



# TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY  
AUTHORITY  
ISSN 0039-9795

WEDNESDAY 10 SEPTEMBER 2008

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

## CONTENTS

### VACANCIES—

Economic Development and Tourism.....	1708
Education .....	1709
Environment, Parks, Heritage and the Arts.....	1711
Health and Human Services .....	1712
Infrastructure, Energy and Resources.....	1728
Justice.....	1729
Police and Emergency Management.....	1732
Primary Industries and Water.....	1733
TAFE .....	1734
Treasury and Finance .....	1735

### STAFF MOVEMENTS—

Appointments.....	1736
Promotions.....	1737
Resignations .....	1737
Retirements .....	1737
Terminations .....	1737

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

## Vacancies—General Information

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

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

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

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

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

**Gazette**

Email copy to

**govt.gazette@thepat.com.au**

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.

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

The only way to place a State Service vacancy, direct selection and staff movement notices is through the *www.jobs.tas.gov.au* system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a *www.jobs.tas.gov.au* system log on, please contact your Human Resource Manager or the

Public Sector Management Office on telephone (03) 6233 6687 or email: *jobsadmin@dpac.tas.gov.au*

**Order Information**

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

**Deadlines***Government Gazette:—*

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

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

Telephone (03) 6233 6687.

**Deadlines will be strictly adhered to.**

**Subscription or account enquiries phone (03) 6233 3148**

**ECONOMIC DEVELOPMENT AND TOURISM****CORPORATE SUPPORT DIVISION***Human Resources***Human Resource Officer (424560).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time or part-time.

Location:—Hobart.

Duties:—Contribute to the effective management of human resources by providing, payroll and personnel related advice and administrative support services to management and staff within the Department.

Desirable Requirements:—Previous experience with the application of EMPOWER.

Enquiries to Wes Arthur, Senior HR Officer, Department of Economic Development and Tourism, phone (03) 6233 5866, email *Wes.Arthur@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****Project Manager (425039).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—Develop strategies and manage project activities that facilitate the positive development and enhancement of the Tasmanian brand through government and industry.

Provide marketing, communications and project management expertise to the Tasmania Brand Project to drive the successful fulfilment of the Project strategy.

Desirable Requirements:—Degree in business or marketing. Current driver's licence.

Enquiries to Elissa Ferguson for a copy of the Statement of Duties on (03) 6233 9537 or email *Elissa.Ferguson@development.tas.gov.au*. For further information about the position please contact Anthea Pritchard, Director Brand Tasmania, phone (03) 6233 5789, email *Anthea.Pritchard@development.tas.gov.au*.

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

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

**ECONOMIC DEVELOPMENT AND TOURISM****INDUSTRY DEVELOPMENT DIVISION***Investment, Attraction and Business Services***Project Officer (425038).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—To contribute to balanced and sustainable economic development in Tasmania, with a particular focus on investment attraction activities by assisting with selected projects of strategic significance to Tasmania under the guidance of more senior officers.

As a member of the Investment Attraction and Business Services Unit, contribute to the expansion, diversification and sustainable development of industry in Tasmania.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations are desirable. A current driver's licence.

Enquiries to Melissa Honey for a copy of the Statement of Duties on (03) 6233 5869 or email *Melissa.Honey@development.tas.gov.au*. For further information about the position please contact Stephen Durney, Project Manager, phone (03) 6233 5753, email *Stephen.Durney@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

## SPORT AND RECREATION TASMANIA

*Tasmanian Institute of Sport****Sports Performance Officer (424912).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialised sports science services to Tasmanian Institute of Sport (TIS) athletes and coaches.

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

Desirable Requirements:—A Bachelor of Applied Science (Human Movement Studies) or equivalent qualification. Experience working with elite athletes within sports science and/or physical preparation. Current Driver's Licence. Up to date First Aid Certificate (Work place 2 – Senior First Aid).

Enquiries to John Gregory, Manager Sports Performance, Department of Economic Development and Tourism, phone (03) 6336 2256, email John.Gregory@development.tas.gov.au.

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

## TOURISM TASMANIA

*Marketing****Head of National Markets and Creative Services (705933).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$85,813 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—The Head of National Markets and Creative Services is responsible for developing, managing and implementing the domestic sales and marketing plan for Tasmania, as well as overseeing local operations aimed at increasing domestic and intrastate visitor numbers and yields. The position is required to managing the human, physical, financial and information resources of the business unit.

