



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 1 OCTOBER 2008

OVER THE COUNTER
SALES \$1.10
INCLUDING G.S.T.

CONTENTS

VACANCIES—

Economic Development and Tourism.....	1873
Education	1874
Environment, Parks, Heritage and the Arts.....	1881
Health and Human Services	1882
Infrastructure, Energy and Resources.....	1890
Justice.....	1892
Police and Emergency Management	1893
Premier and Cabinet.....	1893
Primary Industries and Water.....	1894
TAFE	1895
Treasury and Finance	1897

STAFF MOVEMENTS—

Appointments.....	1899
Promotions.....	1900
Resignations	1901
Retirements	1901
Transfer	1900

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment


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

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

Fixed-Term Employment Registers

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

Assertiveness & conflict resolution



Tailor your
own in-house
course

Standing up for yourself

- Learn how to express your ideas logically
- How to buy time to think under pressure
- How to respond calmly to personal criticism

What makes people tick?

- What are Jung's personality types?
- What is your personality type? (questionnaire)
- Discover how to make the most of your natural style as a communicator

The 5 conflict resolution strategies

- How to choose the right strategy at the right time
- How to make people stop and listen to you
- How to say 'no' without feeling guilty

Negotiating with bosses & co-workers

- How to look confident when you feel nervous
- The best questions for uncovering hidden issues
- How to handle tactics and bullies confidently

See outline on our website...

Assertiveness & conflict resolution

Public	Hobart	In-house (6 - 16 people)
\$475	21 & 22 Oct 11 & 12 Dec	\$1650 / day

Satisfying difficult clients

\$275	7 Nov	\$1650
-------	-------	--------

Excellent customer service

\$275	12 Nov	\$1650
-------	--------	--------

Time management tools

\$275	14 Nov	\$1650
-------	--------	--------



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au

Website: www.developingpotential.com.au

Phone: 6224 1066

Email copy to or fax to (03) 6216 4294.

All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 6110.

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

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

Government Gazette:—

Copy must be received by Print Applied Technology Pty Ltd by prior to publication.

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

ECONOMIC DEVELOPMENT AND TOURISM

ENTERPRISE DEVELOPMENT DIVISION

Business Development

Project Officer (424541).

Applications Close:—Friday, 10 October 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Provide project support to contribute to the development of small business policies and programmes that assist Tasmanian businesses to address barriers to improved performance, growth and productivity.

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

Enquiries to Colleen Griffin for a copy of the Statement of Duties on (03) 6233 5787 or email Colleen.Griffin@development.tas.gov.au. For further information about the position please contact Catherine Viney, Director Business Development, phone (03) 6233 5787, email Catherine.Viney@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

INDUSTRY DEVELOPMENT DIVISION

Food, Manufacturing and ICT

Project Manager (424583).

Applications Close:—Friday, 10 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

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

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

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

Enquiries to Sarah Phipps for a copy of the Statement of Duties on (03) 6233 5757 or email Sarah.Phipps@development.tas.gov.au. For further information about the position please contact Carl Cazaly, Assistant General Manager FMI, phone (03) 6233 5784, email Carl.Cazaly@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

Business Manager (424467).

Applications Close:—Friday, 10 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the achievement of Screen Tasmania's strategic objectives in relation to the Tasmanian film industry through managing the business activities of Screen Tasmania, specifically. All legal negotiations and contracting relating to screen funding ensuring Screen Tasmania's interests are properly represented. All business, legal and financial matters relating to Screen Tasmania's operational activities. Provide high level business and policy advice to clients and stakeholders, the Director, the Minister and departmental representatives.

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

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

*Marketing and Commerical Operations***Contact Centre Operations Officer (425040).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 6.

Permanent full-time.

Location:—Launceston.

Duties:—To support the Contact Centre and web based customers in the provision of high quality and responsive customer services through optimal staff rostering, effective self serve options, operational performance reporting, seamless brochure fulfilment and identified projects.

Enquiries to Tracey Clark for a copy of the Statement of Duties on (03) 6336 3183 or email Tracey.Clark@tourism.tas.gov.au. For further information about the position please contact Nicholas Wall, Coordinator Contact Centre Operations, phone (03) 6336 3016, email Nicholas.Wall@tourism.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

*Marketing and Commerical Operations***Contact Centre Operations Officer (425041).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 6.

Permanent full-time.

Location:—Launceston.

Duties:—To support the Contact Centre and web based customers in the provision of high quality and responsive customer services through optimal staff rostering, effective self serve options, operational performance reporting, seamless brochure fulfilment and identified projects.

Enquiries to Tracey Clark for a copy of the Statement of Duties on (03) 6336 3183 or email Tracey.Clark@tourism.tas.gov.au. For further information about the position please contact Nicholas Wall, Coordinator Contact Centre Operations, phone (03) 6336 3016, email Nicholas.Wall@tourism.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

*Marketing and Commerical Operations***Training and Development Officer (425046).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 6.

Permanent full-time.

Location:—Launceston.

Duties:—Facilitate identified learning and development for Travel Consultants either through direct delivery or in collaboration with specialist providers, and provide documentation and support to ensure efficient processes and methods that increase performance and employee satisfaction, and maximise employees' capability to meet complex and changing customer demands in a multi channel Contact Centre environment.

Enquiries to Tracey Clark for a copy of the Statement of Duties on (03) 6336 3183 or email Tracey.Clark@tourism.tas.gov.au. For further information about the position please contact Jill Pasinski, Coordinator Customer Service, phone (03) 6336 3232, email Jill.Pasinski@tourism.tas.gov.au.

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

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

*State Library of Tasmania**Public Library Services**Marketing and Promotions***Marketing Programmes Manager (960963).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Responsible for formulating, implementing and reviewing marketing initiatives and strategies to effectively and efficiently promote the services and resources of the Community Knowledge Network (CKN).

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 qualification in marketing, public relations or equivalent professional experience.

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

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

Enquiries to Deborah Wright, Department of Education, phone (03) 6233 8631, email deborah.wright@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

State Library of Tasmania

Tasmanian Archive and Heritage Office

Reprographic Services

Digital Services Officer (2 Vacancies).

Applications Close:—Friday, 10 October 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Vacancy No. 962198.

Permanent full-time.

Location:—Hobart.

Vacancy No. 962299.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To provide a range of reprographic services including the digital and analogue reproduction of records, in a variety of mediums, the preparation of audio visual and digital material for promotion or publishing purposes. Undertake associated administrative tasks and provide technical advice to staff and management.

Desirable Requirements:—Experience in the operation of micrographic, digitising, photographic, and audiovisual equipment and related processes.

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

Enquiries to Mandy Oliver, Department of Education, phone (03) 6233 5241, email mandy.oliver@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Strategy

Finance and Resource Services

Budget and Resource Services

Budget Officer (590296).

Applications Close:—Friday, 10 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time. This vacancy may be available to job share.

Location:—Hobart.

Description of the Role:—Assist in the development, administration, monitoring and support of organisational unit budgets. Liaise with budget centre managers on resource and budget issues. Maintain departmental information systems on external funding sources and provide support for fulfilment of Departmental reporting responsibilities.

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

Enquiries to Doug Manser, Department of Education, phone (03) 6233 7861, email doug.manser@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

ELIZABETH COLLEGE

Advanced Skills Teacher (204835).

Applications Close:—Friday, 10 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time From 2 February 2009.

Location:—Elizabeth College.

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

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

Enquiries to Graeme Young, Department of Education, phone (03) 6235 6555, email graeme.young@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

ELIZABETH COLLEGE

Assistant Principal (961688).

Applications Close:—Friday, 10 October 2008.

Salary:—\$86,228 per annum.

Teaching Service (TPS) Award, Assistant Principal, Band 3 Level 3.

Fixed-term full-time From 2 February 2009 to 31 December 2009.

