 months	16.06.08
Infrastructure, Energy & Resources	371471 Unix Infrastructure Administrator	M. Zehmeister	6 months	23.04.08

Permanent Appointments—Continued

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Infrastructure, Energy & Resources	371187 Senior Research Officer	C. Eaves	6 months	23.04.08
Infrastructure, Energy & Resources	904010 School Crossing Patrol Officer	A. L. Hills	6 months	27.02.08
Justice	350454 Administrative Assistant (Reception)	J. Breen	Six months	01.05.08
Justice	355650 Administrative Officer	C. Wilcock	Six months	28.04.08
Premier & Cabinet	001033 Computer Support Officer	P. Hutchins	6 months	30.04.08
Primary Industries & Water	700003 Client Service Officer	K. King	6 months	28.04.08
Primary Industries & Water	702619 Scientific Officer (Devil Facial Tumour Disease)	K. Swift	na	19.03.08
Primary Industries & Water	701938 Cytogeneticist	A.M. Pearse	na	19.03.08
Primary Industries & Water	700415 Histology Technician	C. Marshall	na	19.03.08
Primary Industries & Water	702001 Technical Officer	K. Gillespie	na	19.03.08
Primary Industries & Water	702683 Senior HRM Adviser (Staffing and Establishment)	P. Fairhurst	na	19.03.08
Primary Industries & Water	701448 Field Assistant (Carp Management)	T. Byard	na	19.03.08
Primary Industries & Water	702546 Irrigation Scheme Manager	J. Gaby	na	19.03.08
Primary Industries & Water	702371 Executive Assistant	A. Iles	na	19.03.08
Primary Industries & Water	700292 Irrigation Scheme Operator	W. Bailey	na	19.03.08
Primary Industries & Water	702196 Senior Administrative Officer	A. Paine	na	19.03.08
Primary Industries & Water	701747 Senior Policy Analyst (Marine Farms)	D. Ross	na	19.03.08
Primary Industries & Water	700885 Manager (FarmBis Program)	M. Horne	na	19.03.08
Primary Industries & Water	702361 Project Manager (Threatened Species Spatial Layer)	K. Goddard	na	19.03.08
Primary Industries & Water	702465 Project Officer (Seed Safe)	M. Visoiu	na	19.03.08
Primary Industries & Water	701850 Data Management and Monitoring Officer	D. Storey	na	19.03.08
Primary Industries & Water	702696 Vegetation Scientist (TVMMP)	F. Hargraves	na	19.03.08
Primary Industries & Water	702595 Marine Conservation Support Officer	R. Davies	na	19.03.08
Primary Industries & Water	702468 Project Manager (Marine Conservation)	A. Lee	na	19.03.08
Primary Industries & Water	702570 Seabird Biologist	R. Alderman	na	19.03.08
Primary Industries & Water	702219 Marine Biologist	S. Robinson	na	19.03.08
Primary Industries & Water	702177 Quality Assurance Officer	C. Page	na	19.03.08
Primary Industries & Water	702166 Vegetation Management Officer	H. Crawford	na	19.03.08
Primary Industries & Water	702507 Scientific Officer (Fox Research)	R. Gaffney	na	19.03.08
Primary Industries & Water	701388 Fluvial Geomorphologist (Peatlands)	K. Storey	na	19.03.08
Primary Industries & Water	702203 Geoconservation Officer	R. Eberhard	na	19.03.08
Primary Industries & Water	701780 Monitoring and Evaluation Officer	C. Cleary	na	19.03.08
Primary Industries & Water	702703 Administrative Assistant (Save the Tasmanian Devil Program)	C. Donnelly	na	19.03.08
Primary Industries & Water	702220 Marine Biologist	S. Thalmann	na	19.03.08
Primary Industries & Water	702475 Wildlife Management Officer	M. Jones	na	19.03.08
Primary Industries & Water	701670 Scientific Officer (Devil Survey)	B. Lazenby	na	19.03.08
Primary Industries & Water	701523 Game Management Services Officer	M. Byrne	na	19.03.08
Primary Industries & Water	702268 Wildlife Assessment Officer	J. Adamczewski	na	19.03.08
Primary Industries & Water	701509 Project Manager	D. Hardie	na	19.03.08
Primary Industries & Water	701704 Senior Water Environment Officer	C. Bobbi	na	19.03.08
Primary Industries & Water	702506 Scientific Officer (Fox Research)	M. Pauza	na	19.03.08

