



# TASMANIAN STATE SERVICE NOTICES

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

### *Submission of Applications*

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

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](http://www.jobs.tas.gov.au) system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or

email: [jobsadmin@dpac.tas.gov.au](mailto: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

##### INDUSTRY DEVELOPMENT DIVISION

###### *Food, Manufacturing and ICT*

#### **Assistant General Manager (424397).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level authoritative policy advice and strategic direction in food and beverages based industry development and projects in accordance with the State's Industry Development Plan, the Food Industry Strategic Plan, Smart Farming Strategy and Tasmania Together Guidelines in order to make a significant contribution to stimulate balanced and sustainable economic development in Tasmania.

Direct the management and co-ordination of food and beverages based industry development and projects for the Agency, and provide general support to the General Manager.

Desirable Requirements:—Proven senior management experience in both government and commercial environment. Relevant tertiary qualifications in business, economics or other appropriate discipline. Current Drivers licence.

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

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

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

#### ECONOMIC DEVELOPMENT AND TOURISM

##### INDUSTRY DEVELOPMENT DIVISION

###### *Resources and Infrastructure Development*

#### **Graduate Project Officer (424798).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$49,523 per annum.

Administrative and Clerical Employees Award, Administrative Trainee (Graduate Recruit) A and C, Level 3-1 to 5-1.

Permanent full-time.

Location:—Hobart.

Duties:—Provide administrative and project support to the Resources and Infrastructure Development Unit through facilitation and research of development projects that align with the Government's Industry Development Plan and other related strategies that encourage new investment and job creation.

This work will involve problem solving, analysis of complex issues, investigation and research, development of proposals and recommendations, and providing project research support functions within the unit and higher level committees.

Essential Requirements:—A degree or tertiary qualification in a relevant discipline.

Desirable Requirements:—A current driver's licence.

Enquiries to Melissa Honey for a copy of the Statement of Duties on (03) 6233 5869 or email [Melissa.Honey@development.tas.gov.au](mailto:Melissa.Honey@development.tas.gov.au). For further information about the position please contact David Laskey, Project Manager, phone (03) 6233 5902, email [David.Laskey@development.tas.gov.au](mailto:David.Laskey@development.tas.gov.au).

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

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

#### ECONOMIC DEVELOPMENT AND TOURISM

##### SPORT AND RECREATION TASMANIA

###### *Premiers Physical Activity Council.*

#### **Project Support Officer (424917).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide sound project and administrative support that contributes to the efficient and effective operations of the Premier's Physical Activity Council (PPAC).

Enquiries to Michelle Whitbread, Project Manager, Department of Economic Development and Tourism, phone (03) 6233 5625, email [Michelle.Whitbread@development.tas.gov.au](mailto:Michelle.Whitbread@development.tas.gov.au).

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

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

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*Adult and Community Learning Services***Programme Co-ordinator (330024).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$56,854–\$64,096 per annum.

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

Fixed-term full-time From as soon as possible to 9 March 2009.

Location:—Hobart.

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

Desirable Requirements:—Post Compulsory Education qualifications.

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 Robert Bolch, Department of Education, phone (03) 6233 7285, email robert.bolch@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

*Human Resources Management*

## HR Policy and Services

## Establishment and Reporting Services

**Senior HR Consultant Establishment Services (860288).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Fixed-term full-time From as soon as possible to for a period up to 12 months.

Location:—Hobart.

Description of the Role:—Ensure the accurate and efficient management of the Department's establishment. Provide high quality human resources management consultancy and advisory services. Develop and implement strategies, policies and plans to ensure effective human resources management throughout the Department.

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

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

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 Natalie Jackson, Department of Education, phone (03) 6233 7357, email natalie.jackson@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

*Human Resources Management*

## HR Policy and Services

## HR Policy

**HR Consultant (Policy) (960267).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To provide quality human resources management advice and consultancy services, including the development and implementation of strategies, policies and projects to assist in effective human resources management throughout the Department.

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

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

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 Justine Griffiths, Department of Education, phone (03) 6233 7088, email justine.griffiths@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)*  
Brooks High School

**Advanced Skills Teacher (203772).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

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

Location:—Brooks High 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 Stephen Plowright, Department of Education, phone (03) 6324 7200, email [stephen.plowright@education.tas.gov.au](mailto:stephen.plowright@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Brooks High School

**Assistant Principal (960253).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Permanent full-time.

Location:—Brooks High School.

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 Stephen Plowright, Department of Education, phone (03) 6324 7200, email [stephen.plowright@education.tas.gov.au](mailto:stephen.plowright@education.tas.gov.au).

Applications to [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au), Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Campbell Town District High School

**Advanced Skills Teacher (205088).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Campbell Town District High 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 Di Guilbert, Department of Education, phone (03) 6381 1586, email [di.guilbert@education.tas.gov.au](mailto:di.guilbert@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Fingal Primary School

#### ***Advanced Skills Teacher (L203317).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

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

Location:—Fingal Primary 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 Brian Shepherd, Department of Education, phone (03) 6374 2197, email [brian.shepherd@education.tas.gov.au](mailto:brian.shepherd@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Kings Meadows High School

#### ***Assistant Principal (205355).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Permanent full-time.

Location:—Kings Meadows High School.

**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 Charlotte Marshall, Department of Education, phone (03) 6343 1000, email [charlotte.marshall@education.tas.gov.au](mailto:charlotte.marshall@education.tas.gov.au).

Applications to [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au), Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Mole Creek Primary School

**Principal (205566).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

Teaching Service (TPS) Award, Band 3, Level 1.

Fixed-term full-time From 1 January 2009 to 31 December 2009.

Location:—Mole Creek Primary School.

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.

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 Christine Parker, phone (03) 6336 2330, email christine.parker@education.tas.gov.au.

Enquiries to Liz Banks, Department of Education, phone (03) 6336 2594, email liz.banks@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Northern Support School

**Advanced Skills Teacher (209139).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Northern Support 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 Margaret Ridgers, Department of Education, phone (03) 6339 2262, email margaret.ridgers@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Port Dalrymple School

**Advanced Skills Teacher (955084).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

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

Location:—Port Dalrymple 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 Philip Challis, Department of Education, phone (03) 6382 0500, email [philip.challis@education.tas.gov.au](mailto:philip.challis@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Punchbowl Primary School

#### **Principal (203456).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$92,640 per annum.

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

Permanent full-time.

Location:—Punchbowl Primary School.

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.

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 Christine Parker, phone (03) 6336 2330, email [christine.parker@education.tas.gov.au](mailto:christine.parker@education.tas.gov.au).

Enquiries to Liz Banks, Department of Education, phone (03) 6336 2594, email [liz.banks@education.tas.gov.au](mailto:liz.banks@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Riverside Primary School

#### **Assistant Principal (205694).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Permanent full-time.

Location:—Riverside Primary School.

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 Colleen Breheney, Department of Education, phone (03) 6327 3731, email [colleen.breheney@education.tas.gov.au](mailto:colleen.breheney@education.tas.gov.au).

Applications to [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au), Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
Scottsdale High School

**Advanced Skills Teacher (203933).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Scottsdale High 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 Ann Fedyk, Department of Education, phone (03) 6352 2715, email ann.fedyk@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*

South George Town Primary School

**Advanced Skills Teacher (203562).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—South George Town Primary 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 Bev Shadbolt, Department of Education, phone (03) 6382 1743, email bev.shadbolt@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION  
LEARNING SERVICES  
*Learning Services (North)*  
St Helens District High School

**Advanced Skills Teacher (203665).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—St Helens District High 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 John Marshall, Department of Education, phone (03) 6376 1214, email john.marshall@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

St Helens District High School

#### ***Advanced Skills Teacher (203666).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Fixed-term full-time from 1 January 2009 to 3 October 2010.

Location:—St Helens District High 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 John Marshall, Department of Education, phone (03) 6376 7100, email john.marshall@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

Trevallyn Primary School

#### ***Advanced Skills Teacher (203222).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

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

Location:—Trevallyn Primary 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 Cheryl Mcfadzean, Department of Education, phone (03) 6331 9657, email cheryl.mcfadzean@education.tas.gov.au.

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Mountain Heights School

**School Executive Officer (300399).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time From as soon as possible.

Location:—Mountain Heights School.

Description of the Role:—Co-ordinate the operations of a school office by undertaking accounting duties for both Government and non-Government funds and supervising office, grounds and cleaning staff.

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

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 Neville Barnard, Department of Education, phone (03) 6471 1977, email [neville.barnard@education.tas.gov.au](mailto:neville.barnard@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Ulverstone High School

**School Attendant (952287).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time from as soon as possible.

Location:—Ulverstone 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.

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 Max Brown, Department of Education, phone (03) 6425 1433, email [max.brown@education.tas.gov.au](mailto:max.brown@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## West Somerset Primary School

**Teacher Aide (Kindergarten) (981071).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$36,554–\$39,434 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time From 2 February 2009, 24 hours per fortnight.

Location:—West Somerset Primary School.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students.

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:—College or TAFE studies in health and/or education.

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 Gwyn Lloyd, Department of Education, phone (03) 6435 1177, email [gwyn.lloyd@education.tas.gov.au](mailto:gwyn.lloyd@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Albuera Street Primary School

**Principal (954816), RE-ADVERTISED.**

Applications Close:—Friday, 31 October 2008.

Salary:—\$92,640 per annum.

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

Permanent full-time.

Location:—Albuera Street Primary School.

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.

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 Brendan Kelly, Department of Education, phone (03) 6212 3242, email [brendan.kelly@education.tas.gov.au](mailto:brendan.kelly@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

#### EDUCATION

##### LEARNING SERVICES

##### *Learning Services (South)*

Albuera Street Primary School

#### **Principal (954816).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$81,967 per annum.

Teaching Service (TPS) Award, Band 3 Level 2.

Permanent full-time.

Location:—Albuera Street Primary School

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.

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 Christine Parker, phone (03) 6336 2330, email [christine.parker@education.tas.gov.au](mailto:christine.parker@education.tas.gov.au).

Enquiries to Brendan Kelly, Department of Education, phone (03) 6212 3242, email [brendan.kelly@education.tas.gov.au](mailto:brendan.kelly@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](mailto:recruitment@education.tas.gov.au).

#### EDUCATION

##### LEARNING SERVICES

##### *Learning Services (South)*

Illawarra Primary School

#### **Advanced Skills Teacher (963326).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Illawarra Primary 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 Barbara Mawson, Department of Education, phone (03) 6229 6295, email [barbara.mawson@education.tas.gov.au](mailto:barbara.mawson@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION  
LEARNING SERVICES  
*Learning Services (South)*  
Ogilvie High School

**Advanced Skills Teacher (204713).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Ogilvie High 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.

