



TASMANIAN STATE SERVICE NOTICES

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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

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

The new supervisor



Practical skills for motivating people, giving feedback and providing direction to team members.

- How to make the transition from team member to team 'leader'
- The 4 supervision strategies - Directing, Coaching, Consulting, Delegating
- The brilliant system for choosing the right strategy at the right time
- What is your current approach to supervising people?
- What are the strengths and limitations of your preferred approach?
- How to manage 'difficult' staff in a calm and confident way
- Learn how to motivate people
- What should a leader do in a crisis?
- How to give praise and constructive criticism

	Public	Hobart	In-house (6 - 16 people)
The new supervisor	\$595	2 & 3 Dec	\$1650/day
Assertiveness & conflict resolution skills	\$275	11 & 12 Dec	\$1650/day
Leading a team	\$595	9 & 10 Dec	\$1650/day
Emotional intelligence	\$275	4 Dec	\$1650



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au
Website: www.developingpotential.com.au

Phone: 6224 1066

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

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

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

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

Government Gazette:—

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

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

ECONOMIC DEVELOPMENT AND TOURISM

CORPORATE SUPPORT DIVISION

Information Technology

Support Officer IT (424526).

Applications Close:—Friday, 7 November 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

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

Enquiries to James Graham for a copy of the Statement of Duties on (03) 6233 5909 or email James.Graham@development.tas.gov.au. For further information about the position please contact Nigel Swanson, IT Operations Manager, phone (03) 6233 5923, email Nigel.Swanson@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

GOVERNANCE AND STRATEGY DIVISION

Communications

Communications Director (424151).

Applications Close:—Friday, 7 November 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Lead and manage the department's information, marketing and communication programmes to promote awareness of the department and its services to the community and ensure an accurate and timely response to the media on issues that relate to the department.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Hannah Warwarek for a copy of the Statement of Duties on (03) 6233 5601 or email Hannah.Warwarek@development.tas.gov.au. For further information about the position please contact Craig Watson, Executive Director Corporate Support, phone (03) 6233 5818, email Craig.Watson@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

Head of Digital and Distribution Project Implementation (705921).

Applications Close:—Friday, 7 November 2008.

Salary:—\$85,813 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 12.

Fixed-term full-time to 31 December 2009.

Location:—Hobart.

Duties:—Project manage the human, physical, financial and information resources required for the implementation of the Digital and Distribution Strategy. Provide strategic and policy advice to the Director of Strategy and Operational Performance as Head of Digital and Distribution Project, on the management, development and implementation of the various projects involved in the implementation of Tourism Tasmania's Digital and Distribution Strategy. Establish an effective Project Management approach which provides the Project Director and Directors of Tourism Tasmania business units with up to date knowledge and support on progress of the Project implementation. Undertake research and evaluation into aspects of the Project to identify risks to its successful completion and recommend remedial actions to mitigate the identified risk. Extensively liaise with external suppliers and contractors and the CIT support units within the Department of Economic Development and Tourism and foster productive working arrangements with the Heads of all Tourism Tasmania business units involved in the Project. Develop and lead a programme of strategic review and evaluation of the implementation of the project to ensure agreed outcomes and objectives are achieved.

Desirable Requirements:—A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Rebecca Kime for a copy of the Statement of Duties on (03) 6230 8121 or email Rebecca.Kime@tourism.tas.gov.au. For further information about the position please contact Rowan Sproule, Director Strategy and Organisational Performance, phone (03) 6230 8101, email Rowan.Sproule@tourism.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

Head of Research and Business Performance (705922).

Applications Close:—Friday, 7 November 2008.

Salary:—\$85,813 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the human, physical, financial and information resources of the Strategy and Operational Performance Unit. Provide strategic and policy advice to the Director (Strategy and Operational Performance) on the management and development of the tourism research programme to identify, evaluate and track key drivers of Tasmanian tourism; and the development of effective business planning and organisational development approaches to enable Tourism Tasmania to achieve its corporate goals and objectives. Extensively liaise with Corporate support units within the Department of Economic Development and Tourism and foster productive working arrangements with the Heads of all Tourism Tasmania business units. Develop and lead a programme of strategic review and evaluation of business unit programmes and projects to ensure agreed outcomes and objectives are achieved.

Desirable Requirements:—A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Rebecca Kime for a copy of the Statement of Duties on (03) 6230 8121 or email Rebecca.Kime@tourism.tas.gov.au. For further information about the position please contact Rowan Sproule, Director Strategy and Organisational Performance, phone (03) 6230 8101, email Rowan.Sproule@tourism.tas.gov.au.

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

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

Adult and Community Learning Services

Co-ordinator, Community Learning and Information Services (961520).

Applications Close:—Friday, 7 November 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Fixed-term part-time 31 hours per fortnight from as soon as possible to 30 June 2009.

Location:—Latrobe Online Access Centre.

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

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

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

Applicants should forward an Application for Employment form, 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 Anne-Marie Lillico, Department of Education, phone 0419 151 519, email anne-marie.lillico@education.tas.gov.au.

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

Adult and Community Learning Services

Co-ordinator, Community Learning and Information Services (961521).

Applications Close:—Friday, 7 November 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Permanent part-time 12 hours per fortnight.

Location:—Zeehan Online Access Centre.

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

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

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

Applicants should forward an Application for Employment form, 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 Anne-Marie Lillico, Department of Education, phone 0419 151 519, email anne-marie.lillico@education.tas.gov.au.

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

Adult and Community Learning Services

Co-ordinator, Community Learning and Information Services (963202).

Applications Close:—Friday, 7 November 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Permanent part-time 32 hours per fortnight.

Location:—Smithton Online Access Centre.

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

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

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

Applicants should forward an Application for Employment form, 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 Anne-Marie Lillico, Department of Education, phone 0419 151 519, email anne-marie.lillico@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

EDUCATIONAL PERFORMANCE SERVICES

Principal Educational Review Officer (106618).