Location:—Elizabeth College.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement,

please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Craig Carnes, Department of Education, phone (03) 6235 6502, email craig.carnes@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

ELIZABETH COLLEGE

Advanced Skills Teacher, VET Automotive (204835) WITHDRAWN.

Applications Close:—Friday, 10 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time From 2 February 2009.

Location:—Elizabeth College.

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

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

Enquiries to Graeme Young, Department of Education, phone (03) 6235 6555, email graeme.young@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

INTERNAL AUDIT

Internal Auditor (950843).

Applications Close:—Friday, 10 October 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Utilise contemporary audit methods in the examination of records and assessment of systems in regard to effectiveness and efficiency of operations within the Department.

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

Desirable Requirements:—The completion of, or substantial progress in, accountancy studies or a similar discipline, together with practical experience in accounting or auditing. A current driver's licence.

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

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

Enquiries to Steven Wade, Department of Education, phone (03) 6233 7013, email steven.wade@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

INTERNAL AUDIT

Senior Audit Consultant (141578).

Applications Close:—Friday, 10 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Assist in the co-ordination and provision of high level, effective and client focussed internal review services. Develop and monitor the Department's Internal Audit programme on a statewide basis, including reviews of corporate functions and projects, and activities undertaken by all divisions of the Department. Provide high level advice on internal controls and financial and administrative matters to principals and senior management. Oversee the administrative functions of the Internal Audit Office.

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

Desirable Requirements:—Membership of a relevant professional organisation and/or relevant academic qualifications.

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

Enquiries to Mathew Moore, Department of Education, phone (03) 6233 7109, email mat.moore@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

*Learning Services (North)**Exeter Primary School***Clerk (963835).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 28 hours per fortnight for up to 42 weeks per year from ASAP.

Location:—Exeter Primary 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 pre-employment check before taking up the appointment, promotion or transfer. 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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Sheryl Turner, Department of Education, phone (03) 6394 4700, email sheryl.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 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Kings Meadows High School

School Library Technician (952436).

Applications Close:—Friday, 10 October 2008.

Salary:—\$38,927–\$45,854 pro rata.

Technical Employees Award, Level 2.

Permanent part-time 40 hours per fortnight up to 42 weeks from ASAP.

Location:—Kings Meadows High School.

Description of the Role:—Undertake technical duties in a school library including implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for both monographs and serials. Apply established solutions to procedural and related problems and issues. Provide technical advice about access to publications and information generally and assist staff and students to access information generally.

Essential Requirements:—Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification.

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

Enquiries to Vicki Wiggins, Department of Education, phone (03) 6343 1000, email vicki.wiggins@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Port Dalrymple School

School Office Clerk (305258).

Applications Close:—Friday, 10 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time from 27 January 2009.

Location:—Port Dalrymple District School.

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

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

Conviction check for—crimes of violence, sex related offences, serious drug offences.

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

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

Enquiries to Peggy Pickrill, Department of Education, phone (03) 6382 0500, email peggy.pickrill@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport High School

School Attendant—2 Vacancies.

Applications Close:—Friday, 10 October 2008.

Salary:—\$33,637 pro rata.

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

Vacancy No. 952506.

Permanent part-time 40 hours per fortnight from ASAP.

Location:—Devonport High School.

Vacancy No. 961774.

Permanent part-time 40 hours per fortnight from ASAP.

Location:—Devonport High School.

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

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

Conviction check for—crimes of violence, sex related offences, serious drug offences.

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

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

Enquiries to Sue Emery, Department of Education, phone (03) 6424 9461, email susan.emery@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport High School

School Attendant (952506), *WITHDRAWN*.

Applications Close:—Friday, 10 October 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time From ASAP.

Location:—Devonport High School.

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy

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

Enquiries to Sue Emery, Department of Education, phone (03) 6424 9461, email susan.emery@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Mountain Heights School

Advanced Skills Teacher (200288).

Applications Close:—Friday, 10 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time From 9 February 2009.

Location:—Mountain Heights School.

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

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

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

Enquiries to Miep Sheahen, Department of Education, phone (03) 6471 1977, email miep.sheahen@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

*Learning Services (North-West)**School of Special Education, North-West***Principal (209303).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$92,640 per annum.

Teaching Service (TPS) Award, Band 3 Level 4.

Permanent full-time From 1 January 2009.

Location:—School of Special Education (North West).

Description of the Role:—To lead and direct the educational programme and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

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

Enquiries to Bruce Cameron, Department of Education, phone (03) 6434 6253, email bruce.cameron@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

*Learning Services (South)**Cygnets Primary School***School Office Clerk (963837).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 61 hours per fortnight for up to 42 weeks per year.

Location:—Cygnets Primary School.

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

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

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

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

Enquiries to Cathy Dance, Department of Education, phone (03) 6295 1241, email cygnet.primary@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

SKILLS TASMANIA

*Training Consultancy and Agreements**Training Agreement***Client Support Officer (420026).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Provide front line customer service and clerical support for the Branch including reception, client enquiries, word processing, and data entry.

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

Enquiries to Karen Pritchard, Department of Education, phone (03) 6233 7713, email karen.pritchard@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

ARTS TASMANIA

Administrative Assistant (706106).

Applications Close:—Friday, 10 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—To assist with the delivery of Arts Tasmania's services and in the general day-to-day running of the Arts Tasmania office and assist in the administration of projects in support of the objective of Arts Tasmania and its arts@ work business unit in promoting quality Tasmanian arts practice that achieves international recognition.

Desirable Requirements:—A current driver's licence and proven administrative and organisational skills and a capacity to act independently within established guidelines, using discretion and sound judgement.

Enquiries to Graham Marshall, Business Manager, for more information about the vacancy, Department of Economic Development and Tourism, phone (03) 6233 7306, email Graham.Marshall@arts.tas.gov.au or Laura Harper, for a copy of the Statement of Duties, phone (03) 6233 7308, email Laura.Harper@arts.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

ARTS TASMANIA

Programme Officer (424168).

Applications Close:—Friday, 10 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time, until 15 December 2009.

Location:—Hobart.

Duties:—To provide high level policy advice to inform and administer Arts Tasmania's programmes of assistance to the Arts across all art forms, especially in relation to the performing arts.

To determine the development needs of artists and art organisations and assist them in expanding opportunities locally, nationally and internationally. Develop partnerships with local government and other organisations towards generating higher financial returns to the cultural industry through cohesive planning processes.

Desirable Requirements:—Tertiary qualifications or commensurate professional experience in business or arts management. Current driver's licence. Working knowledge of the arts and cultural industry.

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

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

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

ENVIRONMENT

Section Head, Waste Management (334396).

Applications Close:—Friday, 17 October 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—As a professional manager, manage the Waste Management Section of the Environmental Operations Branch to ensure the efficient development, implementation, maintenance and review of programmes consistent with the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation and policies, particularly those forming part of the Resource Management and Planning System of Tasmania.

Essential Requirements:—A degree in Science, Engineering or Environmental Studies or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Several years relevant post qualification experience along with a current motor vehicle drivers licence.

Enquiries to Floyd Browne, Manager Environmental Operations, for further information regarding the vacancy phone (03) 6233 2770 or email Floyd.Browne@environment.tas.gov.au. For a copy of the Statement of Duties, contact Astrid Sturing, phone (03) 6233 6511, email Astrid.Sturing@environment.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

ENVIRONMENT

Section Head, Wastewater Management (706312).

Applications Close:—Friday, 17 October 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—As a professional manager, manage the Wastewater Management Section of the Environmental Operations Branch to ensure the efficient development, implementation, maintenance and review of programmes consistent with the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation and policies, particularly those forming part of the Resource Management and Planning System of Tasmania.

The Division seeks to promote interchange between the Sections of the Environmental Operations Branch in order to provide a diverse range of experience for staff and to allow specific skills to be transferred into areas of need. As such, reporting arrangements and duties may be varied at times by the General Manager.