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 Judy Timbs, Department of Education, phone (03) 6228 8800, email [judith.timbs@education.tas.gov.au](mailto:judith.timbs@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION  
LEARNING SERVICES  
*Learning Services (South)*  
Ogilvie High School

**Assistant Principal (209436).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Permanent full-time.

Location:—Ogilvie High School.

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 Judy Timbs, Department of Education, phone (03) 6228 8800, email [judith.timbs@education.tas.gov.au](mailto:judith.timbs@education.tas.gov.au).

Applications to [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au), Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

EDUCATION  
LEARNING SERVICES  
*Learning Services (South)*  
Ogilvie High School

**School Attendant (953350).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time.

Location:—Ogilvie 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.

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 Maree Voss, Department of Education, phone (03) 6228 8800, email [maree.voss@education.tas.gov.au](mailto:maree.voss@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Snug Primary School

#### **Clerk (953960).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 32 hours per fortnight for up to 42 weeks per year.

Location:—Snug 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 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.

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 Maureen Mckeown, Department of Education, phone 0407 805 943, email [maureen.mckeown@education.tas.gov.au](mailto:maureen.mckeown@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Woodbridge School

#### **Advanced Skills Teacher (204540).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time From 10 February 2009.

Location:—Woodbridge 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.

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 Chris Barnes, Department of Education, phone (03) 6267 4667, email [chris.barnes@education.tas.gov.au](mailto:chris.barnes@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

##### Bridgewater and Green Point Primary School

#### **Principal (963859).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$98,341 per annum.

Teaching Service (TPS) Award, Band 3, Level 5.

Fixed-term full-time from 1 January 2009 to 31 December 2010.

Location:—The current Green Point Primary School campus. The new school name to be established through community consultation.

Context:—Bridgewater Primary School and Green Point Primary School have been co located during the 2008 school year as an interim arrangement at the Green Point Primary campus following the 2007 fire which destroyed Bridgewater High School.

The Bridgewater and Southern Midlands Task Force (BASMERT) conducted wide ranging community consultation in order to develop recommendations relating to the educational needs of the region. Among the recommendations approved by the Government was that Green Point Primary and Bridgewater Primary will combine as one school, commencing operation in the 2009 school year.

The Bridgewater/Brighton Federation model will be developed within the two year period and the nature of the role will be reviewed as part of the federation model.

Description of the Role:—The role offers an exciting opportunity to be involved in the educational and administrative challenges and achievements of successfully combining two primary schools into one. The occupant of this role will lead and direct the educational programme and administration of the school in accordance with appropriate Acts, Regulations and guidelines whilst also managing the successful combining

of Green Point Primary and Bridgewater Primary into one cohesive functioning school. The experience and rewards gained through creating this new combined school will be a significant career opportunity. The school will be an integral part of the new Bridgewater/Brighton Learning Federation, initially remaining as a Kindergarten to Grade 6 campus but will become a Kindergarten to Grade 4 Early Years campus, once the Grades 9 to 12 and adult learning centre is built in Bridgewater and the Grades 5 to 8 Middle School, also in Bridgewater, commences operation.

The role will include active participation in developing the concept of the Learning Federation through collaboration with other education leaders and the local community.

**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 Lynden Leppard, Department of Education, phone (03) 6212 3117, email lynden.leppard@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

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

##### Bridgewater Primary School

#### **Assistant Principal (963774).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Fixed-term part-time 35 hours per fortnight from 10 February 2009 to 17 December 2010.

Location:—Bridgewater Primary School.

**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 Carolyn Brown, Department of Education, phone (03) 6263 7303, email carolyn.brown@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

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

##### Fairview Primary School

#### **Assistant Principal (963775).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Fixed-term full-time 70 hours per fortnight from 10 February 2009 to 17 December 2010.

Location:—Fairview Primary School.

**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 Brett Manion, Department of Education, phone (03) 6261 2842, email [brett.manion@education.tas.gov.au](mailto:brett.manion@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

##### Gagebrook Primary School

#### ***Assistant Principal (963776).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Fixed-term part-time 35 hours per fortnight from 10 February 2009 to 17 December 2010.

Location:—Gagebrook Primary School.

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 Ben Stockwin, Department of Education, phone (03) 6263 6762, email [ben.stockwin@education.tas.gov.au](mailto:ben.stockwin@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

##### Herdsmans Cove Primary School

#### ***Assistant Principal (963777).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Fixed-term part-time 35 hours per fortnight from 10 February 2009 to 17 December 2010.

Location:—Herdsmans Cove Primary School.

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 Scott Padgett, Department of Education, phone (03) 6263 7843, email [scott.padgett@education.tas.gov.au](mailto:scott.padgett@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

##### Montagu Bay Primary School

#### ***School Office Clerk (953544).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 58.80 hours per fortnight for up to 42 weeks per year.

Location:—Montagu Bay 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 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.

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 Melvin Freestone, Department of Education, phone (03) 6244 1897, email [melvin.freestone@education.tas.gov.au](mailto:melvin.freestone@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

*Learning Services (South-East)*

New Norfolk High School

#### ***Advanced Skills Teacher, Staff Development and School Reporting (202979).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—New Norfolk High 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.

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

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 Malcolm Elliott, Department of Education, phone (03) 6261 7800, email [malcolm.elliott@education.tas.gov.au](mailto:malcolm.elliott@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

*Learning Services (South-East)*

New Norfolk Primary School

#### ***Assistant Principal (963764).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Fixed-term part-time 35 hours per fortnight from 10 February 2009 to 17 December 2010.

Location:—New Norfolk Primary School.

**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 Anker Fuglsang, Department of Education, phone (03) 6261 2488, email [anker.fuglsang@education.tas.gov.au](mailto:anker.fuglsang@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## Risdon Vale Primary School

**Assistant Principal (963781).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Fixed-term part-time 35 hours per fortnight from 10 February 2009 to 17 December 2010.

Location:—Risdon Vale Primary School.

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 Mark Koppelman, Department of Education, phone (03) 6233 5445, email mark.koppelman@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## Rokeby Primary School

**Assistant Principal (963783).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$86,228 per annum.

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

Fixed-term full-time 70 hours per fortnight from 10 February 2009 to 17 December 2010.

Location:—Rokeby Primary School.

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 Greg Phair, Department of Education, phone (03) 6247 8398, email gregory.phair@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## Sorell School

**Advanced Skills Teacher (952974).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Sorell School.

The primary role of the successful applicant will be as leader of the middle school. This encompasses leadership in the areas of curriculum, student welfare, discipline, reporting and parent liaison.

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.

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 Michael John Sheehan, Department of Education, phone (03) 6269 1100, email michael.sheehan@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-East)*

#### Triabunna District High School

#### ***Advanced Skills Teacher (002833).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Triabunna District High 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.

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

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 Annette Parker, Department of Education, phone (03) 6257 3199, email annette.parker@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

#### *Programmes, Students*

#### English as a Second Language

#### ***Advanced Skills Teacher ESL—4 Vacancies.***

Applications Close:—Friday, 31 October 2008.

Salary:—\$77,046 per annum.

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

Vacancy No. 961660.

Fixed-term full-time from 1 January 2009 to 31 December 2010.

Location:—Learning Services (North).

Vacancy No. 961661.

Fixed-term full-time from 1 January 2009 to 31 December 2010.

Location:—Learning Services (South).

Vacancy No. 963458.

Fixed-term full-time from 1 January 2009 to 31 December 2010.

Location:—Learning Services (South/South-East).

Vacancy No. 963459.

Fixed-term full-time from 1 January 2009 to 31 December 2010.

Location:—Learning Services (North/North-West).

Description of the Role:—To assist the Principal Education Officer English as a Second Language (ESL) in the educational leadership, management and administration of the ESL programme. To implement appropriate learning programmes for students and to assess student progress in relation to the ESL programme.

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 Jenny Morgan, Department of Education, phone (03) 6233 7719, email [jenny.morgan@education.tas.gov.au](mailto:jenny.morgan@education.tas.gov.au).

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, Tas, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

#### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

##### ARTS TASMANIA

#### **Administration and Systems Assistant (705501).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—To undertake a wide range of administrative and information management functions and assist in the general day-to-day running of the Arts Tasmania office. Assist with the administration of Arts Tasmania projects that promote quality Tasmanian arts practices and achieve international recognition.

Desirable Requirements:—Current driver's licence and proven administrative and organisational skills.

Enquiries to Graham Marshall, Business Manager, for more information about the vacancy, phone (03) 6233 7603, email [Graham.Marshall@arts.tas.gov.au](mailto:Graham.Marshall@arts.tas.gov.au). For a copy of the Statement of Duties of Duties, please contact Laura Harper, phone (03) 6233 7308, email [Laura.Harper@arts.tas.gov.au](mailto: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, 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](mailto:applications@depha.tas.gov.au).

#### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

##### ARTS TASMANIA

#### **Project Co-ordinator, Amplified (706108).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term part-time (0.5 FTE).

Location:—Hobart.

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

Period of employment: 12 January 2009 until 31 August 2009.

Duties:—To co-ordinate Arts Tasmania's contemporary music industry development programme, Amplified. The programme should focus on exploring skills, market and export development opportunities for the Tasmanian contemporary music sector.

Desirable Requirements:—A sound understanding of the Tasmanian contemporary music sector along with a current driver's licence.

Enquiries to Fiona Barber, Manager Arts@work for further information regarding the vacancy, phone (03) 6233 5939 or email [Fiona.Barber@artsatwork.tas.gov.au](mailto:Fiona.Barber@artsatwork.tas.gov.au). For a copy of the Statement of Duties, contact Laura Harper, phone (03) 6233 7308, email [Laura.Harper@arts.tas.gov.au](mailto:Laura.Harper@arts.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](mailto:applications@depha.tas.gov.au).

#### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

##### ARTS TASMANIA

##### *Arts@work*

#### **Administrative Assistant (706187).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—To provide administrative support to the Manager and staff of arts@work in the development and management of projects aimed at fulfilling Arts Tasmania's strategic goals. To undertake all maintenance and updating of the Arts Tasmania/ arts@work and COLLECT Art Purchase Scheme web-sites and to develop electronic communications.

Desirable Requirements:—An interest in working in the arts, experience in electronic media and a current driver's licence.

Enquiries to Fiona Barber, Manager Arts@Work, for more information about the vacancy, phone (03) 6233 5939, email [Fiona.Barber@artsatwork.tas.gov.au](mailto:Fiona.Barber@artsatwork.tas.gov.au). For a copy of the Statement of Duties, please contact Laura Harper, phone (03) 6233 7308, email [Laura.Harper@arts.tas.gov.au](mailto: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](mailto:applications@depha.tas.gov.au).

#### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

##### ARTS TASMANIA

##### *Arts@work*

#### **Project Co-ordinator, Design Island (705039).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term part-time (0.5 FTE), until 30 June 2009.

Location:—Hobart.

Please Note:—Pro-rata salary will be based on the above full-time rates.

Duties:—To co-ordinate and curate the Design Island programme to be held in May 2009. The programme should reflect and develop the quality and innovation of new work designed by professional designers located state-wide.

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

Enquiries to Fiona Barber, Manager arts@work, for more information about the vacancy, phone (03) 6233 5939, email [Fiona.Barber@artsatwork.tas.gov.au](mailto:Fiona.Barber@artsatwork.tas.gov.au). For a copy of the Statement of Duties, please contact Laura Harper, phone (03) 6233 7308, email [Laura.Harper@arts.tas.gov.au](mailto: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](mailto:applications@depha.tas.gov.au).

#### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

##### ENVIRONMENT

##### *Policy and Business*

#### **Systems Officer (706310).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—To co-ordinate the development, implementation and maintenance of effective and integrated management systems that support effective regulation and deliver high quality services and information to the Division's clients.

Desirable Requirements:—Demonstrated experience in administering and managing business and information management systems including the ability to manage the content of the Division's intranet and internet sites.

Enquiries to Leanne Brown, Manager, Business Services for further information regarding the vacancy, phone (03) 6233 6189 or email [Leanne.Brown@environment.tas.gov.au](mailto:Leanne.Brown@environment.tas.gov.au). For a copy of the Statement of Duties, contact Carol Davenport, phone (03) 6233 2405, email [Carol.Davenport@environment.tas.gov.au](mailto:Carol.Davenport@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](mailto:applications@depha.tas.gov.au).

#### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

##### PARKS AND WILDLIFE SERVICE

##### *Operations and Performance*

#### **Senior Ranger (Various).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$49,523–\$53,188 per annum.

Parks and Wildlife Service Agreement 1996.

Permanent full-time.

Location:—Southern, Northern and North West Regions.

In addition to the above salary a loading of 31% under the Parks and Wildlife Industrial Agreement is payable to employees who meet the allowance conditions required by the Agreement. Total salary if meeting the conditions would be \$64,875–\$69,676. Opportunities are also available for fire fighting overtime for attending level 3 fires.

Classification and salary is dependant on the location of the regional field centre.

Duties:—Management of resources to deliver services and maintain natural and cultural assets associated with the field centre.

Essential Qualifications:—A Diploma of Environmental and Cultural Resources (Park Management) or qualifications/experience deemed equivalent. A minimum of five years experience in parks and wildlife operations or an equivalent field. A current motor vehicle driver's licence. A workplace Level 2 First Aid Certificate, or ability to acquire prior to appointment.

Desirable Requirements:—An ability to pass the PWS fire fitness assessment at the 'Moderate' or 'Arduous' level.

Applicants are requested to state regional preference.

Enquiries to Mark Bryce, Manager Operations, for more information about the vacancy phone (03) 6233 3981, email [Mark.Bryce@parks.tas.gov.au](mailto:Mark.Bryce@parks.tas.gov.au). For a copy of the Statement of Duties, please contact Martin O'Dea, phone (03) 6233 2336, email [Martin.Odea@parks.tas.gov.au](mailto:Martin.Odea@parks.tas.gov.au).

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

#### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

##### PARKS AND WILDLIFE SERVICE

##### *Operations and Performance*

##### North West Region

#### **Fire Spotter, Field Officer (705117).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$34,648–\$35,933 per annum.

Parks and Wildlife Service Agreement 1996, Level 1.

Fixed-term full-time until April 2009.

Location:—Lake St Clair.

Duties:—To assist with the day to day management activities, especially those of a minor construction or maintenance nature and including fire detection, as well as other duties as directed by the Senior Ranger.

Desirable Requirements:—A current St Johns Workplace Level 2 First Aid Certificate or equivalent, a current drivers licence, experience in fire management and suppression and Law Enforcement training would be an advantage.

Enquiries to Barry Batchelor, Ranger, for further information regarding the vacancy or for a copy of the Statement of Duties, phone (03) 6289 1172, email [Barry.Batchelor@parks.tas.gov.au](mailto:Barry.Batchelor@parks.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](mailto:applications@depha.tas.gov.au).

#### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

##### PARKS AND WILDLIFE SERVICE

##### *Operations and Performance*

##### Northern Region

#### **Cave Guides (705156, 705393).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$34,648–\$35,933 per annum.

Parks and Wildlife Service Agreement 1996, Level 1.

Fixed-term part-time (0.3 FTE), until 27 April 2009.

Location:—Mole Creek Caves.

Please Note:—Pro-rata salary will be based on the above full-time rates.

Duties:—To conduct cave tours at both Marakoopa and King Solomons Caves within the Mole Creek Karst National Park in the Northern Region. Undertake minor site maintenance work in and around the caves.

Desirable Requirements:—A current driver's licence and a current Workplace Level 2 First Aid Certificate, or capacity to obtain.

Enquiries to Paul Flood, Business Enterprise Manager, for more information about the vacancy or for a copy of the Statement of Duties, phone (03) 6363 5182, email Paul.Flood@parks.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 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *Financial Services*

#### **Finance Services Officer (Cashier) (507773).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Fixed-term full-time day work From as soon as possible until 31 July 2009.

Location:—Royal Hobart Hospital.

Duties:—The Finance Services Officer (Cashier) takes action to receipt, reconcile and record monies payable to the Department, in accordance with relevant service standards, legislation and Departmental policies and procedures.

Desirable Requirements:—An operational knowledge, or ability to acquire that knowledge, of financial instructions, legislation and accounting procedures and policies for receiving, processing and recording financial payments and adjustments. Demonstrated ability to complete assigned tasks with a high degree of efficiency, accuracy and within set deadlines, and to deliver with a stakeholder focus. An understanding of continuous quality improvement and it's practical application in the work environment. Well developed interpersonal and communication skills including the ability to communicate with a diverse range of clients, staff and business organisations.

Enquiries to Rhy Cullen, Department of Health and Human Services, phone (03) 6222 8254, email rhy.cullen@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

#### *Human Resources*

#### Recruitment Services

#### **HR Client Support Officer (511960).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Responsible for the provision of efficient and effective administrative and clerical services for Recruitment Services, in an accurate and timely manner. Responsible for maintaining confidentiality.

Desirable Requirements:—Ability to perform administrative and clerical duties with accuracy and in a timely manner. Well developed computer skills including demonstrable competency in the use of word processing, spreadsheet and database packages. Well-developed communication skills, including the ability to relate to a wide range of people with tact and diplomacy.

Enquiries to Wendy Brown, Department of Health and Human Services, phone (03) 6233 4663, email wendy.brown@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

#### **Senior IT Officer (Application Administrator) (518335).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$54,291–\$59,721 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Computer Systems Officer, Level 6-7 (CSO 2).

Permanent full-time day work.

Location:—Hobart.

Duties:—As part of the Application Administration Team, provide technical support in the day to day maintenance and administration of the Agency's IT applications.

Desirable Requirements:—Experience and skills in Application Administration including a demonstrated ability to support and administer multiple core enterprise applications that demand high availability across disperse geographic locations. experience and skills in areas of Application Administration, including but not limited to application upgrade, test, and change management, issue identification, tracking, and resolution, backup and disaster recovery, monitoring and auditing and security management. Experience in data manipulation, including SQL skills and the design and production of reports using report-writing software such as Crystal Report Writer or SQL Reporting Services.

Enquiries to Dana Purton, Department of Health and Human Services, phone (03) 62333141, email Dana.Purton@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

### CHIEF NURSE ALLIED HEALTH

#### **Project Consultant (515298).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To provide a specialist consultative advisory service in relation to a portfolio of projects managed within the Chief Nurse Allied Health. To play a key role in planning, developing and implementing projects and programmes, reporting to senior management under broad direction to achieve outcomes.

**Desirable Requirements:**—An operational knowledge, or ability to acquire that knowledge, of financial instructions, legislation and accounting procedures and policies for accounts receivable and accounts payable processing. Demonstrated ability to complete assigned tasks with a high degree of efficiency, accuracy and within set deadlines, and to deliver with a stakeholder focus. An understanding of continuous quality improvement and its practical application in the work environment. Well developed interpersonal and communication skills including the ability to communicate with a diverse range of clients, staff and business organisations.

Enquiries to Fiona Stoker, Department of Health and Human Services, phone (03) 6233 3133, email [fiona.stoker@dhhs.tas.gov.au](mailto:fiona.stoker@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

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### Co-ordination and Innovation

#### **Senior Consultant GP Liaison (518387).**

Applications Close:—Friday, 7 November 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 work, commencing as soon as possible for a period of 2 years.

Location:—St Johns Park New Town.

**Duties:**—A key strategy for Mental Health Services is to establish strong collaborative relationships with General Practice and other key stakeholders. The occupant of this position will have a key responsibility for progressing the establishment of clinical networks for mental health services including alcohol and drug services as well as other initiatives involving the co-ordination of service responses across the acute primary care continuum.

**Desirable Requirements:**—An extensive understanding of the delivery of mental health services and issues relating to the integration and co-ordination of services as well as an understanding of issues relating to general practice and other primary health providers involved in the delivery of mental health services. Strong liaison skills and the capacity to work with clinicians and other stakeholders across the acute primary health care continuum. A good understanding and experience in project management including an ability to initiate, formulate and manage complex and diverse projects and deliver expected outcomes. Proven high level strategic, conceptual, analytic and creative skills together with the ability to plan and prioritise activities and make sound judgments about the political, social and organisational environment impacting on the Agency.

Enquiries to Nick Goddard, Department of Health and Human Services, phone (03) 6230 7721, email [nick.goddard@dhhs.tas.gov.au](mailto:nick.goddard@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.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### North

#### **Clinical Psychologist (504929).**

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 worker.

Location:—Mental Health Services North.

**Duties:**—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Psychologist undertakes the delivery of quality psychological services utilising evidence-based best practice, principles and within a collaborative and multi-disciplinary framework provides a specialist psychological assessment and treatment service to clients of an Adult Community Mental Health Team, and their families in relation to mental health issues in accordance with discipline specific skills and abilities and acts as a consultant to other agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

**Essential Requirements:**—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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

Enquiries to Theresa Oldfield, Department of Health and Human Services, phone (03) 6336 2185, email [theresa.oldfield@dhhs.tas.gov.au](mailto:theresa.oldfield@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.

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### Palliative Care

#### **Project Officer, Palliative Care Telephone Assist (518364).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Fixed-term part-time day work, working 64 hours per fortnight, commencing As soon as possible until 31 January 2010.