Applications Close:—Friday, 7 November 2008.

Salary:—\$86,228 per annum.

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

Permanent full-time.

Location:—Hobart.

Description of the Role:—Provide educational measurement advice to the Manager and assist with the conduct and analysis of National Assessment programmes. Assist in the preparation of policy statements and planning documents relating to assessment and reporting.

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

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 Andrew Jones, Department of Education, phone (03)6233 7066, email andrew.d.jones@education.tas.gov.au.

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

EDUCATION

EDUCATIONAL PERFORMANCE SERVICES

Senior Educational Review Officer (962465).

Applications Close:—Friday, 7 November 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 2009.

Location:—Hobart.

Description of the Role:—Responsible for the managing and co-ordinating aspects of the Department's school improvement and accountability programmes.

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

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 Sharyn Lidster, Department of Education, phone (03)6216 4400, email sharyn.lidster@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)

Campbell Town District High School

Principal (205087).

Applications Close:—Friday, 7 November 2008.

Salary:—\$92,640 per annum.

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

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

Location:—Campbell Town District High 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 7251, fax (03)6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Reece High School

School Attendant—3 Vacancies.

Applications Close:—Friday, 7 November 2008.

Salary:—\$33,637 per annum.

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

Vacancy No. 952109.

Permanent full-time from as soon as possible.

Location:—Reece High School.

Vacancy No. 963877.

Permanent part-time 40 hours per fortnight from as soon as possible.

Location:—Reece High School.

Vacancy No. 963878.

Permanent part-time 40 hours per fortnight from as soon as possible.

Location:—Reece High School.

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

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

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

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

Enquiries to Viv Hicks, Department of Education, phone (03)6420 8100, email viv.hicks@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)

Claremont Primary School

Assistant Principal (963763).

Applications Close:—Friday, 7 November 2008.

Salary:—\$86,228 pro rata.

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:—Claremont 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.

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 Sharyn Gill, Department of Education, phone (03)6249 2102, email sharyn.gill@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)

Glenorchy Primary School

Assistant Principal (963765).

Applications Close:—Friday, 7 November 2008.

Salary:—\$86,228 pro rata.

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:—Glenorchy 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.

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 Wendy Burrows, Department of Education, phone (03)6272 7574, email wendy.burrows@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)

South Arm Primary School

Teacher Aide—2 Vacancies.

Applications Close:—Friday, 7 November 2008.

Salary:—\$36,554–\$39,434 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 954103,.

Permanent part-time 12 hours per fortnight for up to 42 weeks per year.

Location:—South Arm Primary School.

Vacancy No. 954686,.

Permanent part-time 12 hours per fortnight for up to 42 weeks per year.

Location:—South Arm 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.

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

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

Enquiries to Karen Gannon, Department of Education, phone (03)6239 9126, email karen.gannon@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

OFFICE OF THE TASMANIAN
QUALIFICATIONS AUTHORITY (OTQA)***Assessment Officer (962277).***

Applications Close:—Friday, 7 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Carry out clerical and desk top publishing duties as required in relation to the functions of the Assessment Services Branch.

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 Brooks, Department of Education, phone (03)6216 4247, email john.brooks@tqa.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

ROSNY COLLEGE

Advanced Skills Teacher, VET Programme (202096).

Applications Close:—Friday, 7 November 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Rosny College.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Desirable Requirements:—Ability to teach VET programmes. 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 Geoff Collins, Department of Education, phone (03)6244 9204, email geoffrey.collins@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.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

*Environmental Operations****Environmental Officer (702126).***

Applications Close:—Friday, 7 November 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—Hobart.

Duties:—As an Environmental Officer, the occupant will undertake the ongoing management of a broad range of environmentally relevant activities, as well as responding to environmental incidents and complaints in accordance with the objectives, principles and requirements of the Resource Management and Planning System, Environmental Management and Pollution Control Act 1994 and other relevant legislation, policies and regulations.

Essential Requirement:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. Appropriate Course of Study: For the purpose of the essential requirements, an appropriate course of study is a degree in Science, Engineering or Environmental Studies or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Relevant post qualification experience as well as a current motor vehicle driver's licence.

Enquiries to Sarah Richards, Senior Environmental Officer, for further information regarding the vacancy phone, (03) 6233 6659 or email Sarah.Richards@environment.tas.gov.au. For a copy of the Statement of Duties, Sally Arnold, phone (03) 6233 6506, email Sally.Arnold@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 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE.

Operations and Performance.

Northern Region.

Ranger (701116).

Applications Close:—Friday, 7 November 2008.

Salary:—\$38,927–\$40,547 per annum.

Parks and Wildlife Service Agreement 1996, Level 2.

Permanent full-time.

Location:—Mersey Field Centre.

Allowance:—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 \$50,994.37 - \$53,116.57.

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

Desirable Requirements:—Progress toward a Diploma of Environmental and Cultural Resources (Park Management) or equivalent from a recognised tertiary institution.

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

Enquiries to Anthony Timmerman, Ranger In Charge, for more information about the vacancy, phone 0407 848 760 or email Anthony.Timmerman@parks.tas.gov.au. For a copy of the Statement of Duties contact, Rowena Lundie, phone (03) 6336 5267, email Rowena.Lundie@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 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

HEALTH AND HUMAN SERVICES

Child and Family Health Nurse (500932).

Applications Close:—Friday, 14 November 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual day work commencing as soon as possible until 3 November 2010.

Location:—Children and Family Services, South East Area.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will: provide assessment, care and support to individuals/groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

Desirable Requirements:—Minimum of 3 years post basic registration nursing experience and holds a relevant post graduate qualification in Child Health. Comprehensive

knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of family and child health nursing.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A 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; crimes involving dishonesty; identification check and disciplinary action in previous employment check.

