



# TASMANIAN STATE SERVICE NOTICES

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

### Submission of Applications

Applications will close 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](http://www.jobs.tas.gov.au) site. A list of currently operating registers is also available from this site.

# Train the Trainer

Packed with skills for people who train on-the-job or in groups.

We can tailor this course and conduct it in-house.

- How to structure a logical training session
- 5 ways to make a 'dry' topic interesting and relevant
- Adding variety – pros and cons of case studies, role plays etc.
- Discover your natural strengths as a trainer
- Learn how to build on your natural strengths
- How to look confident when you feel under pressure
- How to ask questions that stimulate thinking and interaction
- How to evaluate how effective the training really was
- The brilliant technique for buying time to respond to difficult questions



	Public	Hobart	In-house (max 16 people)
<b>Train the trainer</b>	\$475	25 & 26 June	\$1650/day
<b>Satisfying difficult clients</b>	\$275	10 June	\$1650
<b>Emotional Intelligence</b>	\$275	18 June	\$1650
<b>Effective business writing</b>	\$275	13 June	\$1650



**Developing Potential (Australia) Pty Ltd**

34 Anglesea Street, South Hobart  
Phone: 6224 1066

Email: [training@developingpotential.com.au](mailto:training@developingpotential.com.au)  
Website: [www.developingpotential.com.au](http://www.developingpotential.com.au)

**Gazette**

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

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

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

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

## BUSINESS AND COMMUNITY DEVELOPMENT

*Regional Office North***Senior Project Manager (424026).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Launceston.

Duties:—As a member of the Northern Regional Office team, the Senior Project Manager will:—Conduct detailed analysis of the regional economy and industries, undertake complex investigations and prepare associated policy advice which supports the ongoing development of the Northern Region, in line with the State's Development Strategy, the Local Government Partnerships Agreement Programme and departmental goals and objectives. Deliver sustainable economic benefits to Northern Tasmania through leading and managing the identification and implementation of development strategies that maximise investment, growth and job creation across the Northern Region. Manage designated projects and provide specialist consultative advice.

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

Enquiries to Ellissa Branch for a copy of the Statement of Duties on (03) 6336 2822 or email [Ellissa.Branch@development.tas.gov.au](mailto:Ellissa.Branch@development.tas.gov.au). For further information about the position please contact Tom Black, Regional Manager North, phone (03) 6336 2891, email [Tom.Black@development.tas.gov.au](mailto:Tom.Black@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

## CORPORATE SUPPORT DIVISION

*Corporate Management Systems***Senior Corporate Systems Officer (425010).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—Contribute to the implementation and management of the Agency's key corporate business systems, including Finance One (Financial Management Information System), LUCID (Client Relationship Management System) and Empower (Human Resources Information System).

Undertake specific project activities and tasks relating to the administration and management of Corporate Management Systems and provide specialist advice and support to stakeholders.

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

Enquiries to Tracey Morrison, Corporate Systems Manager, Department of Economic Development and Tourism, phone (03) 6233 5847, email [Tracey.Morrison@development.tas.gov.au](mailto:Tracey.Morrison@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

## INDUSTRY DEVELOPMENT DIVISION

*Resources and Infrastructure Division***Project Manager (424803).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to balanced and sustainable economic development in Tasmania by providing specialist consultative advice and managing designated projects in relation to industry development in the resources and infrastructure industry sectors.

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

Enquiries to Melissa Honey for a copy of the Statement of Duties on (03) 6233 5869 or email [Melissa.Honey@](mailto:Melissa.Honey@)

development.tas.gov.au. For further information about the position please contact John Wimmer, Senior Project Manager, phone (03) 6233 5868, email John.Wimmer@development.tas.gov.au.

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

### INDUSTRY DEVELOPMENT DIVISION

#### *Screen Tasmania*

#### **Locations Promotions Officer (424877).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the growth of Tasmania's screen industry by attracting production into the state from interstate and international markets. Market and administer the Filming in Tasmania Programme, devise and develop tools and strategies to promote Tasmania as a shooting destination and provide information and advice to the Director Screen Tasmania, the Screen Tasmania Board and Industry.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications in Arts administration, media or communications and/or appropriate industry experience. Photography skills. Current driver's licence.

Enquiries to Tanya Drewlo for a copy of the Statement of Duties on (03) 6233 6995 or email Tanya.Drewlo@screen.tas.gov.au. For further information about the position please contact Karena Slaninka, Director Screen Tasmania, phone (03) 6233 4184, email Karena.Slaninka@screen.tas.gov.au.

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

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

## EDUCATION

### INFORMATION SERVICE AND COMMUNITY LEARNING

#### *Adult and Community Learning Services*

#### *Adult Education*

#### **Programme Co-ordinator (330024).**

Applications Close:—Friday, 6 June 2008.

Salary:—\$56,854–\$64,096 per annum.

Adult and Community Education Agreement 2001, Adult Education Officer, Level 1.

Fixed-term full-time from as soon as possible for 9 months.

Location:—Adult Education, South.

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

Desirable Requirements:—Post Compulsory Education qualifications.

Applicants should forward an Application for Employment Form 201 with 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 Max Bahrfeldt, Department of Education, phone (03) 6233 7285, email max.bahrfeldt@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### **Administrative Officer (961815).**

Applications Close:—Friday, 6 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Launceston.

Description of the Role:—Provide high level clerical and administrative support to Learning Services Management Team and other team members. Contribute to the efficient operation of Learning Services including the provision of high level customer services.

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 Ben Neate, Department of Education, phone (03) 6336 2594, email benjamin.neate@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### *Prospect High School*

#### **Clerk (963026).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Permanent full-time.

Location:—Prospect High School.

Description of the Role:—Under direction carry out routine clerical and keyboard support 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 Debbie Chancellor, Department of Education, phone (03) 6344 4744, email [debbie.chancellor@education.tas.gov.au](mailto:debbie.chancellor@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Claremont High School

#### **Teacher—2 Vacancies.**

Applications Close:—Friday, 13 June 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 202664.

Permanent full-time.

Location:—Claremont High School.

Vacancy No. 952985.

Permanent full-time.

Location:—Claremont High School.

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

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

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

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

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

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

#### **Learning Services Administrative Manager (962665).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Learning Services (South-East).

Description of the Role:—Provide high level support to the Learning Services management and manage the administrative functions of the Learning Services. Manage processes to ensure timely responses to public enquiries, ministerial correspondence, complaints and other representations referred to the Learning Services.

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.

For a copy of the Statement of Duties please contact Mel Holness, phone (03) 6233 8549 email [learning.services.se@education.tas.gov.au](mailto:learning.services.se@education.tas.gov.au).

Enquiries to Deb Sealy, Department of Education, phone (03) 6233 8009, email [debra.sealy@education.tas.gov.au](mailto:debra.sealy@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LIBRARY AND INFORMATION SERVICES

*State Library of Tasmania***Clerk (598850).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—State Library of Tasmania.

Description of the Role:—Carry out clerical, keyboard and general administrative duties as required in relation to the functions of an office, section or unit. Supervise the records of the office, section or unit. Assist in routine operational processes.

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

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.

Local Task List is available.

Enquiries to Maxine Turner, Department of Education, phone (03) 6233 7465, email maxine.turner@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***Graphic Designer (962742).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Permanent part-time 0.6 FTE 44.10 hours per fortnight 52 weeks per year.

Location:—State Library of Tasmania.

Description of the Role:—Undertake a range of graphic design and public communication projects.

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:—Tertiary qualifications in graphic design. Two years experience in graphic design and print production.

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

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

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

Enquiries to Annette Murphy, Department of Education, phone (03) 6233 7937, email annette.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) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

## SKILLS TASMANIA

*Policy and Services*

## Equity and Youth Strategies

## Equity Services

**Senior Policy Officer Equity (421847).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time from 16 June 2008 to 15 June 2009.

Location:—Hobart.

Description of the Role:—Assist with VET equity policy research, analysis, development, implementation and review at a strategic level. Facilitate the provision of advice on policy matters for consideration by senior management and government.