Location:—Hobart, Launceston or Burnie.

Duties:—The Australian Government has provided funding to Palliative Care for trialling and developing evidence based models of care to support people requiring palliative care who are living at home. Tasmania's project involves developing a systematic, consistent framework and pathways to guide and support palliative care nurses in providing out-of-hours telephone support. The position objectives are to: a) provide leadership and direction in managing and co-ordinating the statewide development of the project consistent with the project Funding Agreement; b) act as primary contact for all issues related to the Project and; c) ensure the successful implementation, co-ordination and evaluation of the project in Tasmania.

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

Enquiries to Kim Gabriel, Department of Health and Human Services, phone (03) 6222 7374, email kim.gabriel@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Private Patient Liaison Officer (Relief) (516758).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

Fixed-term casual day work, working as and when required. To commence as soon as possible until 31 October 2009.

Location:—Corporate, CEO Admin.

Duties:—Co-ordinate and audit the collection of data for potential fee paying patients.

Desirable Requirements:—A sound and current knowledge of the provisions of the Private Patient Plan and the provisions of the relevant sections of the Workers Compensation Act, the Motor Vehicles (Liability and Compensation) Act, the Navigation Act and the Veterans Entitlement Act, and any other compensable status which relates to the eligibility of a patient to reimbursement for hospital services. Co-ordinate necessary revenue raising documentation related to fee-paying patients and have a sound knowledge of the Patient Information Service together with proven analytical and problem solving ability. Well developed communication and interpersonal skills with the ability to effectively convey the benefits of the Private Patient Plan to patients and relatives in an acute hospital setting.

Enquiries to Susan Jay, Department of Health and Human Services, phone (03) 63487027, email susan.jay@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse (503748).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time day worker (with oncall), working 48 hours per fortnight.

Location:—Medicine, Angiography.

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

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

\*Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing.

\*Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Shelley Foale, Department of Health and Human Services, phone (03) 6348 8722, email shelley.foale@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Senior Physiotherapist, Res A/Care Liaison Team (516916).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Fixed-term part-time day work, working 38 hours per fortnight. Potential for full-time day work. To commence as soon as possible until 24 September 2010.

Location:—Clinical Services, Allied Health.

Duties:—Develop, provide and evaluate Physiotherapy services for patients of the Residential Aged Care Liaison Team LGH, in accordance with agency policies and relevant professional codes of ethics. Undertake assessment for suitability of admission to the Residential Aged Care Liaison Team. Undertake case management including the provision of Physiotherapy intervention in consultation with the patient, their carers and community agencies.

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

Enquiries to John Cannell, Department of Health and Human Services, phone (03) 63487216, email john.cannell@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### ***After Hours Nurse Unit Manager (514572).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$74,792–\$76,561 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent part-time shift work (fully rotational), working 56 hours per fortnight.

Location:—Nursing Services, After Hours Nurse Unit Manager.

Duties:—The After Hours Nurse Manager co-ordinates the overall provision of quality patient/client care, and is responsible for the efficient management of human, material and financial resources to facilitate this care delivery in accordance with the legal requirement, philosophy, objectives and policies of Mersey Community Hospital. The After Hours Nurse Manager will work in collaboration with the Nursing Unit Managers to ensure the effective utilisation of human and material resources occur on an organisational wide perspective. The After Hours Nurse Manager will promote the principles of quality health care and customer service and foster a positive environment for patient outcomes and professional growth within the clinical areas.

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

Enquiries to Julie Duff, Department of Health and Human Services, phone (03) 64265468, email [julie.duff@dhhs.tas.gov.au](mailto:julie.duff@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### ***After Hours Nurse Unit Manager (516324).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$74,792–\$76,561 pro rata.

Nurses (TPS) Award, Nurse Unit Manager.

Fixed-term casual shift work (fully rotational), working as and when required. To commence as soon as possible until 8 November 2009.

Location:—Nursing Services, After Hours Nurse Unit Manager.

Duties:—The After Hours Nurse Manager co-ordinates the overall provision of quality patient/client care, and is responsible for the efficient management of human, material and financial resources to facilitate this care delivery in accordance with the legal requirement, philosophy, objectives and policies of Mersey Community Hospital. The After Hours Nurse Manager will work in collaboration with the Nursing

Unit Managers to ensure the effective utilisation of human and material resources occur on an organisational wide perspective. The After Hours Nurse Manager will promote the principles of quality health care and customer service and foster a positive environment for patient outcomes and professional growth within the clinical areas.

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

Enquiries to Julie Duff, Department of Health and Human Services, phone (03) 64265468, email [julie.duff@dhhs.tas.gov.au](mailto:julie.duff@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### ***PIMS Clerk (Casual) (514484).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Fixed-term casual day worker, working as and when required. To commence as soon as possible until 17 October 2009.

Location:—Business Management, PIMS.

Duties:—Maintain the medical record and associated systems in accordance with AS2828. Able to perform all roles within the Department of Patient Information Management Services, inclusive of reception services in the Department of Emergency Medicine and Day Clinics.

Desirable Requirements:—High level of oral and written communication and interpersonal skills with a demonstrated ability to interact with public and staff at all levels. Demonstrated skills and application in word processing, development and maintenance of spreadsheets and databases. Knowledge and application of skills in the use of mainframe information systems preferably with exposure to a patient information system, or a demonstrated ability to acquire.

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### ***Senior Occupational Therapist (514474).***

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 worker. To commence on 12 January 2009.

Location:—Allied Health, Occupational Therapy Services.

Duties:—Responsible to the Manager Occupational Therapy Services for the provision of inpatient and outpatient occupational therapy services including clinical and educational functions, ensuring compliance with legal requirements, professional ethics, departmental and hospital policies. Assist the Manager to ensure that the occupational therapy service complements and integrates with other public and private allied health services in the North West Region.

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

Enquiries to Susanne Gilham, Department of Health and Human Services, phone (03) 6426 5226, email [susanne.gilham@dhhs.tas.gov.au](mailto:susanne.gilham@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### ***Ambulatory Care Clerk (515806).***

Applications Close:—Friday, 31 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 40 hours per fortnight.

Location:—Nursing Services, Ambulatory Care.

Duties:—Provide and maintain a high standard of customer focused clerical and administrative services to Clinical Nurse Manager, Ambulatory Care, specifically Burnie Acute Care at Home (BACH) and Pre-Admission Clinic (PAC) at the North West Regional Hospital Burnie. To maintain confidentiality and work according to all Agency and Hospital policies, procedures and guidelines.

Desirable Requirements:—High level of oral and written communication and interpersonal skills with a demonstrated ability to interact with public and staff at all levels. Demonstrated high level skills and application in word processing, development and maintenance of spreadsheets and databases. Knowledge and application of skills in the use of mainframe information systems and appointment scheduling or a demonstrated ability to acquire.

Enquiries to Katrina Willis, Department of Health and Human Services, phone (03) 6430 6523, email [katrina.willis@dhhs.tas.gov.au](mailto:katrina.willis@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### ***Clinical Nurse (502290).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

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

Location:—Nursing Services, BACH/Ambulatory Care.

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

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

Enquiries to Katrina Willis, Department of Health and Human Services, phone (03) 64306523, email [katrina.willis@dhhs.tas.gov.au](mailto:katrina.willis@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### ***Domestic Services Officer (Relief) (501982).***

Applications Close:—Friday, 31 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 9 November 2009.

Location:—Corporate Services, Physical Resources/Hotel Services.

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

Desirable Requirements:—Specialised cleaning for infection control as per universal precautions. Specialised cleaning of cytotoxic areas as per policies and protocols. Specialised cleaning of all sterile areas as per policies and protocols. Cleaning of ward areas, clinics, offices and departments of the hospital complex.

Enquiries to Darryl Morrison, Department of Health and Human Services, phone (03) 6430 6622, email [darryl.morrison@dhhs.tas.gov.au](mailto:darryl.morrison@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*North West Regional Hospital***Hospital Aide (501936).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Permanent part-time day work, working 38 hours per fortnight. To commence 25 January 2009.

Location:—Nursing Services, Surgical Central/Orthopaedics/Rehabilitation.

Duties:—Maintain clean hygienic surroundings to facilitate the control of infection. Maintenance of basic ward equipment and adequate stores. Assist patients with aspects of daily living under the supervision of a Registered Nurse.

Desirable Requirements:—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively both verbally and written with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment.

Enquiries to Judi Rutherford, Department of Health and Human Services, phone (03) 64306558, email judi.rutherford@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*North West Regional Hospital***Pharmacist (518385).**

Applications Close:—Friday, 7 November 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 worker with oncall.

Location:—Clinical Services, Pharmacy.

Duties:—Responsible to the Manager of Pharmacy Services and the relevant senior pharmacist for the provision of inpatient and outpatient pharmacy services ensuring compliance with legal requirements, professional ethics, departmental and hospital policies.

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

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 Suzette Seaton, Department of Health and Human Services, phone (03) 64 306717, email [suzette.seaton@dhhs.tas.gov.au](mailto:suzette.seaton@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*North West Regional Hospital***Pharmacy Technician (518386).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$38,464–\$45,244 per annum.

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

Permanent full-time day worker.

Location:—Clinical Services, Pharmacy.

Duties:—To assist professional staff in providing a comprehensive pharmaceutical service to patients and other clients of the hospital, and to other Divisions within the Agency in the North West Region including hospitals with contractual agreements.

Essential Requirements:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work; or relevant training and/or experience determined in accordance with the provisions of section 37 of the State Service Act 2000 appropriate to the nature of the work.

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 Suzette Seaton, Department of Health and Human Services, phone (03) 64 306717, fax (03) 64 306719, email [suzette.seaton@dhhs.tas.gov.au](mailto:suzette.seaton@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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*North West Regional Hospital***Registered Nurse (502254).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shift work, working 63 hours per fortnight.

Location:—Nursing Services, Surgical West/Paediatrics/General Surgery.

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

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

Enquiries to Chris Fisher, Department of Health and Human Services, phone (03) 64306550, email [christine.fisher@dhhs.tas.gov.au](mailto:christine.fisher@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### **Registered Nurse (502183).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent full-time day worker.

Location:—Nursing Services, Surgical West/Paediatrics/General Surgery/Medical Ward.

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

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

Enquiries to Deirdre Saltmarsh, Department of Health and Human Services, phone (03) 6430 6513, email [deirdre.saltmarsh@dhhs.tas.gov.au](mailto:deirdre.saltmarsh@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### **Community Options Case Manager (507493).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent part-time daywork, 32 hours per fortnight.

Location:—Scottsdale.

Duties:—To provide a Community Options model of case management service to frail older and younger disabled clients and their carers with complex needs within the HACC target population.