Enquiries to Kim Parker, Department of Health and Human Services, phone (03) 6230 7876, email kim.parker@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

CARE REFORM

Human Resources

HR Relationship Management Team RHH

HR Relationship Manager, Royal Hobart Hospital (517839).

Applications Close:—Friday, 7 November 2008.

Salary:—\$85,057 per annum.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Lead a small team of HR Professionals to co-ordinate HR management for the Royal Hobart Hospital, through the diagnosis and management of HR needs within the Hospital. Analyse, facilitate and broker strategic HR solutions to support Hospital business.

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

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

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Clinical Nurse (505617).

Applications Close:—Friday, 14 November 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift work.

Location:—New Norfolk District Hospital.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Clinical Nurse provides clinical leadership in all aspects of nursing and aged care within the practice setting.

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; crimes involving dishonesty; identification check and disciplinary action in previous employment check.

Enquiries to Collen Smith, Department of Health and Human Services, phone (03) 6262 2888, email collen.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Health and Well Being Services

Cancer Screening and Control Service

Community Education and Quality Officer (501123).

Applications Close:—Friday, 7 November 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—25 Argyle Street, Hobart.

Duties:—Within a primary health care framework, plan, develop, implement and evaluate community based promotion and public education programmes for Cancer Screening and Control Services within the parameters of current national screening programmes. Within a quality framework develop policies, plans and strategies to ensure continuing service delivery improvements.

Desirable Requirements:—Relevant tertiary qualifications or demonstrated experience in health promotion and education programme development, implementation and evaluation. Proven ability to identify key stakeholders and engage them in collaborative planning processes to deliver optimal outcomes. Previous experience in project development, implementation and evaluation, including a commitment to best practice and quality improvement.

Enquiries to Karen Forster, Department of Health and Human Services, phone (03) 6216 4331, email karen.forster@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: 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****Clinical Nurse (504154).***

Applications Close:—Friday, 7 November 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Medicine, Ward 6D.

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

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

Enquiries to Lorinda Upton-Greer, Department of Health and Human Services, phone (03) 6348 7329, email lorinda.upton-greer@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****CSSD Technician (503632).***

Applications Close:—Friday, 7 November 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time shift worker (set rotational).

Location:—Surgery, CSSD.

Duties:—As a member of the health care team the CSSD Technician, decontaminates, packages, sterilises and distributes theatre and ward equipment and sterile supplies appropriate to the specialist and general areas and maintains clean and hygienic surroundings to facilitate the control of infection in the Central Sterilising and Supply Department.

Desirable Requirements:—Knowledge of, and experience in, sterilising technology and/or qualifications in, or willingness to undertake, a Sterilising Technology course. Ability to obtain a thorough knowledge of instruments/equipment and supplies processed in CSSD, and to initiate appropriate action and follow protocols for the decontamination and sterilisation of equipment.

Demonstrated ability to work individually or as a member of a team and assist in the training of new staff, under the direction of the Clinical Nurse Manager.

Enquiries to Lynne Cleary, Department of Health and Human Services, phone (03) 6348 7453, email lynne.cleary@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

Graduate Midwife (5 Vacancies) (504551).

Applications Close:—Friday, 7 November 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 48 hours per fortnight. To commence 15 February 2009 until 14 February 2010.

Location:—Women's and Children's Services, Ward 4O/4B.

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 Veronica Wood, Department of Health and Human Services, phone (03) 6348 8964, email veronica.wood@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

Life support Co-ordinator (518297).

Applications Close:—Friday, 7 November 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day worker.

Location:—Nursing Services, Office of DON.

Duties:—Manage and co-ordinate Basic, Advanced Life Support and Paediatric/Neonatal Life Support education throughout the Launceston General Hospital to ensure the provision of quality, timely and appropriate multidisciplinary emergency care by collaboration with members of the Health Care Team and the Launceston General Hospital Resuscitation Advisory Group.

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Specialist Radiographer, MRI (517831).

Applications Close:—Friday, 28 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 worker with oncall.

Location:—Clinical Services, Radiology.

Duties:—Responsible for performing radiographic imaging examinations, procedures and specialised MRI procedures and associated administrative tasks.

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Physiotherapy Assistant (516082).

Applications Close:—Friday, 7 November 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent part-time day worker, working 45.6 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—Assist the Physiotherapists in the provision of optimal care for in-patients admitted with respiratory conditions, neurological disorders, falls, surgical and orthopaedic conditions.

Enquiries to Lisa Sanderson, Department of Health and Human Services, phone (03) 6430 6608, email lisa.sanderson@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****Speech Pathologist (517597).***

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.

Location:—Allied Health, Speech Pathology.

Duties:—To provide specialised clinical speech pathology assessment and intervention to inpatients and outpatients of the Mersey Community Hospital. To assist the Senior Speech Pathologist in providing clinical leadership, professional support and ensuring best practice standards for speech pathology services provided by the Mersey Community Hospital, in accordance with organisational policies and the professional code of conduct.

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

Enquiries to Heather Wilson, Department of Health and Human Services, phone (03) 64265582, email heather.wilson@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**Primary Health North****Administrative Support Officer (507415).***

Applications Close:—Friday, 7 November 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent part-time daywork, 38 hours per fortnight.

Location:—St Marys Community Health Service.

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

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

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 211, email smhc.manager@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****Community Options Case Manager (507511).***

Applications Close:—Friday, 7 November 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time daywork.

Location:—Primary Health, Launceston.

Duties:—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.

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 (507538).***

Applications Close:—Friday, 7 November 2008.

Salary:—\$44,751–\$46,469 pro rata.

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

Permanent part-time shiftwork, 54 hours per fortnight.

Location:—Primary Health, Deloraine.

Duties:—Deliver a high standard of nursing care within the scope of practice for an Enrolled Nurse with direction and supervision from a Registered Nurse.