Permanent Appointments—Continued

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Primary Industries & Water	702368 Project Officer (Threatened Hollow Nesting Birds)	M. Webb	na	19.03.08
Primary Industries & Water	701978 Project Officer (Threatened Eagles)	W. Brown	na	19.03.08
Primary Industries & Water	700278 Irrigation Scheme Operator	R. Byrne	na	19.03.08
Primary Industries & Water	702742 Project Officer (Sales)	Y. Van Rooyen	6 months	12.05.08
Primary Industries & Water	702398 Client Service Officer	L. Bath	6 months	12.05.08
Treasury & Finance	723250 Policy Analyst	J. Holland	6 months	28.04.08
The Public Trustee	790159 Administrative Assistant	L. Miles	6 months	14.04.08
The Public Trustee	790145 Trust Officer	J. Clifford	6 months	20.03.08

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Primary Industries & Water	702753 Project Assistant	M. Jackson	16 weeks	2 years

Transfer of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No. and New Title</i>	<i>Date of Movement</i>
Education	200260 Principal	T. Preece	Education	200699 Principal	16.06.08
Education	202527 Assistant Principal	A. Beams	Education	954624 Principal	01.05.08
Education	209303 Principal	A. Horch	Education	200163 Assistant Principal	01.05.08
Health & Human Services	508997 Registered Nurse	C. Stratton	Health & Human Services	500936 Child and Family Health Nurse	06.05.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No. and New Title</i>	<i>Date of Movement</i>
Education	962520 Network Controller	D. Henwood	Education	963498 Senior IT Support Officer	21.04.08
Education	954262 Clerk	B. McLarin	Education	954806 School Executive Officer	18.04.08
Education	201275 Teacher	M. Cashion	Education	200857 Assistant Principal	17.04.08
Education	962526 Network Controller	A. Ferrier	Education	963502 Senior IT Support Officer	21.04.08
Education	962526 Network Controller	A. Ferrier	Education	963502 Senior IT Support Officer	21.04.08
Education	962506 Network Controller	A. Ives	Education	963503 Senior IT Support Officer	21.04.08
Education	962369 Network Controller	N. Gane	Education	963497 Senior IT Support Officer	21.04.08
Education	962515 Network Controller	D. Kingshott	Education	963504 Senior IT Support Officer	21.04.08
Education	963579 Clerk	D. McGuire	Education	958199 School Office Clerk	03.04.08
Environment, Parks, Heritage & the Arts	705796 Senior Environmental Officer	C. Cole	Environment, Parks, Heritage & the Arts	706184 Manager Scientific and Technical	07.05.08
Education	951115 Senior IT Support Officer	L. Harrison	Health & Human Services	517651 IT Consultant (Database Administrator)	19.05.08
Health & Human Services	502804 Registered Nurse	A. Thynne	Health & Human Services	515815 Clinical Nurse Specialist	15.04.08
Police & Emergency Management	000472 Constable	B. Harding	Health & Human Services	511111 Tobacco Control Officer	01.05.08
Health & Human Services	512244 Holding Position	A. Whelan	Health & Human Services	515945 Principal Policy Analyst	23.04.08
Health & Human Services	515711 Senior Business Analyst	F. Parker	Health & Human Services	512162 Manager Procurement and Capital Planning	24.04.08
Health & Human Services	514349 Holding Position	C. Taylor	Health & Human Services	508074 Manager, Medical Orderlies & Security Services	29.04.08
Health & Human Services	516236 Pay/Personnel Officer	J. Stevenson	Health & Human Services	509138 Divisional Support Officer	29.04.08
Health & Human Services	501593 Youth Justice Worker	M. Scott	Health & Human Services	501674 Team Leader	12.05.08
Health & Human Services	501472 Administrative Assistant	J. Brookes	Health & Human Services	517354 Executive Officer	12.05.08
Environment, Parks, Heritage & the Arts	424771 Systems Support Officer	Y. Cowle	Police & Emergency Management	000728 Coordinator (Accounting Operations)	29.04.08
Health & Human Services	500637 Finance Services Officer	M. Walsh	Police & Emergency Management	002148 Administrative Assistant	19.05.08
Health & Human Services	517125 Communications and Marketing Consultant	A. Gourlay	Premier & Cabinet	001319 Communications Consultant	28.04.08
Premier & Cabinet	470582 Communications Officer (Voice)	C. Ryan	Premier & Cabinet	001405 Support Officer, GDS Services	28.04.08
Primary Industries & Water	700791 Senior Fisheries Management Officer	R. Pearn	Primary Industries & Water	25727 Principal Fisheries Management Officer	01.05.08
Primary Industries & Water	701053 Senior Marine Environmental Officer	G. Woods	Primary Industries & Water	000188 Principal Marine Farming Environmental Management Officer	01.05.08
Primary Industries & Water	700374 Manager (Budget Services)	M. Costa	Primary Industries & Water	702665 Manager (Business Services Unit)	05.05.08
Primary Industries & Water	701754 Executive Officer	R. Wall	Primary Industries & Water	330713 Business Manager	05.05.08
Treasury & Finance	723981 Client Services Officer	B. Batchelor	Treasury & Finance	723470 Revenue Officer	28.04.08



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