Desirable Requirements:—Well-developed understanding of and demonstrated ability to undertake the functions of the case management process as relevant to clients with complex care needs. Demonstrated understanding and knowledge of the needs of the clients of the Home and Community Care target group, the concept of packaged care and the use of brokerage funds. Ability to exercise initiative and discretion within a

health care setting, and quickly acquire knowledge of local community networks and referral services relevant to the frail aged and younger people with disabilities and their carers.

Enquiries to Michelle Nicholson, Department of Health and Human Services, phone (03) 6336 4201, email [michelle.nicholson@dhhs.tas.gov.au](mailto:michelle.nicholson@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### *Primary Health North*

#### **Administrative Assistant (506397).**

Applications Close:—Friday, 31 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 40 hours per fortnight.

Location:—Primary Health North.

Duties:—To provide clerical and administrative support to the Aged Care Assessment Team, including telephone and administrative support, word processing and other duties associated with the efficient management of the office of the Aged Care Assessment Team, and provide general information to the public in respect to the Aged Care Assessment Team, their rights and other relevant service organisations and departments, within the boundaries and policies relating to confidentiality, release of information and case management.

Desirable Requirements:—Demonstrated high level achievement in computer data processing, keyboard skills, information retrieval and generating reports. Highly developed oral and written communication skills, including problem solving and conflict resolution skills. Highly developed organisational skills including time management and prioritising workload with direct responsibility for completion of tasks.

Enquiries to Susi Reid, Department of Health and Human Services, phone (03) 6336 4144, email [susi.reid@dhhs.tas.gov.au](mailto:susi.reid@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.

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### *Primary Health North*

#### **Community Options Scheme (COS) Field Worker (512503).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$34,812–\$35,533 per annum.

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

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

Location:—Campbell Town Multi Purpose Service.

Duties:—Provide a flexible range of in-home services that encourage independence and enhance the quality of life for frail, aged people, younger people with disabilities and their carers.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following 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 Jan Harvey, Department of Health and Human Services, phone (03) 6381 3330, email jan.harvey@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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

#### Primary Health North

#### **Enrolled Nurse Medication Endorsed (515613).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$44,751–\$46,469 pro rata.

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

Permanent part-time shift worker (fully rotational).

Location:—St Marys.

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

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

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

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

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Royal Hobart Hospital

#### **Audiologist (518015).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$45,535–\$73,058 pro rata.

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

Permanent part-time day work, 38 hours per fortnight. The vacancy is based in either Hobart or Launceston.

Location:—Medicine.

Duties:—Undertake audiological assessments and provide advice to clients and their families on the suitability of available treatments and technology for improving hearing, speech, language and communication abilities. Assist the Senior Audiologist in promoting community and professional awareness about hearing impairment, technology and communication strategies. Contribute to the development and implementation of a quality improvement programme.

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

Enquiries to Lee Kethel, Department of Health and Human Services, phone (03) 6222 7122, email lee.kethel@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) 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.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Royal Hobart Hospital

#### **Clinical Nurse (Research Co-ordinator) DCCM (512372).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Assist with the undertaking of clinical trials within the Department of Critical Care Medicine by collaborating with the research Principle Investigators and other members of the research team to achieve project aims. Foster a culture of research, both medical and nursing, within Department of Critical Care Medicine.

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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Genetic Counsellor/Associate Genetic Counsellor (509747).**

Applications Close:—Friday, 31 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.

Location:—Royal Hobart Hospital.

Duties:—Assist with the co-ordination of, attendance at and participation in Genetics Clinics in Hobart, Burnie and Launceston. Co-ordinate the multi disciplinary aspects of the service by means of effective liaison with visiting clinical geneticists, pathology services, hospitals, local medical practitioners and other health professionals. Interview families for the purpose of compiling genetic histories. Provide genetic genetic counselling across all disciplines including antenatal screening, pre-natal diagnosis, paediatrics, adult onset neurological conditions and familial cancer syndromes.

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

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

You are encouraged to apply online (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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Pathology Phlebotomy Technician (518344).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,464–\$45,244 per annum.

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

Permanent full-time day work (with oncall). Applicants wishing to work part-time hours are encouraged to apply.

Location:—Hobart.

The Pathology Technician for this position is required to perform rostered phlebotomy collections and data entry particularly as support function to RHH Outpatients and Hobart Private Hospital. It is expected that the individual will have a strong empathy for the patients and their clinical condition, and have the sensitivity for dealing with patients and their relatives in a hospital setting. It is expected interpersonal communication skills will be highly developed in dealing with medical, nursing and laboratory staff as well as patients.

Essential Requirements:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work; or relevant training and/or experience determined in accordance with the provisions of section 37 of the State Service Act 2000 appropriate to the nature of the work.

Enquiries to Paul Ashby, Department of Health and Human Services, phone (03)6214 3058, email paul.ashby@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Specialised Hospital Aide (518342).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Maintain clean and hygienic surroundings to facilitate the control of infection in speciality areas. Decontaminate, sterilise and maintain specialised equipment and contribute to, and participate as a team member. Co-ordinate the effective and efficient operation of non-imprest supply items including the purchasing, receiving, issuing, ordering and monitoring of general and specific supply items, including specialised medical and surgical items.

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

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) 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.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service***Branch Station Officer (510644).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$59,106 per annum.

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

Permanent full-time shift worker.

Location:—Ambulance, Campbell Town.

Duties:—Provision of pre-hospital care and the transport of patients by Ambulance or other means. Operation of a country or urban Branch Station including activities associated with public education and community relations, staff supervision, recruitment, training and development of local Volunteer Ambulance Officers.

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

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

offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Kim Bennett, Department of Health and Human Services, phone (03) 6336 5784, email kim.bennett@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.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### **Administrative Assistant (500744).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent part-time day work.

Location:—Children and Family Services, South.

Duties:—To provide a high level of administrative and clerical support within Child Health and Parenting Service (CHAPS).

Desirable Requirements:—Demonstrated proficiency in computer word processing, data processing and information retrieval utilising a range of computer software programmes. Demonstrated skills in provision of confidential, high quality receptionist and administrative support preferably with exposure to a community based service. Well developed interpersonal and communication skills with demonstrated experience in exercising initiative, judgement and discretion.

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 Jean Shaw, Department of Health and Human Services, phone (03) 6230 7884, email jean.shaw@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.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### **Administrative Co-ordinator (500772).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Children and Family Services, Hobart.

Duties:—To co-ordinate administrative services and provide

programme support for the Child Health and Parenting Service (CHAP), southern Tasmania in accordance with DHHS policies and legal requirements. Provide advice and training relating to CHAP databases, systems administration, office management and website maintenance.

Desirable Requirements:—Personal qualities such as initiative, flexibility, sound judgement and discretion. Well developed interpersonal and communication skills including the capacity to plan, organise, set priorities and work effectively in a small team environment that is subject to fluctuating work pressures and change. Ability to research, interpret and analyse information and recommend or initiate appropriate action. Capacity to contribute to the review, development and implementation of administrative procedures. Demonstrated leadership skills, with the ability to effectively supervise and direct staff, co-ordinate and allocate resources according to service priorities and provide training with an understanding of adult learning principles and OHS requirements. Demonstrated willingness to undertake further training as necessary.

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 Jean Shaw, Department of Health and Human Services, phone (03) 6230 7884, email jean.shaw@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.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### **Executive Assistant (501502).**

Applications Close:—Friday, 31 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:—Children and Family Services, North West.

Duties:—Provide high level administrative, clerical and reception support to Child Protection Manager. Manage and co-ordinate the provision of a complete range of efficient and effective office management support services to the Child Protection Service Centre. Co-ordinate the preparation of complex documents including Ministerial correspondence, provide support to meetings as required, and ensure the smooth administration operation of the Child Protection Management office.

Desirable Requirements:—Knowledge of, and experience in, day to day office management activities within a senior management environment including the ability to undertake financial processing and routine reporting functions. Ability to exercise initiative, judgment, sensitivity and discretion, including the ability to interpret and analyse information and recommend or decide on appropriate action. High level written and verbal communication skills, with the proven ability to liaise with a wide range of clients in a sensitive and confidential manner.

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 Selina McGuire, Department of Health and Human Services, phone (03) 6434 6404, email [selina.mcguire@dhhs.tas.gov.au](mailto:selina.mcguire@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

##### South West Area

#### ***Rostered Carer (Casual Pool) (517953).***

Applications Close:—Friday, 31 October 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Fixed-term casual (as and when required) From as soon as possible for a period of 12 months.

Location:—Children and Family Services, South.

Duties:—Under the supervision of the Co-ordinator, provided care and support to children and young people with high needs.

Desirable Requirements:—Essential Requirement :

Evidence of the following must be provided before taking up an appointment:—Current Driver's Licence. Experience in working with children and young people. Sound care skills and knowledge of developmental needs and the effect of trauma on children and young people. Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change, and an ability to maintain a high level of confidentiality.

Highly Desirable:—A relevant VET (Vocational Education and Training) qualification from the Community and Health Sector training area.

Essential Requirements:—Current drivers licence.

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

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email [leann.russell@dhhs.tas.gov.au](mailto:leann.russell@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.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### ***Senior Policy Analyst (518047).***

Applications Close:—Friday, 31 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 work commencing 24 November 2008 until 23 November 2009.

Location:—Housing Tasmania, Hobart.

Duties:—As a member of the Housing and Homelessness Policy Unit, participate in the development of the strategic policy framework for Housing Tasmania, housing models and services, planning and performance frameworks and generally undertake high-level research and analysis as it pertains to the housing system.

Desirable Requirements:—High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues. High level interpersonal, communication, negotiation and conflict resolution skills and an ability to represent the Department and identify and negotiate mutually acceptable solutions in situations of differing interests. A well demonstrated ability to develop policy and programmes and to market options to affected parties.

Enquiries to Jeanette Lewis, Department of Health and Human Services, phone (03) 6233 5476, email [jeanette.lewis@dhhs.tas.gov.au](mailto:jeanette.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 Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### ***Clinical Nurse, Pharmacotherapy NW (517275).***

Applications Close:—Friday, 7 November 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work.

Location:—Alcohol and Drug (North West).

Duties:—The Clinical Nurse will work as part of a multi-disciplinary team to provide quality treatment and specialist interventions, specifically pharmacotherapy for individuals who may be physically and or psychologically dependant on legal and or illegal substances. Practice in accordance with Government Legislation and Regulations, Primary Health Care Principles and Alcohol and Drug Service policies. The position requires a capacity to work collaboratively with other agencies, health professionals, community members and organisations to ensure effective service provision to individuals with substance abuse issues. Information sharing, education, support, liaison and the provision of other activities to community members and organisations that may be directly concerned or involved with people who use alcohol or other drugs is also an important part of the role.