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

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

Enquiries to Lester Jones, Department of Health and Human Services, phone (03) 6362 5000, email lester.jones@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) (506019).

Applications Close:—Friday, 7 November 2008.

Salary:—\$44,751–\$46,469 pro rata.

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

Permanent part-time shiftwork, 50 hours per month (5 consecutive 10 hour nights).

Location:—Beaconsfield District Health Service.

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

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

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

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

You are encouraged to apply 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

Home Help (518167).

Applications Close:—Friday, 7 November 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Permanent part-time daywork, 14 hours per fortnight.

Location:—George Town Hospital and Community Centre.

Duties:—Assist in providing a range of basic support services for frail aged people and people with disabilities and their carers.

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

Enquiries to Beth Smith, Department of Health and Human Services, phone (03) 6380 3620, email beth.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Kitchen Hand (506783).

Applications Close:—Friday, 7 November 2008.

Salary:—\$32,898–\$33,620 pro rata.

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

Permanent part-time shiftwork, 41 hours per fortnight.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—Assist in the preparation and delivery of the evening meals to patients and staff of the Hospital, James Scott Wing Nursing Home and Aminya Hostel and the cleaning of all equipment used.

Desirable Requirements:—Knowledge of food preparation, presentation and diets. Knowledge and understanding of cleaning procedures, including infection control and the use of cleaning chemicals or the ability to acquire same. Well developed organisational, communication and interpersonal skills.

Enquiries to Christine Wootton, Department of Health and Human Services, phone (03) 6352 5523, email maureen.nichols@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 West

Home Help/Personal Care Assistant (502698).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

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

Location:—King Island Multi Purpose Centre.

Duties:—Within a primary health care framework the Home Help Staff will function effectively as a member of a health team concerned with the care of an individual and family unit within the community. Perform essential household and personal care duties as assessed by the Community Health Nurse and approved by the Community Health Nurse and Manage/Director of Nursing.

Essential Requirements:-.

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

Enquiries to Community Health Nurse, Department of Health and Human Services, phone (03) 6462 9900, email kihhcdon@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 South

Administrative Assistant, Relief (506932).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

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

Location:—Repatriation Centre, Hobart.

Duties:—To provide an efficient reception service and high level administrative and clerical support for the Statewide Continence Service as specified by the State Manager.

Desirable Requirements:—Demonstrated knowledge and experience in administrative/clerical duties and sound office management practices. Knowledge of medical terminology, or the ability to acquire same. Ability to operate with initiative and to exercise judgement and discretion whilst working in a health care environment.

Enquiries to Tess Steel, Department of Health and Human Services, phone (03) 6222 7321, email tess.steel@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Client Service Officer, Relief (506638).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

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

Location:—Repatriation Centre, Hobart.

Duties:—To provide effective and efficient financial processing and administrative services to Community Care Services grouping of Area Service South.

Desirable Requirements:—High level communication and interpersonal skills and a demonstrated understanding of and experience in maintaining client confidentiality and client information privacy in a health work setting. Demonstrated initiative and organisational, time management and problem solving skills. An ability to establish a rapport with relevant client groups.

Enquiries to Linda Osborne, Department of Health and Human Services, phone (03) 6222 7280, email linda.osborne@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Client Service Officer, Relief (513461).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

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

Location:—Repatriation Centre, Hobart.

Duties:—The Community Rehabilitation Unit provides comprehensive multidisciplinary rehabilitation services to adult clients in Southern Tasmania. High level administrative and client service support is required to ensure optimum functioning of the service.

Depending on the area requiring cover, duties may include reception tasks for clients/visitors attending the Community Rehabilitation Unit or CRU/RHH clinics; arranging client transport; processing of client referrals; entering of client data onto the Electronic Health Record system; provision of administrative support for CRU staff and clinics; and liaising with medical, allied health and support staff to ensure a high quality service is provided to our clients.

Desirable Requirements:—High level communication and interpersonal skills and a demonstrated understanding of and experience in maintaining client confidentiality and client information privacy in a health work setting. Demonstrated initiative and organizational time management and problem solving skills. An ability to establish a rapport with relevant client groups including the frail aged and adults with complex disabilities including neurological conditions, amputations and acquired brain injuries, together with an understanding of their needs.

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

Enquiries to Martin Breen, Department of Health and Human Services, phone (03) 6222 7312, email martin.breen@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Client Services Officer, Relief (506896).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

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

Location:—Repatriation Centre, Hobart and Glenorchy Community and Health Centre.

Duties:—To provide effective and efficient financial processing and administrative services to Community Care Services grouping of Area Service South.

Desirable Requirements:—High level communication and interpersonal skills and a demonstrated understanding of and experience in maintaining client confidentiality and client information privacy in a health work setting. Demonstrated initiative and organisational, time management and problem solving skills. An ability to establish a rapport with relevant client groups.

Enquiries to Anthea Goslin, Department of Health and Human Services, phone (03) 6222 7217, email anthea.goslin@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Resources and Systems Performance

Principal Clinical Costing Consultant (518407).

Applications Close:—Friday, 7 November 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:—In collaboration with the Manager, Clinical Costing, undertake Clinical Costing activities and provide high level support in the development of Output Funding Models for use in Health Services. Be responsible for the implementation of appropriate output costing methodology for the Agency's clinical costing calculations. Undertake quantitative and qualitative data analyses regarding clinical costing models to support a variety of activities.

Enquiries to Kevin Ratcliffe, Department of Health and Human Services, phone (03) 6233 3306, email kevin.ratcliffe@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

Child and Family Health Nurse (500928, 500933)—2 Vacancies.

Applications Close:—Friday, 7 November 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term full-time day work commencing as soon as possible until 24 October 2009 and Fixed-term casual day work commencing 24 November 2008 until 24 November 2010.