Essential Requirements:—A degree in Science, Engineering or Environmental Studies or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Several years relevant post qualification experience and a current motor vehicle driver's licence.

Enquiries to Floyd Browne, Manager Environmental Operations, for further information regarding the vacancy phone (03) 6233 2770 or email Floyd.Browne@environment.tas.gov.au. For a copy of the Statement of Duties, contact Tammy Miller, phone (03) 6233 6518, email Tammy.Miller@environment.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Visitor Reception Officer (2 Vacancies).

Applications Close:—Friday, 10 October 2008.

Salary:—\$29,502–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 1/2.

Vacancy No. 706074 and 705374.

Permanent part-time (0.2 FTE).

Location:—Freycinet National Park.

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

Duties:—To collect and account for entry fees from visitors to national parks, check park passes, and provide advice and information to visitors regarding recreational activities, safety, minimal impact park use, features and facilities of national parks.

Desirable Requirements:—A current motor vehicle drivers licence. A current Workplace Level 2 First Aid Certificate.

Enquiries to Rowena Lundie, for a copy of the Statement of Duties, Department of Environment, Parks, Heritage and the Arts, phone (03) 6336 5267, email Rowena.Lundie@parks.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ROYAL TASMANIAN BOTANICAL GARDENS

Manager Seed Bank (706314).

Applications Close:—Friday, 10 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—To manage, develop and maintain the Tasmanian Seed Conservation Centre (TSCC) as the centre for long-term plant conservation within the state in conjunction with the project's partners and aligned with state and national level conservation programmes.

Desirable Requirements:—A tertiary degree or equivalent in a related discipline and a current motor vehicle driver's licence.

Enquiries to Mark Fountain, Manager Botanical and Public Programmes, for more information about the vacancy or for a copy of the Statement of Duties, phone (03) 6236 3061, email Mark.Fountain@rtbg.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

TASMANIAN MUSEUM AND ART GALLERY

Receptionist (706005).

Applications Close:—Friday, 10 October 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—To deliver a professional reception service and provide quality administrative support for the museum.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks 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. Identification check and disciplinary action in previous employment check.

Enquiries to Laurence Paine, Manager Business Operations for further information regarding the vacancy, phone (03) 6211 4155 or email Laurence.Paine@tmag.tas.gov.au. For a copy of the Statement of Duties, contact Joyce Kloosterman, phone (03) 6211 4132, email Joyce.Kloosterman@tmag.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Human Resources

HR Relationship Team

HR Consultant, RHH (514357).

Applications Close:—Friday, 10 October 2008.

Salary:—\$70,573–\$72,385 per annum.

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

Permanent full-time day work from November 2008, June 2009.

Location:—Royal Hobart Hospital.

Duties:—The HR Consultant provides high-level human resource (HR) consultancy services to senior managers and employees and works closely with individual business units to help diagnose and manage HR needs within the Royal Hobart Hospital (RHH). This includes managing localised industrial and performance management issues.

Desirable Requirements:—Demonstrated high-level human resource management skills with knowledge and experience in the complete range of HR Services including effective management of industrial relations issues and the ability to apply these within the Tasmanian State Service context. Demonstrated strategic, conceptual, diagnostic and analytical skills including the ability to provide high-level advice and consultancy services on HR issues at a range of levels and to broker appropriate solutions in a complex environment. High-level interpersonal, liaison, facilitation and communication (both written and verbal) skills and significant experience and skills in negotiating with management, employees and unions in the resolution of disputes and grievances.

Enquiries to Andrew Conrad, Department of Health and Human Services, phone (03) 6222 7119, email andrew.conrad@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Information Services

Application Solutions Information Services

Consultant Project Officer (518358).

Applications Close:—Friday, 10 October 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—As part of the Application Solutions project team, provide high level project support for the successful delivery Information Services projects.

Desirable Requirements:—High level project management and information system implementation skills, including the ability to lead and manage a small team that links with diverse service delivery areas. Demonstrated high-level experience and skills in project management activities in accordance with the Tasmanian Government Project Management Framework including but not limited to business case preparation, project planning, project issue identification, tracking, and resolution, change management and stakeholder management. Experience in the implementation of standardised business processes as a part of the implementation of information systems.

Enquiries to Mika Pallari, Department of Health and Human Services, phone (03) 62333663, email mika.pallari@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Information Services

Information Resources Information Services

Information Resources Officer—2 Vacancies.

Applications Close:—Friday, 10 October 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Vacancy No. 500374.

Permanent full-time day work.

Location:—Hobart.

Vacancy No. 500708.

Permanent full-time day work.

Location:—Hobart.

Duties:—Undertake a wide range of administrative and information management duties to.

support Information Resources.

Desirable Requirements:—Demonstrated knowledge of and experience in information management, preferably within the operation of a large and comprehensive information and document management system. Excellent written skills, including a demonstrated knowledge and application of spelling, punctuation and expression. Excellent communication skills both written and verbal together with an ability to relate to other staff and work within a multidisciplinary team environment. Demonstrated competence in Information and Communications Technology (ICT) skills.

Enquiries to Scott Finlayson, Department of Health and Human Services, phone (03) 62338354, email scott.finlayson@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Information Services

Project Delivery Information Services

PAS Site Project Consultant AHS (517521).

Applications Close:—Friday, 10 October 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Fixed-term full-time day work from ASAP for a period of 12 months.

Location:—Burnie.

Duties:—The PAS Site Project Consultant (AHS) will assist and support the Project Manager in the planning, co-ordination and delivery of project activities and outputs associated with the implementation of a new Patient Administration System (PAS) within Acute Health Services (Launceston General Hospital, North West Regional Hospital and Royal Hobart Hospital).

Desirable Requirements:—Sound knowledge and understanding of the complex environment of hospitals and health service delivery and the impact of major initiatives, including information system initiatives, in this environment. High-level communication and interpersonal skills including the ability to consult, negotiate, resolve conflicts and solve problems with stakeholders; the ability to effectively represent the project and to clearly and concisely communicate concepts to stakeholders. Demonstrated management/supervisory skills including the ability to plan, co-ordinate and be responsible for several concurrent activities whilst working in an environment subject to tight time frames.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Clinical Performance and Emergency Management

Policy Officer, Medical Workforce (512268).

Applications Close:—Friday, 10 October 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide high level advice and support in relation to a broad range of medical workforce initiatives, issues and projects at a State and national level. Research and prepare background papers, briefings and correspondence on medical workforce issues for the Chief Medical Officer, Health Services Executive, Secretary and Minister in relation to medical workforce issues. Represent the Agency on working parties and interdepartmental committees.

Enquiries to Adrienne Prendergast, Department of Health and Human Services, phone (03) 6233 8078, email adrienne.prendergast@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Clinical Performance and Emergency Management

Policy Officer, Quality and Safety (518362).

Applications Close:—Friday, 10 October 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide high level advice and support to the Coordinator, Quality and Safety on quality and safety issues impacting on the Agency. Undertake designated quality and safety projects, review and policy tasks and research.

Enquiries to Adreinne Prendergast, Department of Health and Human Services, phone (03) 6233 8078, email adreinne.prendergast@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Clinical Nurse Educator, Education and Training (513381).

Applications Close:—Friday, 10 October 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day worker.

Location:—Nursing Services, Nursing Education.

Duties:—Manage the delivery for a wide range of education and training programmes including the Re-entry to Practice Programme for Registered and Enrolled Nurses, Refresher Programme Registered and Enrolled Nurses, Enrolled nurse Support Programme and Medication Management for Enrolled Nurses. Contribute to the ongoing development enhancement and evaluation of these and other education and training programmes as identified.

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

Enquiries to Helen Bryan, Department of Health and Human Services, phone (03) 6348 7005, email helen.bryan@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Fleet Supervisor (503281).

Applications Close:—Friday, 10 October 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Corporate-Transport.