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 Sally Richardson, Department of Health and Human Services, phone (03) 6429 8555, email sally.richardson@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Occupational Therapist (504950).**

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.

Fixed-term full-time day worker (with oncall). To commence 8 December 2008 until 30 August 2009.

Location:—Mental Health Services, North, Howard Hill.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Occupational Therapist; Undertakes the delivery of quality client care services utilising evidence-based, best practice and recovery principles within a collaborative and multi-disciplinary framework. Provides a specialist Occupational Therapy assessment and treatment service to clients of the Adult Community Mental Health Service and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities.

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

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

Highly desirable:—Current Driver's licence.

Enquiries to Tessa Oldfield, Department of Health and Human Services, phone (03) 6336 2196, email [theresa.oldfield@dhhs.tas.gov.au](mailto:theresa.oldfield@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.

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Psychologist (511064).**

Applications Close:—Friday, 7 November 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:—Alcohol and Drug (North).

Duties:—To work as part of a multi-disciplinary team to provide evidence based treatment and specialist interventions for individuals and their families who may be affected by alcohol and other drug use issues. To provide leadership and specialist psychological services for people with multiple and complex needs including concurrent alcohol or other drug and mental health issues. Practice in accordance with Government Legislation and Regulations, Primary Health Care Principles, Alcohol and Drug Service policies, Agency policies, legal requirements and professional requirements. Work collaboratively with other agencies, health professionals, community members and organisations to ensure effective service provision to people with substance use issues.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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

Enquiries to Anita Reimann, Department of Health and Human Services, phone (03) 6336 5571, email [anita.reimann@dhhs.tas.gov.au](mailto:anita.reimann@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.

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Senior Social Worker (515893).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$80,262–\$88,771 per annum.

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

Fixed-term full-time daywork, commencing 1 December 2008 to 31 August 2009.

Location:—Mental Health Services, North.

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

to ensure the quality of clinical social work services in the Adult Mental Health Service through the implementation of the model of professional accountability and supervision and participation. Takes a lead role in ongoing service development and intersectoral liaison. Provides a specialist Social Work assessment, treatment and assertive case management service to clients of the regional Adult Community Mental Health Service, utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework. Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

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

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

Enquiries to Theresa Oldfield, Department of Health and Human Services, phone (03) 6336 2196, email [theresa.oldfield@dhhs.tas.gov.au](mailto:theresa.oldfield@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.

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## INFRASTRUCTURE, ENERGY AND RESOURCES

### PASSENGER TRANSPORT

#### *Passenger Transport Services*

#### **System Development Officer (370545).**

Applications Close:—Friday, 31 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.

Location:—Hobart.

Duties:—Provide specialist advice in the development, enhancement and maintenance of business practices.

and systems within the Passenger Transport Branch.

Desirable Requirements:—Appropriate tertiary qualifications and/or experience.

Enquiries to Craig Elliot, Assistant Project Manager, Department of Infrastructure, Energy and Resources, phone (03) 6233 5312, email [craig.elliott@dier.tas.gov.au](mailto:craig.elliott@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](mailto:recruitment@dier.tas.gov.au).

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://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.

'Applicants should note that, for a period of six months from the date of this notice the selection process for this vacancy may be used to fill subsequent or similar vacancies, under the same conditions as set out above'.

## JUSTICE

### CORPORATE SERVICES

#### *Finance*

#### **Management Accountant (354408).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Assist the Director Finance in the preparation of the Agency's financial statements and associated documentation of a highly complex nature. Review and maintain the Agency's accounting manual and associated Finance Branch's policies and procedures to ensure they comply with taxation legislation, Australian Accounting Standards, the Financial Management and Audit Act, Treasurers Instructions and other applicable legislation and regulations and monitor compliance.

Enquiries to Stephen Morrison, Director Finance, Department of Justice, phone (03) 6233 2426, email [stephen.morrison@justice.tas.gov.au](mailto:stephen.morrison@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Stephen Morrison on (03) 6233 2426.

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

### LAND USE PLANNING

#### **Assistant State Planning Adviser (355962).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$80,382 per annum.

Administrative and Clerical Employees Award, Level 11.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Directly assist the State Planning Adviser with the provision of authoritative planning policy advice to the Minister, the Department and Government (including Local Government) in all matters relating to the determination of planning policy and direction for the State. Supervision of staff and management of work teams.

Desirable Requirements:—Corporate membership of the Planning Institute of Australia (PIA) or qualifications deemed acceptable for corporate membership of PIA is highly desirable for this position.

Enquiries to Peter Fischer, State Planning Adviser, Department of Justice, phone (03) 6233 2410, email [peter.fischer@justice.tas.gov.au](mailto:peter.fischer@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Peter Fischer on (03) 6233 2410.

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  
MAGISTRATES COURT  
*North West*

**Court Clerk (355261).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Fixed-term part-time hours to be negotiated with Manager, for a period of 12 months.

Location:—Burnie.

Duties:—Co-ordinate the day to day activities of the court including pre-court checking, preparation and organisation of documents, exhibits and correspondence. Ensure the proper and accurate recording and monitoring of court proceedings and the completion of all court records.

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 checks in the following: 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 the Legislative Power, crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Desirable Requirements:—Previous relevant experience.

Enquiries to Leanne Gillon, Assistant Manager, Magistrates Court, Department of Justice, phone (03) 6434 6398, email [leanne.gillon@justice.tas.gov.au](mailto:leanne.gillon@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Leanne Gillon on (03) 6434 6398.

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

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

JUSTICE

OFFICE OF THE SECRETARY

**Legislative Policy Officer—2 Vacancies.**

Applications Close:—Friday, 31 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Vacancy No. 356107.

Fixed-term full-time (part-time hours will be considered) for a period of 2 years.

Location:—Hobart.

Vacancy No. 356108.

Fixed-term full-time (part-time hours will be considered) for a period of 2 years.

Location:—Hobart.

Duties:—As a project member undertake a review into the appropriateness and adequacy of Tasmania's Freedom of Information and Public Interest Disclosures Acts. Develop and implement legislative and administrative policy proposals including the preparation of Cabinet Minutes, Briefing Papers and instructions to Parliamentary Counsel.

Desirable Requirements:—Tertiary qualification in law.

Enquiries to Dale Webster, Department of Justice, phone (03) 6233 2531, email [dale.webster@justice.tas.gov.au](mailto:dale.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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Susan Johnson on (03) 6233 2528.

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

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

JUSTICE

OFFICE OF THE SECRETARY

*Strategic Policy and Projects*

**Defendant Services Worker (356112).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$62,286–\$67,714 pro rata.

Professional Employees Award, Level 2.

Fixed-term part-time 44.10 hours per fortnight for a period of 6 months.

Location:—St Helens.

Duties:—Support the development and delivery of a trial integrated response to address family violence on the East Coast of Tasmania. Support, assess, counsel and refer family violence perpetrators in accordance with current policies and procedures.

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 checks in the following: 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 the Legislative Power, crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Enquiries to Robyn Bogle, Senior Consultant, Strategic Policy and Projects, Department of Justice, phone (03) 6216 4432, email [robyn.bogle@justice.tas.gov.au](mailto:robyn.bogle@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Robyn Bogle on (03) 6216 4432.

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

### RESOURCE PLANNING AND DEVELOPMENT COMMISSION

#### **Executive Officer Planning (355834).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide administrative support to the Manager, Delegates and Senior Planning Staff of the Commission including the preparation of reports and correspondence of a confidential nature and the dissemination of hearing decisions. Liaise with Commission staff, Delegates, planning authorities and the general public in the scheduling and organisation of public hearings and prepare public notices in respect to those hearings. Provide timely and accurate advice to the Commission and planning authorities in respect of the hearing process relating to draft planning schemes, planning scheme amendments and s.43A Permits.

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 checks in the following: 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 the Legislative Power, crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

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

Enquiries to Kerry Boden, Co-ordinator Planning Services, Department of Justice, phone (03) 6233 2841, email [Kerry.Boden@justice.tas.gov.au](mailto:Kerry.Boden@justice.tas.gov.au).

Applications to Daphne Webb, Administrative 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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Lindy Brown, Executive Assistant on (03) 6233 2795.

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

#### *Inmate Services*

#### **Senior Administration Officer (355138).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Risdon Prison.

Duties:—Responsible for the day to day administration of the Visitor Reception Centre including the supervision and training of staff in respect of inmate service functions, visits, private and personal monies and phone accounts to ensure the meeting of weekly deadlines; Co-ordinate the operation of all administration and customer service staff of the Visitor Reception Centre. Perform various administrative functions including, drafting of high-level correspondence, and collation of documentation including inmate account correspondence. Represent Inmates Services on a variety of committees. Develop, administer and monitor financial tasks and processes for inmates and Prison Service departments, including maintaining and managing leases held by the Prison Service.

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 and alcohol related offences, crimes involving dishonesty, serious traffic offences. Identification check and disciplinary action in previous employment check.

Desirable Requirements:—Minimum two years experience in a similar environment including supervision of staff. Certificate 111, or higher, in Business Administration.

Enquiries to David Bliss, Manager Inmate Services, Department of Justice, phone (03) 6216 8179, email [David.Bliss@justice.tas.gov.au](mailto:David.Bliss@justice.tas.gov.au).

Applications to Daphne Webb, Administrative 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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact David Bliss on 6216 8179.

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*

**Administrative Assistant (356013).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time 73.50 hours per fortnight commencing As soon as possible until 31 December 2009.

Location:—Risdon Prison.

Duties:—General clerical experience within an office environment. Ability to plan, organise and set priorities in an environment subject to work pressures and change. Well-developed interpersonal skills including negotiation and conflict resolution skills, and well developed written communication skills.

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 checks in the following: 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 the Legislative Power, crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Enquiries to Jackie Campbell, Policy Officer, Department of Justice, phone (03) 6216 8125, email Jackie.Campbell@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jackie Campbell on (03) 6216 8125.

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

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JUSTICE  
TASMANIA PRISON SERVICE  
*Organisation Development*

**Policy Support and Research Officer (356006).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time 73.50 hours per fortnight commencing As soon as possible until 31 August 2009.

Location:—Risdon Prison.

Duties:—Develop, implement, review and evaluate Tasmania Prison Service policies, procedures, initiatives and strategies. Prepare high-level documents, including correspondence, reports, ministerial briefings and conference papers. Provide policy advice to Tasmania Prison Service managers and staff,

and implement systems for essential advisory and planning functions.

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 checks in the following: 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 the Legislative Power, crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Enquiries to Jackie Campbell, Policy Officer, Department of Justice, phone (03) 6216 8125, email Jackie.Campbell@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jackie Campbell on (03) 6216 8125.