Desirable Requirements:—Relevant tertiary qualifications or proven management experience in a similar role.

Enquiries to Nicki Broughton for a copy of the Statement of Duties on (03) 6230 8296 or email Nicki.Broughton@tourism.tas.gov.au. For further information about the position please contact Chris Griffin, Group Manager Destination Marketing, phone (03) 6230 8119, email Chris.Griffin@tourism.tas.gov.au.

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

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

## EDUCATION

## CORPORATE SERVICES

*Human Resources Management*

## Workplace Relations

## HR Operations

***Senior Systems Officer (962773).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Oversight the operation of nominated HRM Information System modules, processes and/or operations.

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 Talia Puskaric, Department of Education, phone (03) 6233 7925, email talia.puskaric@education.tas.gov.au.

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

## EDUCATION

## CORPORATE SERVICES

*Human Resources Management*

## Workplace Relations

## Safety, Injury and Risk Management Unit

***Senior Injury Management Officer (960258).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Direct and supervise the processing of workers compensation claims and assist in the co-ordination of employee rehabilitation programmes.

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 Kate Pyke, Department of Education, phone (03) 6233 7030, email [kate.pyke@education.tas.gov.au](mailto:kate.pyke@education.tas.gov.au).

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

## EDUCATION

### CORPORATE SERVICES

#### *Ministerial and Co-ordination Unit*

#### **Ministerial Liaison Officer (650765).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time From as soon as possible to 16 October 2009.

Location:—Hobart.

Duties:—Within the context of a client focussed small team and as the Department's point of liaison with the Minister's Office, co-ordinate the timely preparation and provision of high quality correspondence, briefings, speeches and other documents for the Minister. Provide efficient and effective Ministerial information and document tracking systems.

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

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

Enquiries to Sue Kennedy, Department of Education, phone (03) 6233 6993, email [sue.kennedy@education.tas.gov.au](mailto:sue.kennedy@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### **Speech and Language Pathologist (300524)—Re-advertised.**

Applications Close:—Friday, 3 October 2008.

Salary:—\$45,535–\$73,058 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional,

Level 1-2.

Permanent full-time or Fixed-term full-time.

Location:—Burnie.

Please note that it is intended to fill this vacancy on a permanent basis. However, for a period of six months from the date of this advertisement subsequent permanent or Fixed-term Speech and Language Pathologist vacancies may arise and may be filled as a result of this selection process.

Relocation expenses may apply for the successful applicant.

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a speech and language pathologist service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—A degree in Speech Pathology from an Australian University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. Eligibility for membership of Speech Pathology Australia. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

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

Desirable Requirements:—A current driver's licence. Eligibility for membership of Speech Pathology Australia.

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 Sonia Guizzo, Department of Education, phone (03) 6431 9273, email [sonia.guizzo@education.tas.gov.au](mailto:sonia.guizzo@education.tas.gov.au).

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

## EDUCATION

### SKILLS TASMANIA

#### *Purchasing, Information and Research*

#### Information and Research

#### **Co-ordinator VET Statistics (961046).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Co-ordinate and undertake the collection of statistical data from training organisations, maintain statistical databases. Advise registered training organisations (RTOs) and schools about data collection and



provide a VET statistics consultancy service.

Desirable Requirements:—Current Driver's licence.

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

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

For a copy of the Statement of Duties please contact Di House phone (03) 6233 4873, email [dianne.house@education.tas.gov.au](mailto:dianne.house@education.tas.gov.au).

Enquiries to Daniel Albert, Department of Education, phone (03) 6233 4616, email [daniel.albert@education.tas.gov.au](mailto:daniel.albert@education.tas.gov.au).

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

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

ARTS TASMANIA

*Arts@work*

#### **Marketing and Special Projects Co-ordinator (706304).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—To actively market, research and co-ordinate the activities of Arts Tasmania and *arts@work* as part of relevant publicity strategies that build brand awareness. Deliver graphic design services for selected programmes, special projects, events and services. Provide high level advice to inform and administer programmes of assistance to the arts.

Desirable Requirements:—It is desirable that you have tertiary qualifications or equivalent professional experience in the marketing, arts or business environment, a current motor vehicle driver's licence and high level knowledge of the arts and cultural industry.