Duties:—The Fleet Supervisor has delegated responsibility for assisting in the management of the Transport Services, including responsibilities regarding fleet management.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Stephen Simmons, Department of Health and Human Services, phone (03) 6336 2996, email stephen.simmons@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Food Services Assistant (Distribution) (503494).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$32,898–\$33,620 pro rata.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 25 April 2009.

Location:—Corporate, Food Services.

Duties:—To provide a high standard of meal service to hospital patients, and patrons of the LGH Cafeteria.

Desirable Requirements:—Knowledge of food hygiene practices and their importance in the Food Service industry. An understanding of workplace safety. An understanding and personal cleanliness and hygiene and its importance in the Food Service industry.

Enquiries to Ellen Kindred, Department of Health and Human Services, phone (03) 6348 7526, email Ellen.Kindred@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Radiographer (Professional Development Year) (503708a).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Fixed-term full-time day worker. To commence in January 2009 for a term of one year.

Location:—Clinical Services, Radiology.

Duties:—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) OR attainment of a provisional statement of accreditation from the Professional Accreditation Education Board (PAEB) of the Australian Institute of Radiography.

Enquiries to Garth Faulkner, Department of Health and Human Services, phone (03) 6348 7085, email garth.faulkner@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Registered Nurse (Post Graduate Paediatrics)—3 Vacancies.**

Applications Close:—Friday, 10 October 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Vacancy No. 504064.

Fixed-term part-time shift work (fully rotational), working 48 hours per fortnight. To commence 15 February 2009 until 28 November 2009.

Location:—Womens and Childrens Services, Ward 4K.

Vacancy No. 504066.

Fixed-term part-time shift work (fully rotational), working 48 hours per fortnight. To commence 15 February 2009 until 28 November 2009.

Location:—Womens and Childrens Services, Ward 4K.

Vacancy No. 511420.

Fixed-term part-time shift work (fully rotational), working 48 hours per fortnight. To commence 15 February 2009 until 28 November 2009.

Location:—Womens and Childrens Services, Ward 4K.

Duties:—To manage and co-ordinate client care to ensure the delivery of quality, timely and appropriate care in conjunction with other members of the Health Care Team. Show satisfactory progress towards completion of the graduate certificate/diploma.

Essential Requirements:—Registration as a nurse with the Nursing Board of Tasmania. Holder of a current practising certificate. Acceptance as a student in the relevant diploma or certificate programme.

Enquiries to Michael Sherring, Department of Health and Human Services, phone (03) 6348 7661, email michael.sherring@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Mersey Community Hospital***Medical Typist (514481).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time day worker, working 12 hours per fortnight.

Location:—Patient Information Management Services.

Duties:—To provide a high standard of word processing functions in the preparation and filing of discharge summaries, medical and legal correspondence and operation and outpatient reports.

Desirable Requirements:—A minimum keyboard speed of 60 words per minute. Detailed knowledge of medical terminology, health procedures, protocols and formats. A demonstrated knowledge and application of spelling, punctuation and expression.

Enquiries to Christine Lewis, Department of Health and Human Services, phone (03) 6426 5411, email chris.lewis@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Planning Policy and Performance Unit

Planning Policy and Projects Consultant (517261).

Applications Close:—Friday, 10 October 2008.

Salary:—\$70,573–\$72,385 per annum.

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

Fixed-term full-time day worker, commencing 20 October 2008 to 6 March 2009.

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

Duties:—As a member of the Projects and Policy Team, the Planning Policy and Projects Consultant will provide a high level consultancy service in the key areas of project management, policy development and planning and evaluation, including co-ordinating, supporting and managing significant Primary Health projects, facilitating and leading the development and review of policies within and across Primary Health service areas, and facilitating and leading the development of high quality planning processes within Primary Health.

Desirable Requirements:—Demonstrated consultancy, communication and negotiation skills, including the ability and maintain networks and liaise with senior managers and external stakeholders, demonstrated ability to research, prepare, present and evaluate reports and submissions, together with the capacity to negotiate the outcomes at senior management levels, and experience in and knowledge of contemporary project management theory and practice.

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

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

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

Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Registered Nurse (Relief) (504350).

Applications Close:—Friday, 10 October 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Fixed-term casual shift worker, as and when required, commencing as soon as possible to 21 September 2010.

Location:—Flinders Island Multi Purpose 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 areas:—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6359 2123, email sue.bucher@dhhs.tas.gov.au.

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

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

Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Deputy Manager Physiotherapy (513438).

Applications Close:—Friday, 17 October 2008.

Salary:—\$80,262–\$88,771 per annum.

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

Permanent full-time day work.

Location:—Southern Region.

Duties:—This is a challenging position with opportunity to further develop your skills in leadership and management whilst maintaining a clinical focus. The Community Rehabilitation Unit offers a pleasant and supportive multidisciplinary environment with an emphasis on striving for excellence in quality and client service.

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

Enquiries to Kerry Williams, Department of Health and Human Services, phone (03) 6222 7288, email kerry.williams@dhhs.tas.gov.au.

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

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Relief Cook (Non Trade) (506670).

Applications Close:—Friday, 10 October 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

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

Location:—Midlands Multi Purpose Center, Oatlands.

Duties:—To provide a high standard of food service to all customers which will include the preparation, cooking and serving of meals. To conduct relevant audits within the kitchen/catering environment as per food safety plan, continuous quality improvement programme and legislative requirements.

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

Enquiries to Julie Cooper, Department of Health and Human Services, phone (03) 6254 5033, email julie.cooper@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Resources and Systems Performance

System Data Administrator (518275).

Applications Close:—Friday, 10 October 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide advice and recommendations to the Director, Resources and Health System Performance regarding ongoing staffing and data requirements and to provide ongoing system and data support. Assist in the implementation of a business intelligence system within the Health Services Group, providing technical and ongoing system and data support. Assist in other Unit priorities, including the implementation of activity based funding models.

Enquiries to Damien Smith, Department of Health and Human Services, phone (03) 6233 0418, email damien.smith@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Administrative Assistant (516352).

Applications Close:—Friday, 10 October 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time day work (27 hours per fortnight).

Location:—Hobart.

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

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

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

Enquiries to Sandra Roberts, Department of Health and Human Services, phone (03) 6222 7978, email sandy.roberts@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Nurse Consultant, DCCM (508812) (Readvertised).

Applications Close:—Friday, 17 October 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Clinical Nurse Consultant (CNC) provides clinical leadership and management in a multi disciplinary team within the department, ensuring the delivery of high quality patient care. Identify the clinical educational needs of staff within the Department of Critical Care Medicine (DCCM), providing direction and assistance in enabling knowledge and skills to be developed and enhanced. This is performed in conjunction with the Clinical Nurse Educators. In conjunction with the Nurse Unit Manager (NUM) develop and promote the efficient and effective provision of care based on best practice clinical and organisational principles. Support and promote an environment that fosters teaching, quality improvement and research activities within the department.

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

Enquiries to Felicity Geeves, Department of Health and Human Services, phone (03) 6222 8856, email felicity.geeves@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Enrolled Nurse, General Surgical and Gynaecological (Womens Health) Unit (509232 and 517642).

Applications Close:—Friday, 10 October 2008.

Salary:—\$44,751–\$46,469 per annum.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent full-time shift work (fully rotational). Applicants seeking to work permanent part-time hours are encouraged to apply. (Salary pro-rata for part-time hours).

Location:—Hobart.

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

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

Enquiries to Diana Coombes, Department of Health and Human Services, phone (03) 6222 8525 or 6222 8481, email diana.coombes@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Medical Scientist (510220).

Applications Close:—Friday, 10 October 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work (with oncall).

Location:—Hobart.

Duties:—The person in this job is part of a team of professional staff engaged in the provision of an efficient and high quality diagnostic clinical microbiology service and will be required to demonstrate competence and proficiency compatible with their level of experience in the provision of this service.

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

Enquiries to David Jones, Department of Health and Human Services, phone (03) 6222 8909, email david.jones@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Nurse Unit Manager, General Surgical and Gynaecological (Womens Health) Unit (509225) (Readvertised).