Location:—Children and Family Services, South West Area.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will: provide assessment, care and support to individuals/groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

Desirable Requirements:—Minimum of 3 years post basic registration nursing experience and holds a relevant post graduate qualification in Child Health. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of family and child health nursing.

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

IT Support Officer (515622).

Applications Close:—Friday, 14 November 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Children and Family Services, Hobart.

Duties:—As a member of the Information Management (IM) Team, provide a high level of project management leadership and support for the successful implementation of IM projects in Human Services Group.

Desirable Requirements:—Demonstrable project management expertise and experience including the development, planning and implementation of integrated corporate information systems. Demonstrable expertise in business analysis and the proven capacity to provide high level process redesign and technical advice on complex issues to senior management and project governance committees. Proven capacity to develop and manage strategic contractual relationships with vendors, including experience in the evaluation of technical service provision and the preparation of specification of requirements documentation (business and technical requirements specifications and project proposals).

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

Enquiries to Nagy Wassif, Department of Health and Human Services, phone (03) 6233 4927, email nagy.wassif@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 East Area

Child and Family Health Nurse (500924, 500944)—2 Vacancies.

Applications Close:—Friday, 14 November 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work (500924) and Fixed-term part-time day work commencing 15 December 2008 until 11 December 2009 (500944).

Location:—Children and Family Services, South East Area.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will: provide assessment, care and support to individuals/groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

Desirable Requirements:—Minimum of 3 years post basic registration nursing experience and holds a relevant post graduate qualification in Child Health. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of family and child health nursing.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A 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; crimes involving dishonesty; identification check and disciplinary action in previous employment check.

Enquiries to Beverley Thomson, Department of Health and Human Services, phone (03) 6230 7956, email beverley.thomson@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

POPULATION HEALTH

Programme Manager, Move Well Eat Well (517581).

Applications Close:—Friday, 7 November 2008.

Salary:—\$63,340–\$66,962 pro rata.

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

Permanent part-time day work, working 45.6 hours per fortnight.

Location:—25 Argyle Street, Hobart, with Statewide responsibilities.

Duties:—This position manages the delivery of the Move Well Eat Well project resources, policies and programmes which aim to maximise the health and wellbeing of Tasmanian school children and their communities. A key focus is development and maintenance of close working relationships with the Department of Education (DoE), other relevant government and non-government agencies, and other key stakeholders to implement strategies which progress the state and national priorities related to promotion of physical activity and good nutrition for Tasmanian School children.

Desirable Requirements:—Extensive knowledge and experience in the promotion of health and wellbeing in a community setting, and a demonstrated understanding of the Health Promoting Schools framework. Demonstrated understanding of the political, social and organisational issues that may impact on the provision of school based health and wellbeing programmes at a school and community level. Demonstrated skills and experience in planning, developing, implementing, evaluating and reporting on population health/health promotion programmes or projects.

Enquiries to Sue Frendin, Department of Health and Human Services, phone (03) 6222 7774, email sue.frendin@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services****Administrative Assistant (506418).***

Applications Close:—Friday, 7 November 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time daywork.

Location:—Mental Health Services, Launceston.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Administrative Assistant: Provides day to day Administrative Support to a designated team/unit. Contributes towards optimal administrative and

business support processes at the local 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 in the following areas: crimes of violence; sex related offences; serious drug offences; crimes involving dishonesty; identification check and disciplinary action in previous employment check.

Enquiries to Joanne Bennett, Department of Health and Human Services, phone (03) 6348 7746, email joanne.bennett@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

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services****Allied Health Professional (515899).***

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.

Fixed-term full-time daywork, commencing as soon as possible to 30 June 2009.

Location:—Older Persons Mental Health Team, Launceston.

Duties:—The Older Persons Mental Health Team is a specialist service which ensures quality mental health outcomes for older people experiencing mental illness or organic mental disorder, their families, carers and community. The job will participate as an active member of the Older Persons Mental Health Team. Delivering case management, carer education, consultation, collaboration with GPs and significant others. In accordance with primary health care principles, Agency policy and direction, legal requirements and professional competencies, undertake the delivery of quality patient care services, based on best practice principles within a collaborative and multidisciplinary framework.

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

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

Enquiries to Jenny Mayne, Department of Health and Human Services, phone (03) 6336 4156, email jennifer.mayne@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

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Community Nurse (507449).

Applications Close:—Friday, 7 November 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time shiftwork, 38 hours per fortnight.

Location:—Mental Health Services, Launceston.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Community Nurse: Provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles. Works within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients. Supports and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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

Enquiries to Jennifer Mayne, Department of Health and Human Services, phone (03) 6336 4156, email jennifer.mayne@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

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Registered Nurse (518412).

Applications Close:—Friday, 7 November 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent part-time shift work (fully rotational), 38 hours per fortnight.

Location:—Spencer Clinic, North West Regional Hospital, Burnie.

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 Registered Nurse; Utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients. Interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes. Remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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: a) crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Linda Rose, Department of Health and Human Services, phone (03) 6430 6579, email linda.rose@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

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Registered Nurse (518413).

Applications Close:—Friday, 7 November 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shiftwork, fully rotational, 38 hours per fortnight.

Location:—Spencer Clinic, North West Regional Hospital, Burnie.

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 Registered Nurse; Utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients. Interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes. Remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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: a) crimes

of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Linda Rose, Department of Health and Human Services, phone (03) 6430 6579, email linda.rose@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

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Senior Social Worker (504901).

Applications Close:—Friday, 7 November 2008.

Salary:—\$80,262–\$88,771 per annum.

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

Permanent full-time daywork.

Location:—Mental Health Services, Launceston.

Duties:—Assists the Principal Social Worker to ensure the quality of clinical social work services in Child and Adolescent Mental Health Service through the implementation of the model of professional accountability and supervision and participation.

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; crimes involving dishonesty; identification check and disciplinary action in previous employment check.