Enquiries to Fiona Barber, Manager *arts@work* for further information regarding the vacancy, phone (03) 6233 5939 or email [Fiona.Barber@artsatwork.tas.gov.au](mailto:Fiona.Barber@artsatwork.tas.gov.au). For a copy of the Statement of Duties contact, Shiloh Isham, phone (03) 6233 5940, email [Shiloh.Isham@artsatwork.tas.gov.au](mailto:Shiloh.Isham@artsatwork.tas.gov.au).

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to, Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, Tas, 700, phone (03) 6233 5914, fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

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

ENVIRONMENT

#### **Senior Waste Management Officer (706303).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior environmental officer, assist in implementation of both the Waste Management and Controlled Waste Strategies for Tasmania, provision of advice for environmentally relevant activities, particularly in areas relating to waste management and controlled (hazardous) waste management according to the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation and policies.

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

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

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

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

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

OFFICE OF THE SECRETARY

*Information Management Branch*

#### **Regional ICT Support Services Manager (706248).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$64,096–\$67,714 per annum.

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

Permanent full-time.

Location:—Launceston.

Duties:—As a senior member of the Information, Communications and Technology (ICT) section provide high level leadership and technical direction in the provision of ICT related Support to the Agency. Establish both customer and supplier relationships with the objective of providing best practice/world class ICT support and infrastructure.

Desirable Requirements:—A tertiary qualification in information technology or a similar discipline. Appropriate experience in managing ICT infrastructure in a corporate environment. Proven experience with Microsoft server Applications, including Microsoft Exchange, and also hold a current driver's licence.

Enquiries to Mark Siegemund, ICT Manager, for more information about the vacancy or for a copy of the Statement of Duties, phone (03) 6233 5860, email [Mark.Siegemund@depha.tas.gov.au](mailto:Mark.Siegemund@depha.tas.gov.au).

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

ENVIRONMENT, PARKS, HERITAGE AND THE  
ARTS

OFFICE OF THE SECRETARY  
*Information Management Branch*

**Senior Systems Administrator (706170).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$64,096–\$67,714 per annum.

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

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—As a highly skilled senior technical member of the Infrastructure Management team contribute to the provision of information and communications technology management services to assist the department in improving the efficiency and effectiveness of its business. To be a technical leader to implement best practice/world class ICT infrastructure.

Desirable Requirements:—A tertiary qualification in information technology or a similar discipline. Appropriate experience in managing ICT infrastructure in a corporate environment. Proven experience with Microsoft server Applications, including Microsoft Exchange, and also hold a current driver's licence.

Enquiries to Mark Siegemund, ICT Manager, for further information about the vacancy or for a copy of the Statement of Duties, phone (03) 6233 5860, email [Mark.Siegemund@depha.tas.gov.au](mailto:Mark.Siegemund@depha.tas.gov.au).

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

ENVIRONMENT, PARKS, HERITAGE AND THE  
ARTS

PARKS AND WILDLIFE SERVICE

*Office of the General Manager*

**Executive Support Officer (705542).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the operations of General Manager's Office and provide wide-ranging and high level administrative support services to the Parks and Wildlife Service General Manager and the Parks and Wildlife Service Executive team.

Enquiries to Peter Mooney, General Manager Parks and Wildlife Service, for further information regarding the vacancy or for a copy of the Statement of Duties, phone (03) 6233 3169, email [Peter.Mooney@parks.tas.gov.au](mailto:Peter.Mooney@parks.tas.gov.au).

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

*Human Resources*

Pay/Personnel

Pay/Personnel – South

**Business Analyst (511506).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide high level whole of agency policy and technical advice on the collection and use of workforce data. Undertake complex reporting, modelling and analysis to support agency wide performance monitoring and budget management.

Desirable Requirements:—Highly developed business, system and data analysis skills along with extensive knowledge and experience in the use of computer systems relating to human resource information. Experience in data analysis and information management principles and practices and the development of executive reporting facilities across integrated information systems. High level experience in the use of software reporting tools. Experience in the use of Crystal Reports software highly desirable.

Enquiries to Sue Strugnell, Department of Health and Human Services, phone (03) 62334884, email [sue.strugnell@dhhs.tas.gov.au](mailto:sue.strugnell@dhhs.tas.gov.au).

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

*Information Services*

ICT Infrastructure

**IT Officer (517468).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,464–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Burnie.