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 Bianca Davies phone (03) 6233 7235 email bianca.davies@education.tas.gov.au.

Enquiries to Jane Forward, Department of Education, phone (03) 6233 4604, email jane.forward@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

**Fixed-term Employment Register (Various)**

Applications Close:—Sunday, 22 February 2009.

Salary:—See Below.

Register.

Location:—Statewide.

Jet Recruitment and Searson Buck are contracted to manage the fixed term employment register for short-term positions arising within the Department of Environment, Parks, Heritage and the Arts. These employment agencies provides a statewide service to the Department.

Applications are invited from persons interested in being considered for full-time, part-time or casual employment in fixed term positions for periods of up to 12 months. Vacancies arise from time to time in a variety of locations throughout Tasmania in the categories of employment listed below. These are not actual vacancies but a guide to positions that may potentially become available.

Categories of Employment:—

**Administrative and Clerical Officer.**

Duties may vary according to the position and may include data entry, sales, keyboard, clerical support and providing advice to visitors.

Salary Range:—\$29,502 to \$37,378 per annum, Administrative and Clerical Employees Award, Level 1/2.

**Administrative Assistant.**

Duties include secretarial, clerical and administrative support, schedule meetings and minute taking, high level personal and telephone enquiries.

Salary Range:—\$44,019 to \$47,675 per annum, Administrative and Clerical Employees Award Level 4.

**Accounts/Finance Officer.**

Duties include accurate preparation, verification and processing of financial accounting transactions, assisting with financial reporting and reconciliation processes.

Salary Range:—\$38,927 to \$42,233 per annum, Administrative and Clerical Employees Award, Level 3.

**Computer Systems Officer.**

Duties vary and may include simple analysis and design of information technology systems and technical system support functions.

Salary Range:—\$38,927 to \$51,357 per annum, Administrative and Clerical Employees Award, Computer Systems Officer, Level 1.

**Field Officer.**

Duties may include minor construction work, maintain public facilities, operate Department vehicles, tools and machinery. Some work may be in rough and isolated environments in inclement weather conditions.

Salary Range:—\$34,648 to \$35,933 per annum, Parks and Wildlife Service Agreement, Level 1.

**Cave Guide and Information Officers.**

Duties may vary according to the position and may include conducting guided tours, providing site security, supervising and directing visitors, collecting monies, assisting with maintenance of minor site and visitor facilities.

Salary Range:—\$34,648 to \$35,933 per annum, Parks and Wildlife Service Agreement, Level 1.

**Discovery Ranger.**

Duties include conducting programmes of interpretative and educational activities such as night walk wildlife presentations, guided walks, children's activities, assist in Park maintenance.

Salary Range:—\$34,648 to \$35,933 per annum, Parks and Wildlife Service Agreement, Level 1.

**Seasonal Fire Fighter.**

Duties include fuel reduction burning, clearing of vegetation, construction and maintenance of fire trails, firebreaks and waterholes, site clearing, rubbish collection and removal, fencing and erecting signs. Safely operate and perform basic maintenance on chainsaws, brushcutters, pumps and other small powered equipment.

Salary Range:—\$34,564 to \$36,335 per annum, AWU (Australian Workers Union), Level 2 or 3.

**Cleaner.**

Duties include cleaning of public buildings, office areas and amenities blocks. Lock up and securing of site and buildings.

Salary Range:—\$33,963 per annum, Operational Employees Award Level 2.

**Laboratory Technical Officer.**

Duties may include analyses of contaminants in environmental samples, draft reports on analyses performed, perform sample preparations and clean-ups for subsequent instrumental analyses, operate laboratory instruments, prepare solutions and reagents.

Salary Range:—\$34,003 to \$45,854 per annum, Technical Employees Award Level 1—Level 2 (based on qualifications, skills, knowledge and experience).

**Horticulturist.**

Duties include maintaining and developing living collections and plant displays, ensure sound plant hygiene practices are maintained and implement and assist in planning horticultural work programmes.

Salary Range:—\$37,862 per annum, AWU (Australian Workers Union) Trades Level 4.

**Food and Beverage Assistant.**

Duties include providing food and beverage services to the highest standards to all clients, prepare and present simple food lines and assist with daily and weekly ordering.

Salary:—\$33,963 per annum, Operational Employees Award, Level 2.

**Kitchen and Kiosk Assistant.**

Duties include providing an appropriate level of food and beverage service, prepare and present simple food lines (sandwiches, rolls etc.) and assist with daily and weekly ordering, in conjunction with Kiosk.

Salary Range:—\$31,560—\$32,985 per annum, Operational Employees Award, Level 1.

**Ranger.**

Duties include assistance in preparing, implementing and monitoring work programmes, operational plans and development proposals, under the direction of the Ranger in Charge and/or Assistant Regional Manager, Assist in the preparation and monitoring of district budgets and the collection and accounting of public monies. Control allocated expenditure up to delegated limits.

Salary Range:—\$38,927 - \$40,457 per annum, Parks and Wildlife Service Agreement, Level 2.

**Gallery Assistant.**

Duties include providing the highest level of customer service to all visitors to the Tasmania Museum and Art Gallery (TMAG), anticipate and respond to the needs of visitors to the museum, providing information directly and indirectly in a proactive manner and provide general information about TMAG activities, programmes, services and retail products to visitors.

Salary Range:—\$35,933 per annum, Operational Employees Award, Level 4.

**Environmental Officer.**

Duties include undertaking the environmental assessment of new and existing level 2 activities and other environmentally relevant activities, seeking and evaluating information provided by proponents, the public and consultants and specialist advice from other staff and government agencies as necessary, and providing an assessment report and recommendations to senior staff.

Salary Range:—\$40,547–\$59,573 per annum, Professional Employees Award, Level 1.

**Horticultural Assistant.**

Duties include assisting in the following tasks, implementing routine horticultural works, implementation of horticultural and related project works; the operation of the Gardens' vehicles, plant and equipment; and the Gardens' re-cycling and composting operations.

Salary Range:—\$36,440 per annum AWU (Australian Workers Union) Trades Level 3.

**Landscape Assistant.**

Duties include assisting with maintenance and construction of the Gardens landscape elements including drainage and pathway construction, ensure sound plant hygiene practices are maintained as well as developing the Gardens living collections and plant displays.

Salary Range:—\$36,440 per annum AWU (Australian Workers Union) Trades, Level 3.

**Utility Officer.**

Duties include undertaking maintenance duties as directed which may include (where competent); carpentry, plumbing, painting, fencing, metalwork, welding and mechanical repairs, maintenance of infrastructure, plant, equipment and services within established parameters, assisting the Co-ordinator Projects and Infrastructure with the development of work programmes and rolling maintenance programmes for assets and infrastructure.

Salary Range:—\$34,648 per annum, Operational Employees Award, Level 4.

**Visitor Services Officer.**

Duties include good level of retail skills and assist with receiving and display of retail stock, assist with the reconciliation of retail sales, retail stock and collect and account for donations, ensuring quality visitor services and facilities within the Visitor Centre, including the Discovery Centre and Botanical Shop by undertaking daily quality control checks and by collecting and recording visitor feedback, provide a quality information service for visitors to the Gardens.

Salary Range:—\$29,502–\$37,378 per annum, Administrative and Clerical Level 1/2.

If you wish to be considered for potential vacancies in any of the listed categories of employment you need to contact either Jet Recruitment or Searson Buck to register your interest. Jet Recruitment and Searson Buck will provide advice on the management of the register, the information they require and the process for registration.

The register will remain open to applicants at all times until 22 February 2009 and will be reviewed on a regular basis.