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

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JUSTICE  
WORKPLACE STANDARDS TASMANIA  
*Building Control*

**Director, Building Control (355749).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

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

Location:—Rosny.

Duties:—The Director, Building Control is responsible for the management and performance of the Building Control branch in accordance with Workplace Standard Tasmania's strategic direction. The Director, Building Control will represent the Department on a range of high level Boards and Committees dealing with inter and intra government business.

Desirable Requirements:—A degree or tertiary qualification in a relevant discipline.

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 further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Daphne Webb on (03) 6233 6809.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Communications and Information Technology Services*

##### **Computer Systems Officer (002014).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—As part of a team provide assistance in the administration and support of the Department's computing infrastructure and data network, the installation, maintenance and support of desktop equipment and the provision of front line support for the desktop operating environment and corporate applications.

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

Qualifications and Experience:—Desirable. Qualifications are not prescribed, however, tertiary qualifications in a relevant discipline may be advantageous.

Direct practical experience with Windows XP, Windows 2000, Lotus Notes, Microsoft applications, TCP/IP networking and Cisco communications equipment would be advantageous.

Day work responsibilities but after-hours and/or on-call work may be required to meet exigencies and/or to provide support in special circumstances. Some intrastate travel may be required. A current driver's licence.

Enquiries to Mr Murray Lawler, Manager, Information Technology Branch, Communications and Information Technology Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2921, email [Murray.Lawler@police.tas.gov.au](mailto:Murray.Lawler@police.tas.gov.au).

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email [applications@police.tas.gov.au](mailto:applications@police.tas.gov.au).

Applicants should address the selection criteria as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Communications and Information Technology Services*

##### **Computer Systems Officer (002013).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—Undertake a range of tasks associated with the analysis, design, programming, testing, implementation, maintenance and enhancement of business information systems and supporting technology.

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, crimes involving dishonesty, serious traffic offences.

Qualifications and Experience:—Appropriate degree/qualifications in computer science, information systems or equivalent experience and/or qualifications.

Enquiries to Mr John Schofield, Manager, Application Support Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2465, email [john.schofield@police.tas.gov.au](mailto:john.schofield@police.tas.gov.au).

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email [applications@police.tas.gov.au](mailto:applications@police.tas.gov.au).

Applicants should address the selection criteria as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Communications and Information Technology Services*

##### **Systems Analyst/Project Manager (002385).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer Level 3 (A and C Level 8).

Permanent full-time.

Location:—Hobart.

Duties:—As a member of Communications and Information Technology Services, the Systems Analyst/Project Manager at this level is expected to:—Provide specialist technical advice on Information Technology matters with respect to the strategic development of the departmental infrastructure to support operational and corporate business needs and related services and Project manage the delivery of business related Information Technology 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: conviction check for—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, serious traffic offences.

**Qualifications and Experience:**—Appropriate degree/qualifications in computer engineering, computer science or equivalent experience and/or qualifications.

Direct practical experience with Lotus Notes, SQL Server, Web based technologies and with the on-going management of technical configurations and procedures would be advantageous.

Enquiries to Mr John Schofield, Manager, Applications Support Services, Information Technology Branch, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2465, email John.Schofield@police.tas.gov.au.

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

Applicants should address the selection criteria as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Communications and Information Technology Services*

#### **Team Leader, Database Administration (002950).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 3 (A and C, Level 8).

Permanent full-time.

Location:—Hobart.

**Duties:**—Provide specialist information systems and database management services to departmental clients in support of key business applications and to support core information and technology assets of 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, crimes involving dishonesty, serious traffic offences.

**Qualifications and Experience:**—Qualifications are not prescribed, however appropriate tertiary qualifications in a relevant discipline or equivalent experience would be an advantage.

Direct practical experience with the administration of Microsoft SQL Server 2000/2005/2008 database environments and systems administration of Microsoft Windows 2000/2003/2008 operating systems is desirable.

Enquiries to Mr Murray Lawler, Manager, Information Technology Branch, Communications and Information Technology Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2921, email Murray.Lawler@police.tas.gov.au.

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

Applicants should address the selection criteria as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### HUMAN RESOURCES

#### *Police Academy*

#### **Administrative Officer (001029).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Rokeby Police Academy.

**Duties:**—Provide administrative, keyboard and clerical support to the Human Resources command. Provide a reception service and attend to telephone and perEssential 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, crimes involving dishonesty, serious traffic offences.

Enquiries to Mr Steve Haines, Business Manager, Department of Police and Emergency Management, Rokeby Police Academy, phone (03) 6230 2055, email steve.haines@police.tas.gov.au.

Applications to Acting Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308C Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

Applicants should address the selection criteria as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### NORTHERN DISTRICT

#### *Northern Traffic Services*

#### **Clerk (001351).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Launceston.

Duties:—Provide clerical/secretarial and general office support for the Officer in Charge, District Support Services and police personnel attached to Traffic Services, Launceston.

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, crimes involving dishonesty, serious traffic offences.

Enquiries to Mr Kevin Osborne, Executive Officer, Northern District, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6336 3749, email Kevin.Osborne@police.tas.gov.au.

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

Applicants should address the selection criteria as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

#### POLICE AND EMERGENCY MANAGEMENT

##### SOUTHERN DISTRICT

##### *Glenorchy Division*

#### **Clerk (001317).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Glenorchy Police Station.

Duties:—Provide clerical, keyboard and administrative support, including a reception service for the Officer-in-Charge, Glenorchy division and police personnel at the Glenorchy Police Station.

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

Enquiries to A/Inspector Shane Smith, Acting Officer-in-Charge, Glenorchy Police Station, Department of Police and Emergency Management, Main Road, Glenorchy, phone (03) 6230 2721, email shane.smith@police.tas.gov.au.

Applications to Acting Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308C, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

Applicants should address the selection criteria as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

#### POLICE AND EMERGENCY MANAGEMENT

##### SOUTHERN DISTRICT

##### *Property Office*

#### **Clerk (001124).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time (Preferred hours 10am to 2pm work days).

Location:—Hobart.

Duties:—Provide an efficient and effective service in relation to recording, accounting for and disposal of property recovered or confiscated by police officers in the Southern District, including Lost Property Reports, Found Property and associated checks. Ensure the security of all storage facilities together with Drug Exhibits for Southern and Eastern Districts.

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

Qualifications and Experience:—Acceptable clerical experience together with a knowledge of stores control procedures and ability to effectively liaise with other staff members and attend to public enquiries is highly desirable.

Enquiries to Inspector Laurie Huxley, Southern District Administration, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2226, email Laurie.Huxley@police.tas.gov.au.

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

Applicants should address the selection criteria as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

#### POLICE AND EMERGENCY MANAGEMENT

##### STATE EMERGENCY SERVICE

##### *North-Western Region*

#### **Clerk (001421).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Burnie.

Duties:—Provide clerical/administrative and operational support to the Regional Officer and other Regional personnel.

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, crimes involving dishonesty, serious traffic offences.

Enquiries to Mr Anthony Dick, Regional Officer, State Emergency Service, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6434 5334, fax (03) 6431 6538, email Anthony.Dick@ses.tas.gov.au.

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

Applicants should address the selection criteria as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### Human Services

#### **OH&S Officer (521424).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$60,265–\$64,105 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 7.

Permanent full-time.

Location:—South.

Duties:—To support occupational health and safety (OHandS) system implementation at the Tasmania Fire Service (TFS), through the creation and implementation of identified significant organisational OHandS projects whilst maintaining high levels of customer service, advice and assistance to TFS management, staff and external stakeholders.

Desirable Requirements:—Experience in project management practices preferably in an OHandS related field.

An appropriate tertiary qualification or progress towards attaining an appropriate qualification. Current Driver's Licence.

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 Andrew Newell on (03) 6230 8463 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Andrew Newell on 6230 8463.

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

## PREMIER AND CABINET

### TMD

#### Service Delivery

#### TASINET

#### **Manager Customer Service (001438).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Manage a team responsible for the overall service

delivery of the TASINET telecommunications service. Manage, direct and administer processes to improve TASINET service delivery in line with the TMD role in delivering high quality, timely and cost-effective telecommunications services to the Tasmanian Government. Liaise with customers at a senior level to ensure their business needs are met.

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

Enquiries to John Lawrence, General Manager, TMD, Department of Premier and Cabinet, phone (03) 6270 5600, email [John.Lawrence@dpac.tas.gov.au](mailto:John.Lawrence@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](mailto:job.application@dpac.tas.gov.au).

## PREMIER AND CABINET

### TMD

#### Service Delivery

#### TASINET

#### **Manager Government Contact Centre (001439).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Manage a team responsible for the overall service delivery of the Government Contact Centre services. Manage, direct and administer processes to ensure the Service Tasmania phone channel provides high level service to the Tasmanian Government and members of the public. Liaise with customers at a senior level to ensure their business needs are met.

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

Enquiries to John Lawrence, General Manager, TMD, Department of Premier and Cabinet, phone (03) 6270 5600, email [John.Lawrence@dpac.tas.gov.au](mailto:John.Lawrence@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](mailto:job.application@dpac.tas.gov.au).

## PREMIER AND CABINET

### TMD

#### Service Delivery

#### TASINET

#### **Manager Sales and Solutions (001437).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—The Manager Sales and Solutions will manage and lead a team responsible for the management, co-ordination, development, implementations and support of client-specific and whole-of Government telecommunications initiatives. This involves strategic and business planning, marketing, evaluation, implementation and support of telecommunications solutions through liaison with customers at a senior level to ensure their business needs are met.

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

Enquiries to John Lawrence, General Manager, TMD, Department of Premier and Cabinet, phone (03) 6270 5600,

email John.Lawrence@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

### INFORMATION AND LAND SERVICES

#### *Directorate Administration*

#### **Executive Officer (701708).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

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

Duties:—Provide policy, project and executive support to the Information and Land Services Division. Co-ordinate and monitor all ministerial correspondence for the Division including preparation of rudimentary and interim replies. Monitor Divisional progress, prepare and co-ordinate reports in relation to State Government Partnership Agreements.

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

Enquiries to Michael Varney, phone (03) 6233 2183, email michael.varney@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

### INFORMATION AND LAND SERVICES

#### *Service Tasmania Operations*

#### **Client Service Officer (000298).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$40,547–\$44,938 per annum.

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

Permanent part-time (18 hours per fortnight).

Location:—Scottsdale/Northern Region.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Pro rata salary is based on the above full-time rates.

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

The Commissioner has determined that the person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: crimes involving dishonesty.

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

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

Enquiries to Sue Bau-Clark, Department of Primary Industries and Water, phone (03) 6336 2819, email sue.bau-clark@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

### PRIMARY INDUSTRIES

#### *Marine Farming*

#### **Marine Environmental Officer (Marine Farms) (000359).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—Hobart.