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

You are encouraged to apply 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

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

State Office Alcohol and Drug

ADON/Manager Clinical Performance (500819).

Applications Close:—Friday, 14 November 2008.

Salary:—\$87,165 per annum.

Nurses (TPS) Award, Registered Nurse, Level 4 Grade 2.

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—As a senior member of the Alcohol and Drug Service, the ADON/Manager Clinical Performance, will form part of the Alcohol and Drug Service Executive Team, supporting and driving the implementation of change and reform across the alcohol, tobacco and other drug (ATOD) sector in Tasmania. The ADON/Manager Clinical Performance is the senior nursing practitioner within the Alcohol and Drug Service and provides clinical governance statewide to all nursing staff. Will work with key stakeholders within Alcohol and Drug Services to implement and maintain a clinical performance and evaluation system, and clinical risk management system, as part of the overall departmental clinical governance framework designed to enhance client safety and the quality of client care.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. 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; crimes involving dishonesty; identification check and disciplinary action in previous employment check.

Enquiries to John Alderdice, Department of Health and Human Services, phone (03) 6230 7802, email john.alderdice@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

State Office Alcohol and Drug

Manager Alcohol and Drug Service South (500982m).

Applications Close:—Friday, 14 November 2008.

Salary:—\$93,352 per annum.

Nurses (TPS) Award, Registered Nurse, Level 4 Grade 3.

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—As a member of the Alcohol and Drug Service Senior Management Team, provide high level advice and leadership in the delivery of specialist alcohol and other drugs services including change management and service development, in accordance with evidence based best practice and Alcohol and Drug Service principles, National ATODS Standards, agency policy, legal requirements and relevant professional competencies. Work in partnership with the Clinical Director of the Alcohol and Drug Service, State Manager Alcohol and Drug Service to ensure the effective and efficient provision of a variety of contemporary professional clinical services and programmes, and appropriate clinical governance structures. As a member of the Alcohol and Drug Service Senior Management Team, provide high level advice on policy and management issues to the State Manager.

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; crimes involving dishonesty; identification check and disciplinary action in previous employment check.

Enquiries to John Alderdice, Department of Health and Human Services, phone (03) 6230 7802, email john.alderdice@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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INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Information Management

Library Technician (372231).

Applications Close:—Friday, 7 November 2008.

Salary:—\$38,927–\$45,854 per annum.

Technical Employees Award, Level 2.

Permanent part-time 36.75 hours per fortnight.

Location:—Hobart.

Duties:—Assist with the effective and efficient delivery of a client-focused specialist library and information service by providing technical library support.

Essential Requirements:—An Advanced Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

Enquiries to Judy Jensen, Librarian, Department of Infrastructure, Energy and Resources, phone (03)6233 2048, email judy.jensen@dier.tas.gov.au.

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03)6233 2077, fax (03)6233 5337, email 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 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.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (900610).

Applications Close:—Friday, 7 November 2008.

Salary:—\$35,933 per annum.

Operational Employees Award, Level 4.

Permanent part-time 7.5 hours per week.

Location:—Ulverstone.

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

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, serious driving offences; and a Medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current drivers licence. Possession of a current First Aid Certificate.

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

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03)6233 2077, fax (03)6233 5337, email 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 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.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Rail Management Branch

Rail Infrastructure Supervisor, 371953.

Applications Close:—Friday, 7 November 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Vacancy No. 371953.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Using expert knowledge of rail infrastructure and rail maintenance, this position will oversee and validate works, both maintenance and capital, to be carried out on the Tasmanian Rail Network. This position will also play a key role in assisting the Rail Management Branch to develop appropriate systems and rail safety standards to support the operational requirements of the Branch.

Desirable Requirements:—Hi-rail operator certification on the Tasmanian Rail Network Approved courses in rail infrastructure and maintenance.

Enquiries to Philip Petersen, Acting Rail Manager, Department of Infrastructure, Energy and Resources, phone (03) 6233 9691, email philip.petersen@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 2077, fax (03) 6233 5337, email 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 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.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Traffic and Infrastructure***Manager Business Services (372167).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Manage the development, integration and delivery of a range of multi-disciplinary business services, including the planning, development and strategic direction of the Road Information Management System (RIMS). Provide expert advice on financial, human and physical resource management, administrative services, and information management issues.

Desirable Requirements:—Relevant tertiary qualifications would be looked on as an advantage.

Enquiries to Simon Buxton, Director Traffic Infrastructure, Department of Infrastructure, Energy and Resources, phone (03)6233 5276, email simon.buxton@dier.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Traffic and Infrastructure***Resource Management Officer (372169).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Assist the Director with the management of Branch resources, particularly the development, review and reporting of the annual budget programme. Responsible for the implementation of solutions and systems to effectively manage the Branch's Human Resource and Workplace Health and Safety, reporting and planning needs.

Desirable Requirements:—Relevant tertiary qualification or work experience in a relevant field Current driver's licence.

Enquiries to Simon Buxton, Director Traffic Infrastructure, Department of Infrastructure, Energy and Resources, phone (03)6233 5276, email simon.buxton@dier.tas.gov.au.

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

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

JUSTICE

TASMANIA PRISON SERVICE

Correctional Manager (355628).

Applications Close:—Friday, 7 November 2008.

Salary:—\$68,888–\$74,120 per annum.

Correctional Officers Agreement 2005, Correctional Manager, Grade 01/02.

Permanent full-time 73.50 hours per fortnight.

Location:—Risdon Prison.

Duties:—Ensure that correctional services are appropriate to the needs of inmates. Direct and supervise the staff of a unit or facility and develop and implement team and unit lines of communication. Provide for the well-being and safety of all people in the work place, including visitors. Manage a unit or facility in order to make the most effective use of staff, resources and systems.