Enquiries to Jet Recruitment are, Kelly Gordon, Level 8, 65 Murray Street, Hobart, Tas, 7000, phone (03) 6234 7966, fax (03) 6234 7260, email kgordon@jetrecruitment.com.au or Danica Foy, Jet Recruitment, Level 1, 87 Brisbane Street, Launceston, Tas, 7250, phone (03) 6331 6322, fax (03) 6331 7466, email dfoy@jetrecruitment.com.au or Searson Buck are, Anna Wilson, 183 Macquarie Street, Hobart, Tas, 7001, phone (03) 6223 3055, fax (03) 6223 3099, email awilson@searsonbuck.com.au or Cameron Clarke, Searson Buck, 30 Brisbane Street, Launceston, Tas, 7250, phone (03) 6333 3888, fax (03) 6333 3899, email cclarke@searsonbuck.com.au or Rowena Shadbolt, Searson Buck, Level 1/10 Wilson Street, Burnie, Tas, 7320, phone (03) 6431 5155, fax (03) 6431 5166, email rshadbolt@searsonbuck.com.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## ABORIGINAL HERITAGE OFFICE

*Aboriginal Heritage Services***Senior Spatial Analyst (706084).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—To develop and implement spatial analysis projects and services to research, investigate, protect and conserve Aboriginal heritage in Tasmania, and to liaise with the Aboriginal community in relation to these activities.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have tertiary qualifications, majoring in a relevant professional field and a current motor vehicle driver's licence.

Enquiries to Don Ranson, Manager, Research and Development AHO, phone (03) 6233 3840, email Don.Ranson@heritage.tas.gov.au. For a copy of the Statement of Duties please contact, Coralie Sallans, Business Support Officer, phone (03) 6233 6613, email Coralie.Sallans@heritage.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.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## ENVIRONMENT

*Analytical Services***Project Chemist (706254).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Fixed-term full-time (6 months) and/or part-time (up to 12 months).

Location:—New Town.

Duties:—As a professional practitioner verify or validate methods in accordance with NATA requirements and operate and maintain state of the art instrumentation and perform complex analysis therewith.

Essential Requirements:—It is essential that you have a Degree in Chemistry or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have research experience and a current motor vehicle driver's licence.

Enquiries to John O'Reilly, A/Section Head Water Chemistry, phone (03) 6230 7011, email John.O'reilly@environment.tas.gov.au. For a copy of the Statement of Duties please contact, Amanda Freeman, Business Services Officer, G.P.O. Box 771, Hobart, TAS, 7001, phone (03) 6230 7002, email Amanda.Freeman@environment.tas.gov.au.

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

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## PARKS AND WILDLIFE SERVICE

*Operations and Performance***Regional Volunteer Co-ordinator (705699).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Prospect.

Duties:—Manage the Regional Volunteer Programme including the facilitation of community conservation groups and co-ordination of volunteers to assist the Parks and Wildlife Service achieve corporate goals whilst providing rewarding experiences for volunteers.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle drivers licence and a workplace Level 2 First Aid Certificate, or equivalent or the ability to acquire prior to appointment.

Enquiries to Chris Colley, Regional Manager, phone (03) 6336 5278, email [Chris.Colley@parks.tas.gov.au](mailto:Chris.Colley@parks.tas.gov.au). For a copy of the Statement of Duties please contact, Rowena Lundie, Administrative Assistant, phone (03) 6336 5267, email [Rowena.Lundie@parks.tas.gov.au](mailto: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](mailto:applications@depha.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## PARKS AND WILDLIFE SERVICE

*Strategy and Sustainable Use***Communication Officer—Signs (706244).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent part-time (0.6 FTE).

Location:—Hobart.

Duties:—To provide advice, co-ordination and support to field centres, Regions and Hobart office for the implementation of the Signs Style Manual State-wide and provide advice and support in the development and implementation of management, information and interpretation signage. To ensure compliance to quality and standards identified in the Signs Manual.

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

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

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, 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](mailto:applications@depha.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Launceston General Hospital***Loan Set Co-ordinator (517810).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time day work.

Location:—Surgery-Operating Room Suite.

Duties:—Provide a support service that includes the co-ordination and preparation of specialized medical equipment for surgical procedures in particular orthopaedics. Co-ordinate the ordering, purchasing, receipting and storage of surgical equipment and supplies in particular orthopaedics.

Desirable Requirements:—Demonstrated ability to ensure the cleanliness of equipment and the environment according to infection control principles. A knowledge of decontamination and sterilization of general and specialized equipment in accordance with (AS 4187) Australian Standards, and an understanding of handling and storage of sterile equipment. Demonstrated ability to monitor equipment/stores levels and initiate appropriate action. Effective communication and interpersonal skills with the ability to work and function effectively in a team environment.

Enquiries to Lynne Cleary, Department of Health and Human Services, phone (03) 63487453, email [lynne.cleary@dhhs.tas.gov.au](mailto:lynne.cleary@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 Nurse (502155).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Permanent part-time shift work, working 56 hours per fortnight.

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

Duties:—To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients. Collaborates with other members of the health care team to ensure the delivery and evaluation of nursing care.

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

Enquiries to Penny Bligh, Department of Health and Human Services, phone (03) 64306568, email [penny.bligh@dhhs.tas.gov.au](mailto:penny.bligh@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*North West Regional Hospital***Clinical Nurse (517880).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent part-time shift work, working 64 hours per fortnight.

Location:—Nursing Services-DEM.

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

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

Enquiries to Wayne Smith, Department of Health and Human Services, phone (03) 64306632, email wayne.smith@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*North West Regional Hospital***Domestic Services Officer (501976).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Fixed-term full-time shift work. To commence as soon as possible until 30 May 2009.

Location:—Corporate Services-Physical Resources.

Duties:—To provide an efficient, safe cleaning service in the wards, offices and residences of the hospital complex. To provide infection control cleaning to a level that will minimise spread of infection in the hospital.

Desirable Requirements:—The ability to use and control various items of industrial cleaning equipment, safely and efficiently. A working knowledge in the use of cleaning chemicals or the ability to acquire same. An awareness of universal precautions and all infection control policies, protocols and procedures relating to cleaning, or the ability to acquire it. An awareness of cleaning policies, protocols and procedures in cytotoxic and sterile areas, or the ability to acquire it.

Enquiries to Andrew Groves, Department of Health and Human Services, phone (03) 64306969, email andrew.groves@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*North West Regional Hospital***Registered Nurse—2 Vacancies.**

Applications Close:—Friday, 13 June 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Vacancy No. 513887.

Permanent full-time shift work.

Location:—Nursing Services-DEM.

Vacancy No. 517587.

Permanent full-time shift work.

Location:—Nursing Services-DEM.

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

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

Enquiries to Wayne Smith, Department of Health and Human Services, phone (03) 64306632, email wayne.smith@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse Educator, Medicine (516782).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—Nurse Education Unit, Royal Hobart Hospital.

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programmes in the clinical practice setting. The Department of Health and Human Services has established a clinical learning and education framework for nursing and midwifery. The framework recognises that the development of the nurse is optimised when theoretical knowledge is integrated with practice within a structured education environment. The principal outputs of the framework are education programmes including: transition programmes; clinical practice placement programmes as a component of pre and post registration and enrolment courses; and, professional development programmes. In recognition of the requirements of the different settings, the clinical nurse educator role may incorporate activities associated with some or all of the principal outputs. The objective is achieved in accordance with Agency policy and legal requirements and performance reporting arrangements are linked to the DHHS Progress Chart.

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

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

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Clinical Nurse Manager (509397).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—Clinical Services, Surgery, Orthopaedic Unit, Royal Hobart Hospital.

Duties:—Provide leadership within the Orthopaedic Unit. Within a collaborative, multidisciplinary and risk management framework, ensure the delivery of efficient and effective evidence based care to all patients. Co-ordinate the unit's clinical, management activities and supports/ facilitates education and nursing research activities.

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

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

You are encouraged to apply online (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*

#### **Filing Clerk (510094).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$34,295–\$36,936 per annum.

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

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

Location:—Medical Imaging Department, Royal Hobart Hospital.

Duties:—Provide an efficient filing service for medical imaging and assist with general clerical tasks as required. Perform quality assurance activities in relation to files in Medical Imaging.

Desirable Requirements:—A good knowledge of clerical and filing procedures with the ability to acquire a sound knowledge of Terminal Digit Unit Record filing, supporting systems and record tracking systems together with the ability to ensure the

neat, accurate and reliable filing and audit of medical records. Experience with a hospital patient information system or the ability to become proficient with a computerised system. Integrity, with an ability to maintain the confidentiality of information gathered in the performance of duties.