Applications Close:—Friday, 17 October 2008.

Salary:—\$74,792–\$76,561 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Hobart.

Description:—The Nurse Unit Manager (NUM) manages a combined 26 bed General Surgical and Gynaecological (Women's Health) Unit with the support of a Clinical Nurse Consultant Gynaecology and a Clinical Nurse Educator.

Duties:—Work collaboratively with Nursing, Medical and Allied Health Managers and care providers to assist in achieving service delivery and nursing care outcomes by:—Providing leadership of the General Surgical/Gynaecological Unit within a professional, contemporary and strategic context. Ensuring the delivery of efficient and effective evidence based care to all patients within a collaborative, multidisciplinary and risk management framework. Co-ordinating the units clinical and management activities whilst supporting and facilitating 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 Jill Harley (to 10 October 2008) then Rae de Silva (from 11 October 2008), Department of Health and Human Services, phone (03) 6222 8703, email jill.harley@dhhs.tas.gov.au OR rae.desilva@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Radiographer (510136).

Applications Close:—Friday, 10 October 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time shift work. PDY's are encouraged to apply.

Location:—Hobart.

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) OR attainment of a provisional statement of accreditation from the Professional Accreditation Education Board (PAEB) of the Australian Institute of Radiography.

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

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

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

South West Area

Team Leader- Family Violence Service (Adult Prg) (501711).

Applications Close:—Friday, 31 October 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Family Violence Service, South.

Duties:—To work as an effective member of the multidisciplinary Family Violence Service (Adult Programme) providing tailored programmes that incorporate a multi-level mode of assessment and intervention, for women who have experienced family violence. To ensure an integrated approach to response services for adult victims of family violence and their families, and to ensure professional and practice consistency is delivered in a timely manner in line with practice standards and agency protocols.

Desirable Requirements:—Comprehensive knowledge of family violence with a demonstrated knowledge and/or experience in the clinical and/or therapeutic management of clients with complex care needs including the ability to liaise effectively with family members and other service providers involved in their care. Proven management experience, including knowledge of contemporary management practices, purchasing of services, best practice methods, quality improvement and then ability to manage financial, human and physical resources and monitor efficiency and effectiveness. Highly developed self-management skills including the ability to plan, organize and prioritise workloads, while demonstrating adaptability and flexibility and commitment to a team-based approach to work in an environment subject to work pressure and change.

Essential Requirements:—University acquired degree or diploma in a humanities field.

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

Enquiries to Kath Kerr, Department of Health and Human Services, phone (03) 6233 3818, email kath.kerr@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Allied Health Professional (515530).

Applications Close:—Friday, 10 October 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day worker.

Location:—Mental Health Services North.

Duties:—In accordance with National Mental Health Standards, Agency policy and direction, legal requirements and professional competencies undertake the delivery of quality care to clients of the Child and Adolescent Mental Health Service, based on best practice principles and within a collaborative and multi-disciplinary framework. Promote community awareness in relation to mental health. To provide specialist mental health services to consumers in Tasmania in accordance with professional discipline, skills and standards. As a professional member in a multidisciplinary team, provide a specialist assessment and treatment service to clients of Child and Adolescent Mental Health Services and their families or carers. Act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

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

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

Enquiries to Team Leader, Department of Health and Human Services, phone (03) 6336 2867, email teamleader.camhsn@dhhs.tas.gov.au.

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

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

Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Team Leader (518306).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$80,262–\$88,771 pro rata.

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

Permanent part-time day worker.

Location:—Mental Health Services North.

Duties:—In accordance with policy directions, service standards, financial and service performance targets, the Team Leader is responsible for the management and development of Oakrise Child and Adolescent Mental Health Service and the Team Leader will also act as a professional member of the Oakrise multidisciplinary team and provide a specialized assessment and treatment service to children, adolescents and their families in relation to mental health issues in accordance with discipline specific skills and abilities.

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

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

Enquiries to Carolyn Woll, Department of Health and Human Services, phone (03) 6336 2194, email carolyn.woll@dhhs.tas.gov.au.

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

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

Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services**State Office Alcohol and Drug***Youth Alcohol and Drug Worker (500845).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time daywork.

Location:—Alcohol and Drugs Service, South.

Duties:—Provide a comprehensive assessment, treatment and referral service for individuals with alcohol and/or other drug problems. Provide information and advice to the general community, service providers and community groups, on alcohol and other drug related issues. Within a defined geographical area or population undertake community development and health promotion strategies to minimise the harm of alcohol and other drugs in the community. Assist in the provision of community based education and training initiatives to increase the level, range and abilities of members of the community and service providers to respond to alcohol and other drug issues. Research, evaluate and review measures to minimise the harm of alcohol and other drugs in the community and maintain accurate records for treatment and community interventions.

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

Enquiries to Jann Smith, Department of Health and Human Services, phone (03) 6230 7901, email jannette.smith@dhhs.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

FOREST PRACTICES AUTHORITY

*Research and Advisory Programme***Geologist/Geomorphologist (371893).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

This position plays an important role in achieving sustainable management of the geological and geomorphological features in the forestry estate by advising and educating forest practices officers about geology and geomorphology during forest operations and undertaking research relevant to forest management decisions and the continuing improvement of the Forest Practices Code.

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

Desirable Requirements:—Postgraduate field experience with an ability to work in the field in difficult terrain and an interest in karst issues and/or knowledge of soil and water processes. Current driver's licence.

Experience with Geographic Information Systems (GIS) based geological map manipulation and familiarity with database and spreadsheet programmes.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties

may be obtained at www.jobs.tas.gov.au or by contacting the Human Resources Branch on (03) 6233 2077.

The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.

Enquiries to Peter McIntosh, Manager, Earth Sciences, Department of Infrastructure, Energy and Resources, phone (03) 6233 8717, email peter.mcintosh@tassie.net.au.

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, P.O. Box 936 Hobart TAS 7001, phone (03) 6233 2060, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Vehicle Operations

Project Manager (371981).

Applications Close:—Friday, 10 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Fixed-term full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Manage the finalisation of the Heavy Vehicle Safety Code Project and ensure the timely execution of allocated activities as outlined in the project plan. Manage the Compliance and Enforcement Implementation Project.

Desirable Requirements:—Tertiary qualification in a relevant discipline.

Enquiries to John Bessell, Manager Vehicle Operations, Department of Infrastructure, Energy and Resources, phone (03) 6233 5390, email john.bessell@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 5390, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

RACING SERVICES TASMANIA

Racing Administration

Racing Clerk (371530).

Applications Close:—Friday, 10 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Duties:—Provide high level clerical and administrative support to the Division to ensure the delivery of timely and accurate information to racing industry participants and the public.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting the Human Resources Branch on (03) 6233 2077.

The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.

Enquiries to Mike Stiles, Handicapper/Grader, Department of Infrastructure, Energy and Resources, phone (03) 6336 2796, email mike.stiles@dier.tas.gov.au.

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, P.O. Box 936 Hobart 7001, phone (03) 6233 2060, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Rail Management Branch

Rail Manager (371903).

Applications Close:—Friday, 10 October 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Fixed-term full-time 73.5 hours per fortnight for 3 years.

Location:—Hobart.

The position provides leadership in the development of policy and strategic direction relating to the provision of rail infrastructure throughout Tasmania. This includes the high-level leadership and direction associated with the contractual arrangements with Pacific National and maintenance and development of the State's rail assets.

Desirable Requirements:—Experience in transport related policy matters. Tertiary qualifications in a relevant discipline. Extensive commercial and negotiation experience. Proven experience in a Senior Management role. Drivers license.

Enquiries to Peter Todd, General Manager, Roads and Traffic, Department of Infrastructure, Energy and Resources, phone (03) 6233 6361, email peter.todd@dier.tas.gov.au.

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, P.O. Box 936 Hobart TAS 7001, phone (03) 6233 2060, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Site Administrator (372195).