Essential Requirements:—Full Diploma of Correctional Administration or relevant tertiary qualifications and Management qualifications mapped to nationally recognised training packages, including Diploma of Correctional Administration and/or others and Advanced case management qualifications mapped to nationally recognised training packages, including Certificate IV Correctional Practice (Custodial) and/or others.

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

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

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Haylie Allie on (03) 6216 8183.

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

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

Administrative and Clerical Officer (356113).

Applications Close:—Friday, 7 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time 73.5 hours per fortnight, commencing as soon as possible for a six months.

Location:—Rosny.

Duties:—Undertake data coding and entry, updating databases and implementation of data quality control measures. Liaise with industry stakeholders to maintain data quality and legislative reporting requirements. Assist in the preparation and issue of documentation relating to data forms, application forms, statistical reports and correspondence with stakeholders.

Desirable Requirements:—Experience in data coding would be an advantage. Minimum typing speed of 60 wpm with 98% accuracy. Current drivers' licence.

Enquiries to John Hammersley, Chief Electrical Inspector, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7869, email john.hammersley@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Christine Wilcock on (03) 6233 7851.

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

*Information Technology Services***Manager, Application Development and Support (002982).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Information Technology Services, Hobart.

Duties:—To efficiently manage staff, and initiate and implement best practice service delivery in relation to system development and application services, including the support, maintenance and enhancement of corporate business systems, within time and budget constraints.

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.

Desirable Requirements:—Tertiary qualifications in Management/Information Technology or equivalent experience will be viewed as highly desirable.

Enquiries to Mr Murray Lawler, Manager, Information Technology, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone 6230 2921, email murray.lawler@police.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

*Office of the Valuer General***Business Manager (702049).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage and provide business and administrative services to the Valuer-General, to support the efficient functioning state-wide of the Office of the Valuer-General. Monitor the branch budget, reporting on projected revenue and expenditure and contribute to strategic advice in relation to business performance. Assist with allocation of work to staff to ensure priorities are met; setting prices for various valuation services and negotiating contracts with other Government Agencies and Local Government.

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

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

Enquiries to Tony Wright, phone (03) 6216 4202, email anthony.wright@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

*Service Tasmania Operations***Team Leader (Staff Development and Training) (702865).**

Applications Close:—Friday, 7 November 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

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

Duties:—To lead and manage the planning, scheduling, evaluation and delivery of training for Service Tasmania employees. Initiate and develop training packages to improve the level of training and identify improved methods of training delivery. Facilitate and/or deliver training and assessment activities for all Service Tasmania staff.

Desirable Requirements:—A current motor vehicle driver's licence. Certificate IV in Workplace Training and Assessment or similar qualification.

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

Enquiries to Bob Avery, phone (03) 6233 3377, email bob.avery@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

Biodiversity Conservation

Microbiologist/Immunologist (Chytrid Research and Management Project) (Re-advertised) (702906).

Applications Close:—Friday, 14 November 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

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

Location:—Mt Pleasant.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIW may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s.

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

Duties:—As a senior professional practitioner, assess Tasmanian frogs for sensitivity or resistance to chytridiomycosis. Develop water chytrid screening capabilities.

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

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

Desirable Requirements:—A current motor vehicle driver's licence. Work Place Level 2 First Aid Certificate or equivalent.

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

Enquiries to Louise Jerrim, phone (03) 6233 8759, email louise.jerrim@dpiw.tas.gov.au

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

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

Fox Eradication

Community Education Project Officer (702573).

Applications Close:—Friday, 7 November 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term part-time (29.40hrs per week) for a period of 18 months.

Location:—Launceston.

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:—Develop and deliver a community education project for the Fox Eradication Programme.

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

Desirable Requirements:—A University Degree in a related discipline. Workplace Level 2 First Aid Certificate, or equivalent. A current motor vehicle drivers licence.

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

Enquiries to Jane Ryan, phone (03) 6336 5320, email Jane.Ryan@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

Water Management

Engineer (Dam Safety) (702934).

Applications Close:—Friday, 7 November 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Fixed-term full-time from as soon as possible until 24 December 2009.

Location:—Hobart.

Duties:—As a senior professional practitioner, provide professional civil engineering assessment and review of dam permit applications, and support to the Tasmania Dam Safety Project by undertaking dam safety reviews of existing and newly constructed dams, and through the review of work-as-executed and surveillance reports, random audits and oversight of dam safety emergency management processes produced in accordance with the legislative framework.

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

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

Desirable Requirements:—A current motor vehicle drivers licence.

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

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

Water Management

Project Assistant (Dam Safety) (702933).

Applications Close:—Friday, 7 November 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time until 30 June 2009.

Location:—Launceston.

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

Duties:—Provide administrative and clerical support to the dam safety team. Assist in facilitating the Government's objectives of improved dam safety under legislative requirements of the Water Management Act 1999 and the Water Management (Safety of Dams) Regulations 2003.

Desirable Requirements:—A current motor vehicle drivers licence.

Enquiries to Kris Andrews, phone (03) 6233 2584, email Kris.Andrews@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

Water Management

Project Officer (Groundwater Business Process and Drillers Licensing) (702923).

Applications Close:—Friday, 7 November 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time from as soon as possible for 18 months.

Location:—Hobart.

Duties:—Oversee the introduction of licensing for groundwater drilling in Tasmania, and develop business processes to underpin the introduction of groundwater regulation to Tasmania.

Desirable Requirements:—An appropriate course in Science, Engineering or Environmental Studies or an equivalent qualification from a recognised tertiary institution. A current motor vehicle driver's licence. Experience in groundwater resource management would be an advantage.

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

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

Water Policy and Planning

Project Assistant (Water Management Planning) (702932).

Applications Close:—Friday, 7 November 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time until 30 June 2009.

Location:—Hobart.

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

Duties:—Provide administrative and clerical support to the Water Management Planning Programme. Assist with facilitating projects to meet the Government's objective of sustainable management of the State's water resource.