Enquiries to Anna Luciani, Department of Health and Human Services, phone (03) 6222 8698, email anna.luciani@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Medical Orderly (Relief) (508078).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$34,059–\$34,606 per annum.

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

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

Location:—Patient Support, Medical Orderlies, Royal Hobart Hospital.

Duties:—Provide assistance to Medical, Nursing, and Paramedical staff in the lifting, positioning and general care of patients. Transport of patients within the hospital environment. As directed, provide Orderly services in the Department of Emergency Medicine, Radiology, and Operating Theatres.

Desirable Requirements:—Knowledge of skills required in lifting and positioning of spinal patients in acute care ie. ICU, CCU, CT ICU. Knowledge of practices, equipment and procedures relating to Medical Orderly involvement in patient care, together with a knowledge of medical orderly procedures for the Department of Emergency Medicine, Radiology, and Operating Theatres. Knowledge of Hospital mortuary procedures. Knowledge of the principles of Occupational Health and Safety and a comprehensive knowledge of all emergency procedures (fire, bomb threats, evacuation an aggression).

Enquiries to Chris Taylor, Department of Health and Human Services, phone (03) 6222 8509, email chris.taylor@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Radiographer (READVERTISED) (510142).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time shift worker (set rotational).

Location:—Medical Imaging, General Xray, Royal Hobart Hospital.

Duties:—The radiographer is responsible for the use of ionising and non-ionising radiation to provide images of the highest diagnostic value.

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

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

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Registered Nurse (3 Vacancies) (508961, 508955 and 514976).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent part-time shift work (fully rotational), 508961 (72 hours per fortnight), 508955 and 514976 (64 hours per fortnight).

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Oral Health*

#### **Dental Technician (501287).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$38,464–\$45,244 pro rata.

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

Permanent part-time day work, working 44 hours per fortnight.

Location:—North West Region.

Duties:—To work within a dental team to provide an efficient, effective, quality prosthetic service.

Essential Requirements:—Satisfactory completion of

Certificate Level IV in Dental Technology or equivalent.

Enquiries to Dale Coombe, Department of Health and Human Services, phone (03) 6336 4121, email dale.coombe@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Administrative Assistant (507424).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time daywork, 48 hours per fortnight.

Location:—St Marys Community Health Centre, St Marys.

Duties:—Provide administrative and clerical support to the Director of Nursing and staff of the St. Marys Hospital. This will include: Manage the office of the Director of Nursing, including the input of data, records management, preparation of general correspondence and reports and reception services. Undertake basic purchasing and accounts processing functions for the hospital, including revenue generated by the Hospital. On behalf of the Director of Nursing undertake a general liaison role with other sections of the Agency and with external service providers and members of the general public.

Desirable Requirements:—Demonstrated ability to perform administrative and clerical duties with accuracy and provision. Demonstrated organisational skills, including time management, prioritising competing work demands and ability to work autonomously. Demonstrated ability to effectively communicate with clients, staff and external agencies, utilising discretion and confidentiality, as well as functioning effectively within a team environment.

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

#### **Enrolled Nurse (Relief) (504295).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$44,751–\$46,010 pro rata.

Nurses (TPS) Award, Enrolled Nurse Level 2.

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

Location:—Beaconsfield District Health Service.

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

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

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

Enquiries to Helen McLean, Department of Health and Human Services, phone (03) 6383 1104, email helen.mclean@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

#### **Home Care Worker (507100).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

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

Location:—Campbell Town Health and Community Service.

Duties:—Within a Primary Health Care framework function effectively as a member of a health care team in providing basic support services for frail aged people and people with disabilities and their carers.

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

Enquiries to Jan Harvey, Department of Health and Human Services, phone (03) 6381 3330, email jan.harvey@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 (512414).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time shiftwork.

Location:—St Marys Community Health Centre.

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 area—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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 (507413).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent part-time shiftwork (48 hours per fortnight).

Location:—St Marys Community Health Centre.

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 area—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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*

###### Planning and Performance Unit

#### **Project Officer (MSOAP) (512935).**

Applications Close:—Friday, 13 June 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 daywork, commencing as soon as possible for a period of 2 years.

Location:—Primary Health, Planning and Performance Unit, Launceston.

Duties:—In accordance with Agency policy, direction and legal requirements the Project Officer is responsible to the Senior Consultant Policy and Projects Unit for high level advice and support in relation to the management and implementation of the Medical Specialists Outreach Assistance Programme (MSOAP) and related projects.

Desirable Requirements:—Demonstrated planning, organisation and co-ordination skills including the ability to establish priorities, manage workloads and work with minimum supervision. Demonstrated high-level communication, negotiation and conflict resolution skills, as well as an ability to liaise with management and staff in relation to planning and service delivery issues and represent MSOAP at forums. Demonstrated knowledge in the operation and use of modern computerised financial, human resources and information systems, including Finance 1, Microsoft Excel and Microsoft Word.

Enquiries to Di Driscoll, Department of Health and Human Services, phone (03) 6222 7632, email [di.driscoll@dhhs.tas.gov.au](mailto:di.driscoll@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Primary Health*

###### South

#### **Home Help Relief—Multiple Vacancies (506360).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Fixed-term casual day work, working as and when required, from as soon as possible for a period of two years.

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 area—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](mailto:homecaresouth@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Primary Health*

###### South

#### **Speech Pathologist (506715).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

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

Location:—Southern Region.

Duties:—Provide and evaluate a paediatric speech pathology service through Community Health Centres in the South East District to those clients not requiring complex intervention for multiple disabilities. Undertake health promotion in the community.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

Enquiries to Fred Howard, Department of Health and Human Services, phone (03) 6222 7216, email [fred.howard@dhhs.tas.gov.au](mailto:fred.howard@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Statewide Specialist Services*

## Alcohol and Drugs Service (South)

**Registered Nurse (Casual Pool) (501039).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

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

Location:—St Johns Park, New Town.

Duties:—The appointee will primarily be involved in the assessment and management of persons presenting at the Pharmacotherapy Programme and Withdrawal Management Unit with alcohol and drug related problems. The nurse will work in a clinical setting providing medicated and non-medicated detoxification services, together with medical and para-professional staff within the Unit. Provide direct nursing care following established nursing procedures.

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 area—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Liz McVey, Department of Health and Human Services, phone (03) 6230 7032, email [elizabeth.mcvey@dhhs.tas.gov.au](mailto:elizabeth.mcvey@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## North West Area

## Child Protection

**Team Leader Case Management (517684).**

Applications Close:—Friday, 13 June 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, North West.

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

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

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 area—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 7202, email [selina.mcguire@dhhs.tas.gov.au](mailto:selina.mcguire@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## North West Area

## Child Protection

**Team Leader Intake (517685).**

Applications Close:—Friday, 13 June 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, North West.

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

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

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 area—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 7202, email [selina.mcguire@dhhs.tas.gov.au](mailto:selina.mcguire@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## Northern Area

## Child Protection

**Team Leader—2 Vacancies.**

Applications Close:—Friday, 13 June 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Vacancy No. 514200.

Permanent full-time day work.

Location:—Child Protection, Launceston.

Vacancy No. 514199.

Permanent full-time day work.

Location:—Child Protection, Launceston.

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

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

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 area—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing*

#### ***Housing Access Officer (516993).***

Applications Close:—Friday, 13 June 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent part-time day work.

Location:—Housing Services, Hobart.

Duties:—Ensure client access to appropriate housing services in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards. Demonstrated ability to, use initiative and utilise problem solving skills.

Enquiries to Sherri McKenna, Department of Health and Human Services, phone (03) 6233 8829, email [sherri.mckenna@dhhs.tas.gov.au](mailto:sherri.mckenna@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing*

#### ***Manager Housing Strategy (512430).***

Applications Close:—Friday, 13 June 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Fixed-term full-time day work commencing as soon as possible for a term of 5 years.

Location:—State Administration, South.

Duties:—The Manager Housing Strategy reports to the Director Housing Tasmania, this position is responsible for leadership and day-to-day management of the Housing Strategy Branch comprising Housing and Homelessness Policy, Community Partners, Planning Performance and Information.