Applications Close:—Friday, 10 October 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Brighton (Temporarily Hobart).

Duties:—Provide high-level support to the Brighton Transport Project Team by undertaking the day-to-day administrative tasks associated with managing the Project's site office. Provide high level client service to the public in relation to the Brighton Transport Projects.

Essential Requirement:—Current Drivers License.

Enquiries to Karyn Crew, Executive Officer Business Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3522, email karyn.crew@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 5004, fax (03) 6244 5337, email recruitment@dier.tas.gov.au.

The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.

JUSTICE

TASMANIA PRISON SERVICE

*Organisation Development***Project Officer (355597a).**

Applications Close:—Friday, 10 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term part-time 3 days per week to 23 June 2009.

Location:—Risdon Prison.

Duties:—Conduct research and prepare discussion/options papers for the Tasmania Prison Service and Organisational Development Unit initiatives. Prepare high level documentation, including correspondence, reports, ministerial briefings and conference papers. Scope, plan and implement routine projects.

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: arson and fire setting, violent crimes and crimes against the person, sex-related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or Legislative Power, crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Desirable Requirements:—Thorough understanding of project management, including a capacity to work within the Tasmanian Government Project Management Framework. Demonstrated ability to develop and formulate strategies and to market strategies to stakeholders. High level interpersonal skills, well developed written communication, negotiation and conflict resolution skills including a commitment to confidentiality and the ability to represent the Agency.

Enquiries to Ginna Webster, Manager Organisational Development Unit, Tasmania Prison Service, Department of Justice, phone (03) 6216 8187, email ginna.webster@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 Ginna Webster on (03) 6216 8187.

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

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

JUSTICE

TASMANIA PRISON SERVICE

ORGANISATION DEVELOPMENT

Team Leader, Staff Development and Training (355128).

Applications Close:—Friday, 10 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Risdon Prison.

Duties:—Manage the human, physical and financial resources of Staff Development and Training (Organisation Development Unit) and co-ordinate Tasmania Prison Service recruitment, training and staff development policies and programmes. Coordinate appointment and training of Correctional Officer recruits to ensure set timeframes are achieved and relevant national training standards are met. Ensure adherence to Australian Quality Training Framework standards.

Essential Requirements:—A Certificate IV in Training and Assessment or equivalent qualification.

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: arson and fire setting, violent crimes and crimes against the person, sex-related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or Legislative Power, crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Enquiries to Ginna Webster, Manager Organisational Development Unit, Tasmania Prison Service, Department of Justice, phone (03) 6216 8187, email Ginna.Webster@justice.tas.gov.au.

Applications to Daphne Webb, Administration Support Officer, 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 Ginna.Webster@justice.tas.gov.au on (03) 6216 8187.

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

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

JUSTICE

WORKCOVER

Project Officer (356090).

Applications Close:—Friday, 10 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time 73.5 hours per fortnight, for a period of 12 months.

Location:—Rosny.

Duties:—Provide high-level support to WorkCover Tasmania projects. As part of a team of specialists contribute to the delivery of Board project outputs in a timely manner and ensure projects are effectively implemented and evaluated in accordance with Branch policies.

Desirable Requirements:—Sound knowledge and understanding of the WorkCover Tasmania Board's function or the ability to quickly acquire that knowledge. Demonstrated knowledge and skills of project management with the ability to deliver project outcomes and support project teams.

Enquiries to Brad Parker, Manager Scheme Monitoring and Regulation, WorkCover, Department of Justice, phone (03) 6233 8657, email brad.parker@justice.tas.gov.au.

Applications to Daphne Webb, 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 Brad Parker on (03) 6233 8657.

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

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

Director, Operations (355819).

Applications Close:—Friday, 10 October 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Fixed-term full-time for a period of 5 years.

Location:—Rosny.

Duties:—The Director, Operations is responsible for the management and performance of the General Inspectorate and the Licensing and Accreditation branches in accordance with Workplace Standard Tasmania's strategic direction and representing the Department on a range of high level Boards and Committees dealing with inter and intra government business.

Desirable Requirements:—High level contemporary management skills including the ability to manage financial and physical resources and to monitor the effectiveness and efficiency of resource usage.

Enquiries to Roy Ormerod, General Manager, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 8366, email roy.ormerod@justice.tas.gov.au.

Applications to Daphne Webb, 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 a copy of the Statement of Duties please contact Daphne Webb on (03) 6233 6809 or email daphne.webb@justice.tas.gov.au.

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

TASMANIA FIRE SERVICE

Communications Division

Communications Technician C (521214).

Applications Close:—Monday, 13 October 2008.

Salary:—\$40,795–\$48,055 per annum.

Tasmania Fire Service Communication Services Agreement, Technical Employee, Level 2.

Permanent full-time.

Location:—Brisbane Street, Hobart.

Duties:—To deliver an effective communications network for the Tasmania Fire Service (TFS) by providing workshop and field service for electronic communications systems.

Desirable Requirements:—Hold a current driver's licence.

ACMA base cabling licence.

Hold a workplace first aid certificate.

Ability to work at heights.

Essential Requirements:—Electrotechnology Communications, Certificate III or equivalent qualification determined by the State Service Commissioner under Section (37) (5) of the State service Act 2000.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Paul Lewis on (03) 6230 8695 or from www.jobs.tas.gov.au.

Enquires to Paul Lewis on (03) 6230 8695.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Human Resources Management Branch

HRM Consultant (Systems) (001514).

Applications Close:—Friday, 10 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Coordinate payroll processing and production and provide human resources systems support. Provide high level liaison, advice, and support to clients on a range of payroll, entitlements, conditions of service and reporting issues. Contribute to the management of human resources within the Department and the Ministerial and Parliamentary Support by participating in HR projects and the development of policies, practices and procedures.

Enquiries to Rob Gunn, Senior HR Consultant (Systems), Department of Premier and Cabinet, phone (03) 6233 2499, email Rob.Gunn@dpac.tas.gov.au.

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

PREMIER AND CABINET

LOCAL GOVERNMENT DIVISION

Principal Policy Analyst (001515).

Applications Close:—Friday, 10 October 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Within a broad strategic framework, research, analyse, develop, co-ordinate and review complex whole-of-government policies and manage critical projects relating to local government. Provide strategic broad-based advice to the Premier and the Minister on local government matters and specified whole-of-government policy issues and projects. Undertake the role of team leader for designated policies and projects.

Desirable Requirements:—Tertiary qualifications or demonstration of an equivalent level of skills.

Enquiries to Alistair Scott, Deputy Director, Local Government Division, Department of Premier and Cabinet, phone (03) 6233 3132, email Alistair.Scott@dpac.tas.gov.au.

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

PREMIER AND CABINET

PUBLIC SECTOR MANAGEMENT OFFICE

Training Consortium

Business Development Manager (001508).

Applications Close:—Friday, 10 October 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high-level strategic and business planning plus marketing, implementation and programme evaluation through consultation with key stakeholders. Develop and co-ordinate quality training, education and development programmes to support the identified learning and development needs of the State Service Agencies and other TTC member organisations. Provide authoritative advice and support to the Director, Agencies and member organisations on learning and development related matters, including emerging issues and developments at the national and international levels. Provide leadership for TTC personal to encourage ongoing professionalism, quality service and innovation in delivering outcomes as required by Agencies and other TTC stakeholders.

Desirable Requirements:—Formal tertiary qualifications in relevant disciplines will be regarded as an advantage.

Enquiries to Frank Ogle, Director, Public Sector Management Office, Department of Premier and Cabinet, phone (03) 6233 6546, email Frank.Ogle@dpac.tas.gov.au.

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

PREMIER AND CABINET

PUBLIC SECTOR MANAGEMENT OFFICE

Training Consortium

Senior Consultant (001509).