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

Duties:—To provide scientific advice on the environmental monitoring programme for marine farms. Provide policy advice on environmental issues relating to the State's marine farming industry in accordance with the Marine Farming Planning Act 1995 and the Living Marine Resources Management Act 1995, including issues affecting the marine farming industry, liaison and correspond with industry, government agencies and the public.

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

For the purpose of the previous section, an appropriate course of study is a Degree in biological sciences or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—A current motor vehicle drivers licence. Hold (or ability to obtain) a (restricted) coxswain certificate. Workplace Level 2 First Aid Certificate or equivalent.

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

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

## TAFE TASMANIA

### LEARNING AND INNOVATION

#### **Quality Consultant (001292).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—South.

Duties:—Manage and co-ordinate projects in relation to the continuous improvement of scope of registration, AQTF practices and training package implementation.

Desirable Requirements:—Relevant tertiary qualifications.

Experience in vocational education and training.

Certificate IV in Training and Assessment.

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

Enquiries to Annette Park, Quality Manager, TAFE Tasmania, phone (03) 6233 4681, mobile 0438 310 403, email Annette.Park@tafe.tas.edu.au.

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

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

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

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

#### TREASURY AND FINANCE

##### CORPORATE SUPPORT DIVISION

###### *Human Resources Branch*

#### **Senior Human Resource Officer (724134).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to effective people management strategies that build organisational capacity through the provision, development and maintenance of our human resource information systems; strategic management reporting and metrics; the provision of high quality HR consultancy services; and strategic project work.

In the context of the selection criteria, to be successful in the position applicants will have:—solid business computing skills in order to produce reports and information for analysis and integration with a variety of information systems, as well as implement new information systems, an aptitude in solving complex system problems, an interest in analysing information to meet business needs, and a passion for accuracy/attention to detail and the ability to build client and team relationships, and respond effectively to client needs.

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

Enquiries to Joy Crane, Assistant Director, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4896, email [joy.crane@treasury.tas.gov.au](mailto:joy.crane@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](mailto: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](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

#### TREASURY AND FINANCE

##### CORPORATE SUPPORT DIVISION

###### *Human Resources Branch*

#### **Senior Human Resource Officer (724135).**

Applications Close:—Friday, 31 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to effective people management

strategies that build organisational capacity. This is achieved through the effective delivery of a range of policies and programmes relating to occupational health, safety and wellbeing as well as the provision of high quality HR consultancy services and strategic policy development.

In the context of the selection criteria, to be successful in the position applicants will have:—knowledge of contemporary HR practices, particularly in relation to occupational health, safety and wellbeing, and promoting workplace diversity, the ability to co-ordinate a range of activities and be flexible to changing priorities and the ability to build client and team relationships, and respond effectively to client needs.

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

Enquiries to Joy Crane, Assistant Director, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4896, email [joy.crane@treasury.tas.gov.au](mailto:joy.crane@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](mailto: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](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

#### TREASURY AND FINANCE

##### ECONOMIC AND FINANCIAL POLICY DIVISION

###### *Economic Policy Branch*

#### **Manager, Legislation Review (724154).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior member of the Economic and Financial Policy Division, you will be required, both individually and as a member of a team, to manage economic reform programmes and initiatives, including the Government's Legislation Review Programme.

In the context of the selection criteria, to be successful in the position you will need to:—demonstrate the ability to understand complex issues and identify possible solutions, be able to communicate precisely and succinctly to internal and external stakeholders and demonstrate leadership and initiative when undertaking investigations.

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

Enquiries to Chris Lock, Director, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6233 2646, email [chris.lock@treasury.tas.gov.au](mailto:chris.lock@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](mailto: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](http://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>
Economic Development & Tourism	Executive Assistant	A. Hutchinson	6 months	20.10.08
Education	Budget Support Officer	H Booth	6 months	08.10.08
Education	School Attendant	J Street	6 months	26.09.08
Education	School Attendant	G Jenkins	6 months	26.09.08
Education	Network Support Officer	M Jenkins	6 months	16.10.08
Education	Trainee Library Technician	E Littlejohn	6	20.10.08
Education	School Attendant	C Humphreys	6	16.10.08
Education	Pathway Planning Officer	T Cane	6	08.09.08
Environment, Parks, Heritage & the Arts	Ranger	B. Murphy	6 months	14.10.08
Health & Human Services	Clinical Nurse	L. Dearing	6 months	27.10.08
Health & Human Services	Registered Nurse	L. Wolfe	6 months	26.10.08
Health & Human Services	Senior Physiotherapist	L. Lowde	6 months	24.11.08
Health & Human Services	Community Development Officer	S.Stewart	6 months	15.10.08
Health & Human Services	Theatre Medical Orderly	T. Pepperell	6 months	20.10.08
Health & Human Services	Medical Orderly	K. Wall	6 months	20.10.08
Health & Human Services	Cleaner	L Carannante	6 months	27.10.08
Health & Human Services	Registered Nurse	B. Lancaster	6 months	09.10.08
Health & Human Services	Policy Officer	J McKercher	6 months	16.10.08
Infrastructure, Energy & Resources	Executive Manager, Road Safety Taskforce	T Sydes	6 months	28.09.08
Justice	Industry Supervisor	M Fyfe	Six months	16.10.08
Police & Emergency Management	Clerk	N. Reid	6 months	15.10.08
Police & Emergency Management	Clerk	B. Fowler	6 months	16.10.08
Primary Industries & Water	Senior Aquatic Ecologist	S.Hardie	one month	16.10.08
Primary Industries & Water	Water Data Officer (Hydstra TSM)	J. Mancey	6 months	20.10.08
Port Arthur Historic Site Management Authority	Cook	C. Hanson	6 months	15.10.08
Tasmanian Audit Office	Financial Auditor/Performance Analyst	Rebecca Clarke	Six Months	31.08.08
Tasmanian Audit Office	Financial Auditor	Stephen Howard	Six Months	06.10.08
Tasmanian Audit Office	Performance Analyst	Maree-Rose Jones	Six Months	13.10.08

### *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>
Environment, Parks, Heritage & the Arts	Coordinator Art Education	M. White	3 years	13.10.08
Environment, Parks, Heritage & the Arts	Art Educator/Program Delivery Officer	R. McKeand	3 years	13.10.08
Port Arthur Historic Site Management Authority	Conservation Project Officer	M Smith	2 years	15.10.08

### *Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Disability Worker	M Woolleyz	15.10.08

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	J Miller	Procurement Services Support Officer	11.09.08
Education	D Elliott-Vautin	Senior Training Consultant	16.09.08
Education	M Harvey	Senior Assessment Coordinator	02.10.08
Education	A Lizotte	School Executive Officer	25.09.08
Education	L Norman	Training Operations Officer	06.10.08
Education	A Fedyk	Principal	02.10.08
Education	E Clerk	Quality Assurance Officer	01.10.08
Education	L Metcalfe	Manager Strategic Workplace Relations Projects	16.10.08
Education	C Gourlay	Senior Systems Officer	16.10.08
Education	G Thompson	Senior Records Officer	16.10.08
Health & Human Services	R. Gilmour	Project Manager	20.10.08
Health & Human Services	S.Townsend	Access & Support Planning Officer	15.10.08
Health & Human Services	P.Lord	Team Leader	19.10.08
Health & Human Services	J. Carlton	Clinical Nurse	19.10.08
Health & Human Services	K. Cantrell	Clinical Nurse	19.10.08
Health & Human Services	A. Ferguson	Administrative Assistant	27.10.08
Health & Human Services	S Kennedy	Policy Officer	16.10.08
Health & Human Services	C Douglas	Registered Nurse	05.11.08
Justice	P Whyte	Principal Officer (Health Complaints)	20.10.08
Justice	P John	OHS Advisor	16.10.08
Police & Emergency Management	J. Rogers	Policy Officer	13.10.08
Police & Emergency Management	A. Paine	Office Manager	16.10.08
Primary Industries & Water	S. Fletcher	Manager (Spatial Operations)	14.10.08
Primary Industries & Water	A. Tomes	Manager (Spatial Data)	14.10.08
Primary Industries & Water	M. Kellett	Research Officer	20.10.08
Primary Industries & Water	R.Monash	Wildlife Management Officer	16.10.08
Treasury & Finance	A. Wells	Assistant Director	13.10.08
Treasury & Finance	J. Graeme-Evans	Senior Budget Analyst	14.10.08
Treasury & Finance	S. Sharples	Specialist Policy Analyst	14.10.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	R Hudson	19.09.08
Education	Teacher Aide General	C Nicolson	09.10.08
Education	School Office Clerk	P Sangwell	17.10.08
Education	Clerk	J Goninon	17.09.08
Education	Clerical Admin Officer	E Todd	26.09.08
Education	School Attendant	J Wall	22.09.08
Education	School Attendant	K Roles	29.08.08
Education	Teacher	E Hardy	05.09.08
Education	School Attendant	G King	16.09.08
Education	Clerk	S Grey	17.09.08
Education	School Attendant	D Knight	01.10.08
Education	School Attendant	P Menzie	15.10.08
Justice	Principal Crown Counsel	Michael A Stoddart	15.10.08
Justice	Communications Consultant	G. Cork	17.10.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development & Tourism	Major Partners Marketing Advisor	K. Murfet	15.10.08
Economic Development & Tourism	Head of National Markets and Creative Services	M. Pate	03.10.08
Education	School Attendant	R Saville	03.10.08
Education	Teacher	L Newall	05.09.08
Education	Teacher Aide	A Hancock	27.08.08
Education	Clerk	H Hammond	20.08.08
Education	Network Support Officer	M Snowden	26.09.08
Education	School Attendant	S Walker	17.09.08
Education	Customer Services Officer	C Reeve	03.10.08
Education	Adult Education Tutor	W Rootes	03.10.08
Health & Human Services	Senior Physiotherapist	A Jurd	02.10.08
Health & Human Services	Enrolled Nurse	C. Britten	04.10.08
Health & Human Services	Driver/Maintenance Officer	G. Wallis	10.10.08
Health & Human Services	Administrative Assistant	B. Hendry	15.10.08
Health & Human Services	Nurse Manager – Strategic Project Services	B Waddington	26.09.08
Health & Human Services	Taxation Financial Analyst	M Sutherland	17.10.08
Health & Human Services	Taxation Financial Analyst	M Sutherland	17.10.08
Health & Human Services	CSSD Technician	A Nunn	17.10.08
Primary Industries & Water	Principal Fisheries Manager	P Boxall	14.10.08

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Justice	A. Butters	Police & Emergency Management	Clerk	16.10.08





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