The senior management position is an expert consultant in the development of complex policy and programme positions in a whole-of-government environment.

Objectives of the position are to:—Direct and lead the Housing Strategy Branch. Represent the Department in the negotiation and management of Commonwealth State Agreements in respect to housing and homelessness. Establish collaborative relationships with key stakeholders within and across government and the business and community sectors. Provide leadership, support and development opportunities to encourage ongoing strategic and innovative thinking to deliver the outcomes required from the Branch.

Desirable Requirements:—High level management and policy development experience in a complex service delivery field, preferably social housing, and demonstrated ability to develop housing and homelessness strategy and manage social housing programmes. Includes the ability to provide high level policy and political advice. High level people and resource management skills with experience and knowledge of contemporary management practice, especially change management and best practice, and the ability to monitor effectiveness and efficiency. Knowledge and understanding of social housing and homelessness policies, including an understanding of the complex social and economic factors that impact on Tasmania's housing market and the development of affordable housing options, together with the provision of public housing and SAAP services.

Enquiries to Mercia Bresnehan, Department of Health and Human Services, phone (03) 6233 6133, email [mercia.bresnehan@dhhs.tas.gov.au](mailto:mercia.bresnehan@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

#### ***Youth Justice Worker (501593).***

Applications Close:—Friday, 13 June 2008.

Salary:—\$42,638–\$68,410 per annum.

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

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

Location:—Community Youth Justice, Hobart.

Duties:—A part of an enthusiastic multidisciplinary team working within a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 you will work with young people to address their risks and rehabilitative needs. Working closely with young people and their families as well as referring agencies such as the police and the courts and other government and non-government service providers, you will be required to put in place and manage a case plan to help young people reduce their offending and participate productively in their communities. This position is open to full-time and part-time/job share applicants.

Essential Requirements:—University acquired degree or diploma in a humanities field. 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 area—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Mark Jessop, Department of Health and Human Services, phone (03) 6230 7634, email mark.jessop@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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## INFRASTRUCTURE, ENERGY AND RESOURCES

### INFRASTRUCTURE POLICY AND PLANNING

#### *State Infrastructure Planning System*

#### **Strategic Projects Officer (371622).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—As part of the State Infrastructure Planning System (SIPS) team, you will develop and implement analytical tools and models to support Tasmania's future infrastructure planning and decision making.

Desirable Requirements:—Knowledge of Geographic Information Systems or transport modelling tools.

Relevant tertiary qualification.

Enquiries to Ian Hughes, Manager SIPS, Department of Infrastructure, Energy and Resources, phone (03) 6233 2734, email ian.hughes@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

## JUSTICE

### CORPORATE SERVICES

#### *Human Resources Branch*

#### **Senior Human Resources Officer—2 Vacancies.**

Applications Close:—Friday, 13 June 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Vacancy No. 350332.

Permanent full-time.

Location:—Hobart.

Vacancy No. 350339.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a support and advisory service to departmental management and staff on staff pay and conditions matters, and leave and position management processes.

Desirable Requirements:—Extensive knowledge of and experience in human resources processes, especially in the fields of pay and conditions management or a demonstrated capacity to develop such extensive knowledge within a reasonable time frame.

Enquiries to Amanda Fox, Co-ordinator Pay and Conditions, Corporate Services, Department of Justice, phone (03) 6233 6637, email amanda.fox@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 Amanda Fox on (03) 6233 6637.

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

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

## JUSTICE

### CORPORATE SERVICES

#### *Records*

#### **Senior Records Officer (350077).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the management of records for various Divisions of the Department of Justice. Provide a supervisory role to records staff and an advisory service to departmental management and staff on records management practices and procedures.

Desirable Requirements:—Extensive knowledge of and experience in government records management practices, procedures and standards including archiving and disposal within legislative requirements and sound knowledge of the use of a keyword thesaurus, or a demonstrated capacity to develop such knowledge within a reasonable timeframe.

Enquiries to Nigel McCulloch, Director Human Resources, Department of Justice, phone (03) 6233 2303, email nigel.mcculloch@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 Daphne Webb on (03) 6233 6809.

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

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## JUSTICE

### TASMANIA PRISON SERVICE

#### **Correctional Supervisor (354401).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$67,579 per annum.

Correctional Officers Agreement 2005, Correctional Supervisor Grade 1.

Permanent full-time Shift Work position.

Location:—Launceston Reception Prison.

Duties:—Lead and supervise a team of assigned staff within the Tasmania Prison Service. Ensure all operations comply with policies and procedures.

Essential Requirements:—Full Certificate IV Correctional Practice (Custodial) and Supervisor qualifications mapped to nationally recognised training packages, including Certificate IV Correctional Practice (Custodial) and/or others and intermediate case management qualifications mapped to nationally recognised training packages, including Certificate IV Correctional Practice (Custodial) and/or others.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the administration of justice for the executive or the legislative power. Identification check and disciplinary action in previous employment check.

Enquiries to Greg Partridge, Assistant Director of Prisons, Tasmania Prison Service, Department of Justice, phone (03) 6216 8060, email [greg.partridge@justice.tas.gov.au](mailto:greg.partridge@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Nikki Bowes on (03) 6216 8183.

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

### WESTERN DISTRICT

#### *Burnie Division*

#### **Clerk (001169).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Burnie.

Duties:—Provide general clerical, keyboard and administrative support, including a reception service, to the Officer in Charge and police personnel within the Burnie Division and elsewhere within Western District during periods of staff absence or high volume workload.

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

Enquiries to Inspector David Plumpton, Burnie Police Station, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6434 5278, fax (03) 6434 5250, email [David.Plumpton@police.tas.gov.au](mailto:David.Plumpton@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

### WESTERN DISTRICT

#### *Queenstown Division*

#### **Clerk (001450).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time, Job share arrangements may be considered.

Location:—Queenstown.

Duties:—Provide general clerical, keyboard and administrative support including a reception service for the Officer in Charge and police personnel at the Police Stations at Queenstown, Rosebery and Zeehan.

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

Desirable Requirements:—A current driver's licence.

Enquiries to Inspector Brian Edmonds, Queenstown Division, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6471 3023, fax (03) 6471 3024, email [Brian.Edmonds@police.tas.gov.au](mailto:Brian.Edmonds@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

### WESTERN DISTRICT

#### *Western Traffic Services*

#### **Clerk (001272).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time (Thursday and Friday of each week).

Location:—Burnie.

Duties:—Provide clerical, keyboard and administrative support to the Officer-in-Charge and police personnel within the District Support Division, and clerical support or relief elsewhere within the Western District.

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

Enquiries to Mr Phil Chadwick, Executive Officer, Western District, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6434 5259, fax (03) 6434 5316.

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

PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY

TOURISM OPERATIONS

**Bookings and Promotions Officer (020508).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$41,512 per annum.

Port Arthur Historic Site Staff Agreement 2004, Tourism Operations Stream, Level 4.

Permanent full-time 38 hours per week, Monday, Friday.

Location:—Port Arthur.

Duties:—Promote and facilitate bookings for PAHSMA products, particularly for groups and functions, and assist with daily operations within the department.

Desirable Requirements:—Certificate IV in Tourism, Workplace First Aid Level 2.

Enquiries to Karen Hooi-Collings, Visitor Services Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2313.

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

PREMIER AND CABINET

PUBLIC SECTOR MANAGEMENT OFFICE

**Senior Consultant Employment Policy and Programmes (001289).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time (or part-time).

Location:—Hobart.

Duties:—Initiate, develop and implement employment and management related policies and industrial relations that progress the strategic direction of the State Service and make a high level contribution to a broad range of policy tasks, Government programmes and initiatives. Assist with the development and maintenance of sustainable relationships with a broad range of stakeholder. Provide support to the Director in the implementation of industrial relations and employment and management policies that take account of the government priorities and in accordance with the State Service Act and other relevant legislation. Provide the Director and State Service Agencies with broad-based and high level advice at a strategic level.

Desirable Requirements:—Tertiary qualifications in a relevant discipline are considered highly desirable.