Desirable Requirements:—A current motor vehicle drivers licence.

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

Enquiries to Robin Wall, phone (03) 6233 9482, email Robin.Wall@dpiw.tas.gov.au.

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

TAFE TASMANIA

DELIVERY TEAMS

Clothing and Textiles

Technical Employee (330189).

Applications Close:—Friday, 7 November 2008.

Salary:—\$38,927–\$45,854 pro rata.

Technical Employees Award, Level 2.

Permanent part-time 0.5 FTE, 36.75 hours per fortnight.

Location:—South.

Duties:—To provide technical support to teachers engaged in the delivery of programmes, requiring the application of conventional practices.

It would be advantageous for potential applicants to have basic computer skills, and knowledge of the local Textiles, Clothing and Footwear industry.

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 provision of Section 37 of the State Service Act 2000 appropriate to the nature of the work.

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

Enquiries to Marie Thorn, Team Leader, Clothing and Textiles, TAFE Tasmania, phone (03) 6233 7356, email Marie.Thorn@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA

DELIVERY TEAMS

*Community Services and Health***Teacher (Community and Childrens Services) (330806).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent part-time (0.8 FTE 56 hrs per fortnight).

Location:—North West.

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

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

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

Enquiries to Kim Popowski, Team Leader, TAFE Tasmania, phone (03) 6434 5883, email Kim.Popowski@tafe.tas.edu.au.

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

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

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

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

THE PUBLIC TRUSTEE

TRUSTEE SERVICES

Trust Officer/Client Account Manager (790121).

Applications Close:—Friday, 7 November 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

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

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

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

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

Applications to Leanne Russell, Executive Assistant, The Public Trustee, 116 Murray Street, Hobart 7000, phone 6233 7611, email lrussell@publictrustee.tas.gov.au.

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Ranger	A Farley	6 months	27.10.08
Health & Human Services	IT Officer	C. Bennett	6 months	03.11.08
Health & Human Services	Team Leader-Adult Program, FVCSS - North	H.Malerbi	6 months	04.11.08
Health & Human Services	Registered Nurse	K. Waldhuter	6 months	23.11.08
Health & Human Services	Coordinator Planning and Performance Monitoring	S.Sayer	6 months	20.10.08
Health & Human Services	Coordinator Planning and Performance Monitoring	J.Buchbinder	6 months	20.10.08

Health & Human Services	Home Help	V. Ives	6 months	21.10.08
Health & Human Services	Home Help	G. Coleman	6 months	21.10.08
Health & Human Services	Home Help	J. Dixon	6 months	21.10.08
Infrastructure, Energy & Resources	Engineer	C Blazely	6 months	20.10.08
Infrastructure, Energy & Resources	Engineer - Project Manager	R Fenderson	6 months	20.10.08
Infrastructure, Energy & Resources	Transport Inspector	S Roberts	6 months	20.10.08
Infrastructure, Energy & Resources	Manager Policy & Projects	D Edminston	6 months	20.10.08
Primary Industries & Water	Administrative Assistant	C. Yahata	6 months	24.10.08
Treasury & Finance	Specialist Research Officer	A. Rossiter	6 months	16.10.08

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	Trainee Field Officer	C Pitchford	2 years	13.10.08
Environment, Parks, Heritage & the Arts	Conservation Project Manager	J Lyngcoln	2 years	10.11.08
Environment, Parks, Heritage & the Arts	Senior Aboriginal Heritage Officer	C Hughes	2 years	06.10.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	P. Howard	Business Manager	30.10.08
Education	S Ransom	Senior Coordinator Salary Allocation and Budget Management	03.11.08
Education	C Carroll	Administrative Officer	13.10.08
Education	A Procter	College VET Clerk	16.10.08
Education	P Dilger	Manager Corporate Service Centre	20.10.08
Education	J Holloway	School Administrative Officer	22.10.08
Environment, Parks, Heritage & the Arts	S Challis	Marketing and Special Projects Coordinator	20.10.08
Health & Human Services	R Cox	Project Officer (Statewide Service Implementation)	27.10.08
Health & Human Services	J.Klye	Team Leader	27.10.08
Health & Human Services	M. Glennon	Co-ordinator Policy/Protocols	21.10.08
Health & Human Services	K. Madden	Clinical Nurse	03.11.08
Infrastructure, Energy & Resources	A Yuile	Senior Project Officer Tasmanian Road Safety Strategy	10.10.08
Infrastructure, Energy & Resources	D Kidd	Network Supervisor	20.10.08
Justice	K Byers	Correctional Supervisor	20.10.08
Primary Industries & Water	C. Atkinson	Policy Analyst	27.10.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	S Fehre	29.10.08
Health & Human Services	Cook	P Higgins	20.09.08
Premier & Cabinet	Security Officer	J Gourlay	20.10.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Librarian	J North	26.09.08
Education	Teacher	T McNear	26.09.08
Education	Teacher	J Dean	26.09.08
Health & Human Services	Senior Occupational Therapist - ACET	A. Browne	21.10.08
Health & Human Services	Community Mental Health Nurse	C Campbell	03.10.08
Health & Human Services	Hospital Aide	T McDermott	17.10.08
Health & Human Services	Registered Nurse	D. Cornish	18.10.08
Health & Human Services	Ambulance Officer	W Harris	19.10.08
Health & Human Services	Administrative Assistant	D Barr	22.10.08
Infrastructure, Energy & Resources	Driver Testing Officer	J Lyness	24.10.08
Justice	Clerk	N.Taylor	24.10.08
Police & Emergency Management	Housemaid	L. Garth	21.10.08
Police & Emergency Management	Team Leader	H. Coetzee	27.10.08
Police & Emergency Management	Clerk	S. Nikolai	28.10.08
Premier & Cabinet	Policy Analyst	G Enright	24.10.08

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