Applications Close:—Friday, 10 October 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Provide wide-ranging assistance, advice and support to the Manager and TTC member organisations including day to day operation and functions of TTC. Co-ordinate the development and scheduling of TTC courses and events and make recommendations to the Manager on related TTC matters.

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

Enquiries to Paul Leitch, Business Development Manager, Department of Premier and Cabinet, phone (03) 6233 3919, email Paul.Leitch@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

Finance, Facilities and Business Services

Manager (Corporate Finance Systems) (702746).

Applications Close:—Friday, 10 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

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

Duties:—Management and co-ordination of the Department's Financial Management Information System (Finance One). Implementation and management of systems to support the budgeting, accounting and finance operational activities. Management of allocated projects and co-ordination of sub-projects. Management and co-ordination of a small team within the framework of the Branch Business Plan.

Desirable Requirements:—Appropriate tertiary qualifications in a relevant discipline.

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

Enquiries to Julie Southwell, phone (03) 6233 3031, email julie.southwell@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 job.applications@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER
RESOURCE MANAGEMENT AND CONSERVATION
Biodiversity Conservation

Section Head (*Natural Values Atlas*) (702920).

Applications Close:—Friday, 10 October 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialist consultative advice and technical support to the General Manager and Senior Divisional Managers. Develop, implement and promote strategies, programmes and policies associated with Natural Values Atlas. Manage high level projects and co-ordinate sub projects. Day to day management and co-ordination of the human, physical and financial resources of the Natural Values Atlas Section.

Desirable Requirements:—A degree in information technology or other related degree. A current motor vehicle drivers licence.

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

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 job.applications@dpiw.tas.gov.au.

TAFE TASMANIA
DELIVERY TEAMS
Drysdale Institute

Teacher (*Drysdale Industry Solutions*) (331271).

Applications Close:—Friday, 17 October 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—South.

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

The Drysdale Industry Solutions team are seeking a skilled workplace assessor and trainer with vocational experience within the hospitality or related industries. It would be advantageous to possess experience and or qualifications in one or more of the following:—Training and assessment. A high level knowledge of contemporary dining and food trends. Bar operations and wine service. Housekeeping/accommodation front office. Sales and Marketing.

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

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

Enquiries to Gary Slicer, A/Team Leader, Drysdale Industry Solutions, TAFE Tasmania, phone (03) 6233 7149,

email Gary.Slicer@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA
DELIVERY TEAMS
Drysdale Institute

Team Leader (*Drysdale Industry Solutions*) (330105).

Applications Close:—Friday, 17 October 2008.

Salary:—\$73,787 per annum.

TAFE Teachers Award, Head of Department 1 (Team Leader).

Permanent full-time.

Location:—South.

An increased salary of \$7,735 may be negotiated in lieu of additional recreation leave entitlements available for the position.

Duties:—To facilitate the delivery of educational and training service programmes offered by TAFE Tasmania, motivate and lead teaching teams and participate as a member of the management team.

Required to manage, contribute to, and participate in the development and delivery of a range of general and specific innovative training programmes and services whilst undertaking management functions involving staff, resource allocation, monitoring, planning and student administration within a framework defined by the commercial objectives of TAFE Tasmania and with the demands of industry.

Desirable Requirements:—Relevant vocational qualifications, ie an appropriate tertiary qualification and/or industry/ professional experience relevant to the position. A teaching qualification and/or a qualification in education administration or general management. Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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

Enquiries to Anne Ripper, Executive Manager, TAFE Tasmania, phone (03) 6233 7272, email Anne.Ripper@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA

DELIVERY TEAMS

*Metals***Teacher (Metal Fabrication) (331539).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—North.

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

It would be beneficial for potential applicants to be a Metalsperson/Fabrication, have a Fabrication trade certificate, and recent vocational competence or experience. SAA welding certificates in MMAW, GMAW or GTAW and assessor's qualification in fork lift and/or scaffolding would also be an advantage.

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

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

Enquiries to Barry Smith, Team Leader, Metals North, TAFE Tasmania, phone (03) 6336 4267, email Barry.Smith@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA

DELIVERY TEAMS

*Health, Aged and Enrolled Nursing Services***Teacher (Enrolled Nursing) (000723).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—North West.

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

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, Diploma, or Associate Diploma deemed appropriate to the teaching area. 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. NBT Approved Preceptor (Nursing Board of Tasmania).

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

Enquiries to Cheryl Smith, Team Leader, TAFE Tasmania, phone (03) 6421 5526, mobile 0400 108 997, email Cheryl.Smith@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA

DELIVERY TEAMS

*Mining and Engineering N/NW***Teacher (Mining) (331512).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—North West.

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

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

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

Enquiries to Michael Jack, Team Leader, TAFE Tasmania, phone (03) 6434 5899, email Michael.Jack@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

Cadetship (3 Vacancies).

Applications Close:—Friday, 17 October 2008.

Salary:—\$29,502–\$47,675 per annum.

Administrative and Clerical Employees Award, Treasury Cadetship, Level 1-1 to 4-5.

Vacancy No. 723835.

Fixed-term full-time 12 month renewable contract for a period of up to six years.

Location:—Hobart.

Vacancy No. 722593.

Fixed-term full-time 12 month renewable contract for a period of up to six years.

Location:—Hobart.

Vacancy No. 723666.

Fixed-term full-time 12 month renewable contract for a period of up to six years.

Location:—Hobart.

Duties:—The Treasury cadet programme is a development initiative that recognises the value of investing in our next generation of employees. Cadetships provide an excellent opportunity to work and gain experience in a central government agency whilst studying part-time for an appropriate tertiary degree.

Our cadets undertake a range of degrees, including Commerce and Economics, with majors in disciplines such as accounting, finance, business economics, analytical economics and public policy. Cadets are provided with time off to attend lectures and tutorials, as well as diverse on-the-job experience and development.

Whilst participating in the Programme, Cadets will be required to undertake varied research and administrative tasks across the agency, and will gain exposure to areas of economic, financial management and public policy.

Essential Requirements:—Required to undertake a course of study leading to tertiary qualifications in economics or commerce.

Enquiries to Linda Voumard, Senior Executive Officer, Office of the Secretary, Department of Treasury and Finance, phone (03) 6233 3302, email linda.voumard@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

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Manager, Contracts (724141).

Applications Close:—Friday, 17 October 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the financial, contract and tendering activities of the Contract Management Unit to ensure effective management of whole-of-Government common use contracts and risk management arrangements, and provide input into the review and development of relevant procurement and risk management policies and procedures.

In the context of the selection criteria, to be successful in the position applicants will: be able to communicate effectively and succinctly to both internal and external stakeholders; demonstrate the initiative and ability to manage their own and team outputs; possess strong negotiation skills; demonstrate the ability to define complex problems and identify possible solutions and demonstrate the ability to lead a team with a strong commitment to the Treasury values.

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

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Manager, Procurement and Risk (724142).

Applications Close:—Friday, 17 October 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the Procurement and Risk Management Unit to provide a framework of principles, policies and high level procedures for Government procurement and to ensure appropriate management and provisioning of the Government's insurable risk.

In the context of the selection criteria, to be successful in the position applicants will be able to communicate effectively and succinctly to both internal and external stakeholders; demonstrate the initiative and ability to manage their own and team outputs; demonstrate the ability to define complex problems and identify possible solutions and demonstrate the ability to lead a team with a strong commitment to the Treasury values.

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

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

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

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

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Administrative Officer (724144).

Applications Close:—Friday, 17 October 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time until 30 September 2009. 22.05 hours per week.

Location:—Hobart.

Duties:—The Standard Business Reporting Project is a multi-agency initiative that will simplify business-to-government reporting by: making forms easier to understand; using accounting/record keeping software to automatically pre-fill government forms; and introduce a single secure way to interact on-line with participating agencies.

The Administrative Officer will provide a range of administrative and clerical services to support the Standard Business Reporting Project. The following skills will be required to undertake this position, sound communication skills, excellent people skills, strong organisational skills, sound computer skills and a stakeholder focus.