Enquiries to John Di Falco, Manager, Employment Policy and Programmes, Department of Premier and Cabinet, phone

(03) 6233 2062, email John.DiFalco@dpac.tas.gov.au.

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

PREMIER AND CABINET

TMD

Service Delivery

TASINET

**TASINET Help Desk Officer (000943).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time (12 months).

Location:—Hobart.

Duties:—As part of a specialised team, support client business processes by the timely provision of quality TASINET communication services. Undertake tasks associated with the provision of a high level Customer Service Centre.

Enquiries to Wendy Scolyer, TASINET Help Desk Team Leader, Department of Premier and Cabinet, phone (03) 6336 2999, email Wendy.Scolyer@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

RESOURCE MANAGEMENT AND CONSERVATION

Conservation Policy and Planning

**Project Support Officer (Data/GIS) (702343).**

Applications Close:—Friday, 13 June 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.

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:—Provide project database, GIS and web support to the Private Land Conservation Programme to ensure the provision of efficient and effective services to staff and clients of the programme.

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

Enquiries to Paul Fazackerley, phone (03) 6233 2357, email paul.fazackerley@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER  
RESOURCE MANAGEMENT AND CONSERVATION  
*Conservation Policy and Planning*

**Senior Natural Values Assessment Officer (Marine) (702840).**

Applications Close:—Friday, 13 June 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:—As a senior professional practitioner assess the impact of development proposals on marine natural values, develop impact mitigation strategies and solutions, and provide professional advice on natural resource management and marine environmental issues in 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:—A current motor vehicle driver's licence.

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

Enquiries to Fionna Bourne, phone (03) 6216 4252, email [fionna.bourne@dpiw.tas.gov.au](mailto:fionna.bourne@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](mailto:jonathan.horne@dpiw.tas.gov.au).

PRIMARY INDUSTRIES AND WATER

INLAND FISHERIES SERVICE

**Senior Hatchery Officer (Fisheries Management and Planning) (701235).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—New Norfolk and Salmon Ponds, Plenty.

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

Duties:—Contribute to the management and operations of the IFS hatcheries and the Salmon Ponds including salmonid husbandry (ova to adults), conducting water quality testing, fish transport, routine maintenance and general support and assistance to the Hatchery Manager and hatchery staff.

Desirable Requirements:—A relevant qualification in relation to freshwater aquaculture and fish husbandry. A current motor vehicle driver's licence.

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

Enquiries to Cindy Gilliespie, phone (03) 6261 8065, email [cindy.gilliespie@ifs.tas.gov.au](mailto:cindy.gilliespie@ifs.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](mailto:jonathan.horne@dpiw.tas.gov.au).

TAFE TASMANIA

DELIVERY TEAMS

*Health, Aged and Enrolled Nursing Services*

**Teacher (Enrolled Nursing)—2 Vacancies.**

Applications Close:—Friday, 13 June 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Vacancy No. 000727.

Permanent full-time.

Location:—North.

Vacancy No. 000728.

Permanent full-time.

Location:—North.

Duties:—Responsible to the designated Team Leader for teaching and co-ordination duties as may be required. Applicants with knowledge and experience in the following area will be advantaged:—Acute Care.

Essential Requirements:—Hold a current Practising Certificate issued by the Nursing Board of Tasmania.

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

Enquiries to Fiona Ison, A/Team Leader, TAFE Tasmania, phone (03) 6336 4341, email [Fiona.Ison@tafe.tas.edu.au](mailto:Fiona.Ison@tafe.tas.edu.au).

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

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

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

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

TAFE TASMANIA

CAMPUS DEVELOPMENT

*Customer Services*

**Customer Services Officer (000722).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time as soon as possible until 24/12/08.

Location:—Devonport.

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

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

Enquiries to Kathleen Rush, A/Team Leader, TAFE Tasmania, phone (03) 6421 5524, email Kath.Rush@tafe.tas.edu.au.

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

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Shareholder Policy and Markets Branch

**Business Analyst (723253).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—The Business Analyst must be able to utilise their skills in a manner that enables them to contribute to:—the development and implementation of the framework for the analysis of the performance of the State’s GBEs and SOCs and the establishment of appropriate governance arrangements for Government-owned businesses.

In the context of the selection criteria, to be successful in the position applicants will:—have the ability to understand complex issues by drawing on a range of factual information, be able to communicate effectively to internal and external stakeholders and need to demonstrate initiative and the ability to manage own output while contributing to the output of the team.

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

Enquiries to Richard Sulikowski, Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6233 2600, email richard.sulikowski@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 Nicole Reeve on (03) 6233 3483.

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

Economic Policy and Markets Branch

**Principal Policy Analyst, WIT (723447).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$71,326–\$73,000 per annum.

Administrative and Clerical Employees Award, Level 9.

Fixed-term full-time for a period of up to 18 months.

Location:—Hobart.

Duties:—The employee, as a senior member of the Economic and Financial Policy Division, will be required, both individually and as a key member of a team, to undertake economic policy research and investigations into issues that are important to the Government and to prepare correspondence, reports and submissions. The employee may also be required to represent Treasury from time to time on committees, forums, inquiries and in other significant forums.

In the context of the selection criteria, to be successful in the position applicants will demonstrate the ability to understand complex issues by drawing on a range of factual information, be able to communicate precisely and succinctly to internal and external stakeholders and need to demonstrate initiative and the ability to manage own output while contributing to the output of the team.

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

Enquiries to Andrew Rayner, Assistant Director, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6233 3483, email andrew.rayner@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

GOVERNMENT PRICES OVERSIGHT COMMISSION/OFFICE OF THE TASMANIAN ENERGY REGULATOR

**Research Officer (724091).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

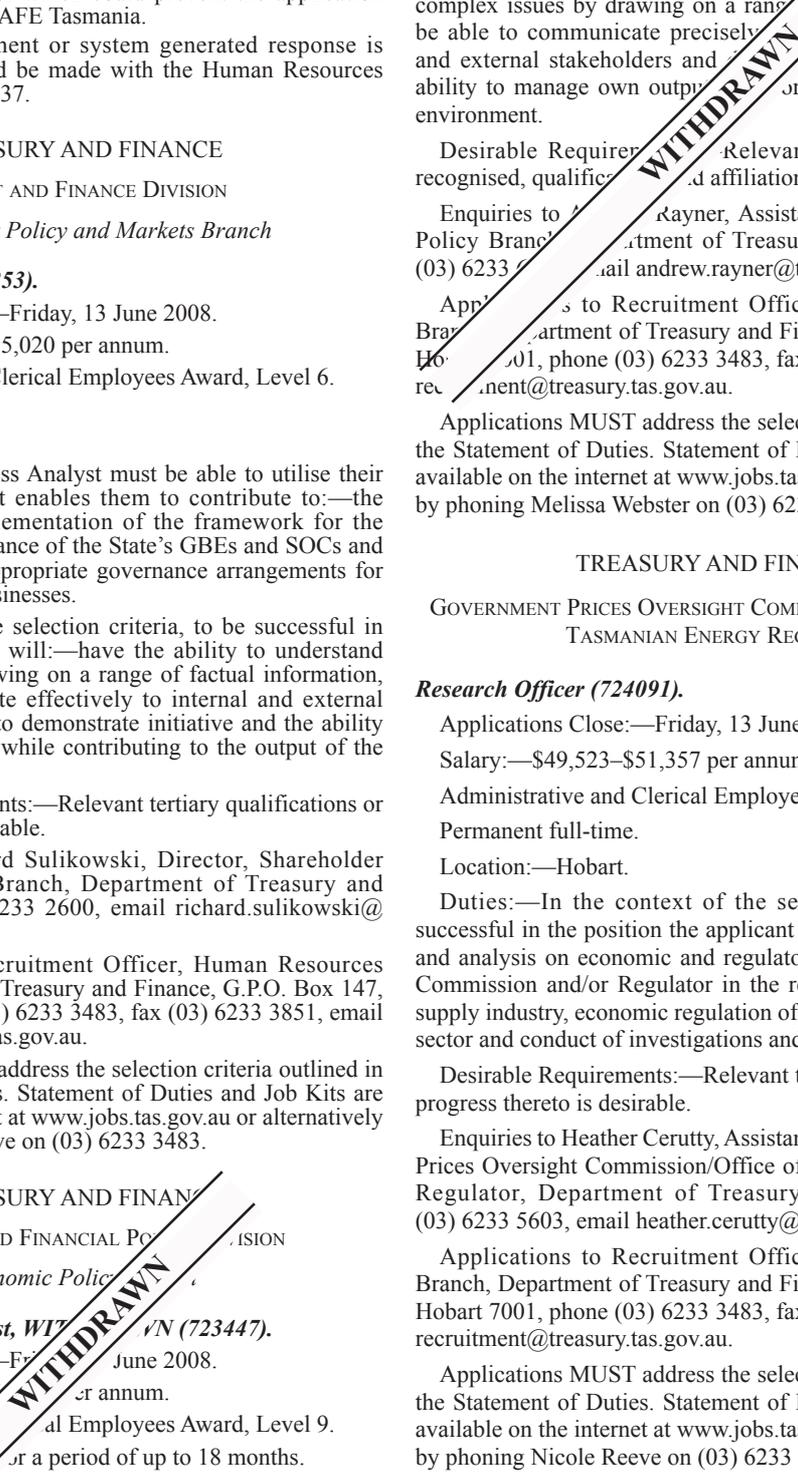
Duties:—In the context of the selection criteria, to be successful in the position the applicant will undertake research and analysis on economic and regulatory matters to assist the Commission and/or Regulator in the regulation of the energy supply industry, economic regulation of the water and sewerage sector and conduct of investigations and inquiries.

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

Enquiries to Heather Cerutti, Assistant Director, Government Prices Oversight Commission/Office of the Tasmanian Energy Regulator, Department of Treasury and Finance, phone (03) 6233 5603, email heather.cerutti@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 Nicole Reeve on (03) 6233 2966.



## Tasmanian Government Senior Executive Service

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

*Information Management Branch*

### **Deputy Secretary, Technology and Innovation (424738).**

Applications Close:—Friday, 13 June 2008.

Salary:—\$109,776–\$120,757 per annum.

Senior Executive, Level 2.

Senior Executive, for a five year period.

Location:—Hobart.

Duties:—Provide innovative, world-class technology systems and related services for Tasmania's Environment, Parks and Wildlife Service, Tasmanian Museum and Art Gallery, Arts Tasmania, Royal Tasmanian Botanical Gardens, Heritage Tasmania, Aboriginal Heritage Office and across all other areas of the Department.

Maximise the value and strategic benefits to Tasmania from the investment in technology, people, systems and related services across all areas of the Department, including all technology-related supplier relationships.

Ensure systems and technology platforms support each part of the Department and synergistic activity across the Department and that the long term effectiveness of the Department's systems is assured.

The Deputy Secretary, Technology and Innovation will deputise for the Secretary as required and is accountable for management of the human resources, financial resources, hardware, software and related services utilised to support technology/digital services across all areas of the Department.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have relevant tertiary qualifications or demonstration of an equivalent level of skills. At least ten years executive-level experience in similar positions in the public and/or private sectors. Significant understanding of the technology markets, trends and industry, locally, nationally and world-wide.

Enquiries to Scott Gadd, Secretary, for more information about the position, phone (03) 6233 5908, email Scott.Gadd@depha.tas.gov.au or Viki Loring for a copy of the Statement of Duties, phone (03) 6233 3903, fax (03) 6233 5907, email Viki.Loring@depha.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Viki Loring, 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.

## Staff Movements

### *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>
Port Arthur Historic Site Management Authority	042331 Bookings and Promotions Officer	J. Fitzpatrick	Economic Development & Tourism	705892 Project Officer	24.05.08
Health & Human Services	502050 Pysiotherapist	K. Ashley	Health & Human Services	503083 Senior Paediatric Physiotherapist	12.05.08
Health & Human Services	505125 Social Worker	T. Withers	Health & Human Services	512546 Senior Social Worker	19.05.08
Health & Human Services	511521 Senior Client Services Officer (ODR)	D. Lockley	Health & Human Services	500496 HR Advisor (PDR)	23.05.08
Health & Human Services	516363 Pathology Supply Coordinator	P Ashby	Health & Human Services	517438 Business Development Officer	19.05.08
Health & Human Services	515582 Client Support Officer	R. Purton	Health & Human Services	515672 Executive Assistant	26.05.08
Health & Human Services	513126 Area Manager	E. Smith	Health & Human Services	507621 Director of Nursing-George Town	20.05.08
Infrastructure, Energy & Resources	371589 Executive Officer	G. Attenborrow	Infrastructure, Energy & Resources	371588 Administrative Officer	13.05.08
Primary Industries & Water	341312 Client Service Officer	M. McCrossen	Infrastructure, Energy & Resources	424986 Senior Project Manager	12.05.08
Primary Industries & Water	701690 Policy Officer	D. Palmer	Infrastructure, Energy & Resources	424979 Project Officer	09.05.08
Justice	350350 Executive Assistant (Registrar)	C. Slatyer	Justice	355421 Criminal Registry Supervisor	20.05.08
Police & Emergency Management	002286 Forensic Scientist, Forensic Science Service Tasmania	P. Scott	Police & Emergency Management	002287 Manager, Forensic Biology, Forensic Science Service Tasmania	15.05.08
Treasury & Finance	72040 Contracts Officer	L. Voumard	Treasury & Finance	723263 Senior Executive Officer	16.06.08

*Permanent Appointments*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Economic Development & Tourism	706186 Executive Assistant	T. Clark	Nil	12.05.08
Environment, Parks, Heritage & the Arts	706218 Environmental Officer (Wastewater Management)	D. Tangney	6 months	19.05.08
Environment, Parks, Heritage & the Arts	705276 Information Officer	C. Nasuti	6 Months	15.05.08
Health & Human Services	507675 Enrolled Nurse	K. Blackberry	6 months	20.05.08
Health & Human Services	505660 Professional Officer	S. Ryan	6 months	19.05.08
Health & Human Services	517622 Registered Nurse	M. Edwards	6 months	08.06.08
Health & Human Services	517623 Registered Nurse	A. Natera	6 months	29.06.08
Health & Human Services	508415 Registered Nurse	G. Sheldon-Collins	nil	18.05.08
Health & Human Services	517275 Clinical Nurse Pharmacotherapy	M. Jackson	6 months	26.05.08
Health & Human Services	517619 Enrolled Nurse	B. Munro	6 months	02.06.08
Health & Human Services	517632 Registered Nurse	A. Colley	6 months	02.06.08
Health & Human Services	517634 Registered Nurse	S. Hadrill	6 months	02.06.08
Health & Human Services	517633 Registered Nurse	K. McKee	6 months	02.06.08
Health & Human Services	516994 Tenancy Team Leader	W. Yardy	6 months	26.05.08
Health & Human Services	517848 Registered Nurse (Midwife)	E. Fisher	6 months	22.05.08
Health & Human Services	512549 Clinical Psychologist	R. Wade-Ferrell	6 months	21.05.08
Infrastructure, Energy & Resources	370824 Manager Passenger Transport Contracts	A. Mullen	6 months	26.05.08
Infrastructure, Energy & Resources	372075 Technical Officer	K. Gibbs	6 mths	05.05.08
Justice	355759 Senior Policy Adviser	W. Clarkson	Six months	12.05.08
Justice	356046 Senior Inspector Forestry	R. Buchanan	Six Months	19.05.08
Police & Emergency Management	521384 Trainee Fire Equipment Officer	G. Doherty	6 months	19.05.08
Police & Emergency Management	001926 Computer Systems Officer, Communications & Information Technology Services, Corporate Services	S. Hamilton	6 months	02.06.08
Police & Emergency Management	521471 Clerical Support Officer	O. Bennetts	nil	19.05.08
Police & Emergency Management	521474 Clerical Support Officer	N. Burnie	nil	19.05.08
Police & Emergency Management	521470 Customer Service Officer	L. Rainbird	nil	06.05.08
Port Arthur Historic Site Management Authority	-- Food and Beverage Assistant	T. M. Langford	Nil	14.05.08
Port Arthur Historic Site Management Authority	-- Food and Beverage Assistant	J. Westcott	Nil	14.05.08
Port Arthur Historic Site Management Authority	-- Food and Beverage Assistant	K. Macfarlane	Nil	14.05.08
Port Arthur Historic Site Management Authority	-- Food and Beverage Assistant	P. Dransfield	Nil	14.05.08
Port Arthur Historic Site Management Authority	-- Carpenter	D. Wilkinson	3 months	26.05.08
Primary Industries & Water	701051 Manager (Land Conservation)	P. Voller	6 months	26.05.08
Primary Industries & Water	702711 Field Assistant (Threatened Flora)	M. Iłowski	n/a	02.05.08
Primary Industries & Water	702295 Quarantine Officer	A. Norton	n/a	02.05.08
Primary Industries & Water	702291 Quarantine Officer	A. Blake	n/a	02.05.08
Primary Industries & Water	702649 Quarantine Officer	B. Chapman	n/a	02.05.08
Primary Industries & Water	702653 Quarantine Officer	B. Huzzey	n/a	02.05.08
Primary Industries & Water	21269 Quarantine Officer	C. Tennant	n/a	02.05.08
Primary Industries & Water	702307 Quarantine Officer	C. Boucher	n/a	02.05.08
Primary Industries & Water	702651 Quarantine Officer	H. Sharman	n/a	02.05.08
Primary Industries & Water	702302 Quarantine Officer	I. Bryan	n/a	02.05.08