Enquiries to Joe Bilac, Principal Business Systems Analyst, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 3698, email joe.bilac@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Revenue Officer (724094).

Applications Close:—Friday, 10 October 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—As part of a small team, administer the provisions of the Duties Act 2001 as it relates to dutiable transactions.

In the context of the selection criteria, to be successful in the position applicants will have the ability to operate successfully in a high work flow area while maintaining a good standard of attention to detail and a focus on quality, good written and verbal communication skills, including the ability to maintain relationships with a range of stakeholders, good computer skills and the ability to contribute effectively to a small team.

Enquiries to Nathan Gourlay, Principal Revenue Officer, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 9583, email nathan.gourlay@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 Karyn Westell on (03) 6233 3478.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Senior Business Analyst (724146).

Applications Close:—Friday, 17 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time until 30 September 2009.

Location:—Hobart.

Duties:—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, demonstrate the ability to formulate options and present in the context of a business case, demonstrate high level written communication skills, have demonstrated experience in nurturing internal and external relationships, and facilitating co-operation and demonstrate the ability to manage own output and work effectively in a team environment.

The Senior Business Analyst may also be required to represent the Branch both on internal committees and at external meetings from time to time.

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

Enquiries to Joe Bilac, Principal Business Systems Analyst, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 3698, email joe.bilac@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
REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Senior Research Officer (724145).

Applications Close:—Friday, 17 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time, pro rata part-time will be considered (equivalent to 6 months full-time but not extending beyond 30 June 2009).

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position applicants will perform specialist policy review and taxation legislation research as the basis for the development of rulings and input into policy deliberations, demonstrate the ability to research issues, identify problems and possible solutions, be able to build relationships and respond effectively to stakeholder needs, be flexible in their approach, and be able to respond to new

issues and challenges that regularly arise in a legislative environment, provide high level reports on the results of complex research and analysis into matters associated with the rulings review and demonstrate initiative when undertaking research and investigation in the context of the direction and guidance provided by the Executive Director.

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

Enquiries to Glenn Bounds, Assistant Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2694, email glenn.bounds@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Canteen Supervisor	A Rooke	6 Months	24.09.08
Education	Manager (Reading Development & Support Programs)	Anita Favretto	6 months	02.10.08
Education	Speech and Language Pathologist	Julia Baxter	6 months	14.10.08
Health & Human Services	Senior Physiotherapist - Musculoskeletal Services	A Munt	6 months	29.09.08
Health & Human Services	Property Analyst	P Leaver	6 months	06.10.08
Health & Human Services	Food Services Assistant (Distribution)	J. Anderson	6 months	22.09.08
Health & Human Services	Food Services Assistant (Distribution)	M. Davey	6 months	22.09.08
Health & Human Services	Dental Attendant	A. Crane	6 months	21.08.08
Health & Human Services	Tradesperson (Electrician)	D. Latta	6 months	20.10.08
Health & Human Services	Administrative Assistant	A. Mourtzakis	6 months	29.09.08
Health & Human Services	PIMS Clerk	G. Williams	6 months	06.10.08
Health & Human Services	Registered Nurse	P. Stansall	6 months	23.11.08
Health & Human Services	Registered Nurse	K. Flint	6 months	05.10.08
Health & Human Services	Hospital Aide	M Fisher	6 months	29.09.08
Health & Human Services	Hospital Aide	H Heazlewood	6 months	29.09.08
Health & Human Services	Hospital Aide	T Heazlewood	6 months	29.09.08
Infrastructure, Energy & Resources	Administrative Assistant	K Freeman	6 months	29.09.08
Infrastructure, Energy & Resources	Customer Service Delivery Officer	D Eschler	6 months	16.09.08

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Infrastructure, Energy & Resources	School Crossing Patrol Officer	G Rodway	6 months	15.09.08
Infrastructure, Energy & Resources	Forest Practices Advisor	M Schofield	6 months	15.09.08
Justice	Audit and Compliance Officer	A Nunn	6 Months	29.09.08
Premier & Cabinet	Administrative Assistant	G Usher	6 Months	22.09.08
Primary Industries & Water	Computer Systems Officer	D. Rowley	6 months	22.09.08
Primary Industries & Water	Senior Land Information Officer	N. Sellers	6 months	23.09.08
Primary Industries & Water	Technical Officer	B. Tulk	6 months	29.09.08
The Public Trustee	Executive Assistant	Leanne Russell	6 months	29.09.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	J. Rapkins	Senior Environmental Officer	22.09.08
Health & Human Services	J. Ong	Project Officer	01.10.08
Health & Human Services	K Marsden	Clinical Nurse Educator - Surgery	29.09.08
Health & Human Services	P. Boyles	Senior Pharmacist	26.08.08
Health & Human Services	C. Muller	Clinical Nurse	21.09.08
Health & Human Services	E. Mulder	Manager, Family Violence Counselling and Support Service	23.09.08
Health & Human Services	U. Raabus	Manager, Finance and Performance	18.09.08
Health & Human Services	I. Freeman	Executive Assistant	25.09.08
Health & Human Services	A. Cassidy	Systems/Business Analyst	29.09.08
Police & Emergency Management	J. Lampkin	HR Officer	22.09.08
Police & Emergency Management	R. Sherrin	District Officer South West	19.09.08
Police & Emergency Management	S. Richardson	District Officer Planning & Capability	19.09.08
Primary Industries & Water	N.Bates	Operations Manager (Fox Eradication)	29.09.08
Primary Industries & Water	E.Schwarz	Policy Officer (NRM)	30.09.08
Treasury & Finance	J. Wright	Principal Research Officer	19.09.08
Treasury & Finance	M. Sperring	Manager (Superannuation, Gaming and Licensing Policy)	06.10.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
TAFE Tasmania	A. Young	Health & Human Services	Sewer/Repairer	29.09.08

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Health & Human Services	Change Management Consultant	C. Merritt	3 years	02.10.08
Treasury & Finance	Administrative Assistant	A. Abbott	1 year 9 months	29.09.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development & Tourism	Manager Web Publishing	D. Nicholls	26.09.08
Health & Human Services	IT Officer	D. Kapinga	05.09.08
Health & Human Services	Intensive Support Training Co-ordinator	M. Spicer	10.07.08
Health & Human Services	Enrolled Nurse	Christopher McGuire	31.08.08
Health & Human Services	Occupational Therapist	J. Wylie-Smith	10.09.08
Health & Human Services	Child Protection Worker	T. Cornish	19.09.08
Health & Human Services	Medical Orderly	P Farley	21.09.08
Health & Human Services	Registered Nurse	J. McGuiggan	25.09.08
Health & Human Services	Registered Nurse	G. Carmichael	16.09.08
Health & Human Services	Customer Service Officer	D Reading	25.09.08
Health & Human Services	Registered Nurse	J DeSilva	25.09.08
Health & Human Services	Team Leader	M. Hutchings	25.09.08
Health & Human Services	Operational Stream	Carol Haines	25.09.08
Justice	Team Leader Staff Development & Training	S. Cook	24.09.08
Premier & Cabinet	Project Officer	R Epps	24.09.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Planning Officer (701386)	D Barker	26.09.08
Police & Emergency Management	Station Officer	M. Westacott	10.09.08
Primary Industries & Water	Manager (Conservation Policy and Planning)	D Witt	19.09.08

Disclaimer

Products and services advertised in this publication are not endorsed by the State of Tasmania and the State does not accept any responsibility for the content or quality of reproduction. The Contractor reserves the right to reject any advertising material it considers unsuitable for government publication.

Copyright

The Tasmanian Government Gazette and Tasmanian State Services are subject to the Copyright Act. No part of any material published in the Tasmanian Government Gazette or the Tasmanian State Services Notices may be reproduced except in accordance with the Copyright Act.

Printed by Print Applied Technology Pty Ltd under authority of the Government of the State of Tasmania