*Permanent Appointments—Continued*

Primary Industries & Water	702308 Quarantine Officer	J. Paul	n/a	02.05.08
Primary Industries & Water	702645 Quarantine Officer	J. Murdoch	n/a	02.05.08
Primary Industries & Water	702306 Quarantine Officer	J. McGee	n/a	02.05.08
Primary Industries & Water	702290 Quarantine Officer	J. White	n/a	02.05.08
Primary Industries & Water	702644 Quarantine Officer	J. King	n/a	02.05.08
Primary Industries & Water	702647 Quarantine Officer	K. Munnings	n/a	02.05.08
Primary Industries & Water	702297 Quarantine Officer	K. Jones	n/a	02.05.08
Primary Industries & Water	702298 Quarantine Officer	L. Parremore	n/a	02.05.08
Primary Industries & Water	702299 Quarantine Officer	M. Nibbs	n/a	02.05.08
Primary Industries & Water	702305 Quarantine Officer	M. Quinn	n/a	02.05.08
Primary Industries & Water	702648 Quarantine Officer	M. Hillier	n/a	02.05.08
Primary Industries & Water	23197 Quarantine Officer	M. Simmons	n/a	02.05.08
Primary Industries & Water	702643 Quarantine Officer	M. Gordon	n/a	02.05.08
Primary Industries & Water	21266 Quarantine Officer (Dog Handler)	N. Webb	n/a	02.05.08
Primary Industries & Water	702303 Quarantine Officer	R. Cook	n/a	02.05.08
Primary Industries & Water	702285 Quarantine Officer	R. Foley	n/a	02.05.08
Primary Industries & Water	702652 Quarantine Officer	R. Durnford	n/a	02.05.08
Primary Industries & Water	702300 Quarantine Officer	S. Newlands	n/a	02.05.08
Primary Industries & Water	702646 Quarantine Officer	S. Richards	n/a	02.05.08
Primary Industries & Water	702642 Quarantine Officer	S. Kube	n/a	02.05.08
Primary Industries & Water	701560 Quarantine Officer	S. Moore	n/a	02.05.08
Primary Industries & Water	21276 Quarantine Officer (Dog Handler)	S. Morrison	n/a	02.05.08
Primary Industries & Water	701891 Client Service Officer	R. Beer	6 months	26.05.08
Treasury & Finance	722469 Senior Executive Officer	C. Eickhoff	...	21.05.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Primary Industries & Water	25440 Executive Assistant	C. Davey	29.05.08

*Termination of Permanent Employees*

<i>Agency</i>	<i>Occupant's Name</i>	<i>Title and Position No.</i>	<i>Termination Date</i>
Treasury & Finance	A. Kavic	Project Officer 723480	28.05.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Economic Development & Tourism	424877 Locations Promotions Officer	K. Helmreich	16.05.08
Health & Human Services	511582 Disability Officer	R. Weston	14.05.08
Health & Human Services	511587a Enrolled Nurse	S. Adams	19.05.08
Health & Human Services	501582 Youth Worker	D. Stutterd	09.05.08
Health & Human Services	515110 Therapy Assistant	V. Beare	16.05.08
Health & Human Services	511639 Disability Worker	P. Blackwell	19.05.08
Health & Human Services	511625 Disability Worker	T. Blackwell	19.05.08
Health & Human Services	511548a Clinical Nurse	T. Brumby	19.05.08
Health & Human Services	511588a Enrolled Nurse	J. Cairns	19.05.08
Health & Human Services	511628 Disability Worker	D. Charlesworth	19.05.08
Health & Human Services	511627 Disability Worker	D. Cook	19.05.08
Health & Human Services	506058 Disability Worker	M. Cook	19.05.08
Health & Human Services	511615a Enrolled Nurse	L. Crosswell	19.05.08
Health & Human Services	511632 Disability Worker	M. D'Silva	19.05.08
Health & Human Services	511545a Registered Nurse	C. Eberhardt	19.05.08
Health & Human Services	511576a Enrolled Nurse	D. Fish	19.05.08
Health & Human Services	511592a Enrolled Nurse	M. Freeman	19.05.08
Health & Human Services	511635 Disability Worker	B. Glover	19.05.08
Health & Human Services	511633 Disability Worker	C. Glover	19.05.08
Health & Human Services	511631 Disability Worker	J. Gray	19.05.08
Health & Human Services	511546a Registered Nurse	G. Harwood	19.05.08
Health & Human Services	511607a Enrolled Nurse	M. Hepburn	19.05.08
Health & Human Services	511636 Disability Worker	R. Hill	19.05.08
Health & Human Services	511551a Clinical Nurse	R. Jarvis	19.05.08
Health & Human Services	511547a Clinical Nurse	S. King	19.05.08
Health & Human Services	505850a Registered Nurse	R. Leahy	19.05.08
Health & Human Services	511555a Registered Nurse	I. Longey	19.05.08
Health & Human Services	511598a Enrolled Nurse	M. Maddox	19.05.08
Health & Human Services	506058 Disability Worker	M. Monks	19.05.08
Health & Human Services	511554a Registered Nurse	P. Mulvany	19.05.08
Health & Human Services	511591a Enrolled Nurse	P. Newman	19.05.08
Health & Human Services	511555 Disability Officer	T. Oates	19.05.08
Health & Human Services	511616 Disability Worker	M. O'Brien	19.05.08
Health & Human Services	511595a Enrolled Nurse	J. Radford	19.05.08
Health & Human Services	511624 Disability Worker	D. Rowbottom	19.05.08
Health & Human Services	511585a Enrolled Nurse	A. Triffett	19.05.08
Health & Human Services	511608a Enrolled Nurse	R. Triffett	19.05.08
Health & Human Services	506058 Disability Worker	D. Ward	19.05.08
Health & Human Services	511593a Enrolled Nurse	S. Wiggins	19.05.08
Health & Human Services	511634 Disability Worker	D. Winwood	19.05.08
Health & Human Services	511583 Disability Officer	W. Witzerman	19.05.08
Health & Human Services	511630 Disability Worker	D. Woolley	19.05.08
Health & Human Services	513887 Registered Nurse	E. Anderson	21.05.08
Health & Human Services	513887 Registered Nurse	E. Anderson	21.05.08
Health & Human Services	511673 Coordinator Residential Services North	T. Petrie	23.05.08
Infrastructure, Energy & Resources	371477 Project Officer	F. Jones F	12.05.08
Treasury & Finance	723277 Compliance Inspector	G. Wright	23.05.08





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