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

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

Enquiries to Gary Murphy, Department of Health and Human Services, phone (03) 64 407063, email gary.murphy@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### CORPORATE GOVERNANCE

#### *Corporate Strategy, Planning and Performance*

#### Planning and Performance

#### ***Policy Analyst (500317a).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Fixed-term full-time day work from as soon as possible for a period of 6 months.

Location:—Hobart.

Duties:—Contribute to the research, investigative and analytic capacity of the Unit. Support the secretariat and administrative processes managed by the Unit; and support the efficient and effective day-to-day operation of DHHS performance reporting processes and systems. This work will involve problem solving, analysis of complex issues, investigation and research into policy, service system, and corporate management issues, and liaison and co-ordination within DHHS and externally.

Desirable Requirements:—Demonstrated research and investigative skills and the ability to exercise initiative in gathering and interpreting data and information. An understanding of project management principles is considered desirable. Well developed strategic, conceptual and analytical skills with the ability to plan and prioritise activities, exercise initiative, make sound judgements about relevant issues and to understand the political, social and organisational environment. Well-developed oral and written communication, interpersonal and conflict resolution skills, including proven ability to liaise effectively with a wide range of people.

Enquiries to Leone Stephens, Department of Health and Human Services, phone (03) 6233 4961, email leone.stephens@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Health and Well Being Services*

#### Cancer Screening and Control Service

#### ***Team Leader, Policy and Education Unit (511483).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time daywork.

Location:—Cancer Screening and Control Service, Hobart.

Duties:—In accordance with Agency policies promote the health and wellbeing of Tasmanians through the development of policy and strategic frameworks for cancer control in Tasmania. Provide leadership and direction in the management of the Policy and Education Unit of Cancer Screening and Control Services. This will involve supporting the State Manager by undertaking policy review and development and participating in or leading projects relating to the delivery of services to the community.

Desirable Requirements:—Demonstrated strategic, conceptual, analytical and creative skills, with the ability to understand the political, social and organisational environment impacting on the Agency, and the broader Government. High level understanding of strategic cancer screening and control issues from a population health perspective. Demonstrated project management skills and knowledge and experience in the development and formulation of policy and in the successful communication and marketing of policy options to Government, the community, stakeholders and staff.

Enquiries to Gail Raw, Department of Health and Human Services, phone (03) 6216 4300, email gail.raw@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### ***Administrative Assistant (517134).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time day worker, working 30.4 hours per fortnight.

Location:—Medicine, W P Holman Clinic.

Duties:—To provide an efficient specialised Radiation Oncology, Medical, Oncology, Clinical Haematology inpatient and outpatient clerical service utilising integrated patient management systems.

Desirable Requirements:—Excellent keyboard skills and familiarity with computer systems. Previous audio typing experience and use of medical terminology is highly desirable. Previous experience and a sound knowledge of clerical and reception procedures together with knowledge of the function of medical records.

Enquiries to Loris Towers, Department of Health and Human Services, phone (03) 6348 7138, email loris.towers@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).



## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Administrative Assistant (503848).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,464–\$41,681 per annum.

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

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

Location:—Medicine, W P Holman Clinic.

Duties:—To provide an efficient specialised Radiation Oncology, Medical, Oncology, Clinical Haematology inpatient and outpatient clerical service utilising integrated patient management systems.

Desirable Requirements:—Excellent keyboard skills and familiarity with computer systems. Previous audio typing experience and use of medical terminology is highly desirable. Previous experience and a sound knowledge of clerical and reception procedures together with knowledge of the function of medical records.

Enquiries to Loris Towers, Department of Health and Human Services, phone (03) 6348 7138, email [loris.towers@dhhs.tas.gov.au](mailto:loris.towers@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Administrative Assistant (504818).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day worker.

Location:—Surgery, Department of Surgery/Anaesthesia.

Duties:—To provide a high level of administrative and clerical support to the Director(s) of Anaesthesia/Surgery, and assistance to other members of the Department(s) of Anaesthesia/Surgery.

Desirable Requirements:—Demonstrated effective communication and interpersonal skills and the ability to function within a team environment. The ability to undertake administrative and clerical duties with accuracy and precision. A high level of written and verbal communication with the ability to show initiative, discretion and maintain confidentiality.

Enquiries to Eloise Hope, Department of Health and Human Services, phone (03) 6348 7576, email [eloise.hope@dhhs.tas.gov.au](mailto:eloise.hope@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Director of Anaesthesia (504795).**

Applications Close:—Friday, 19 September 2008.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Permanent full-time day worker.

Location:—Anaesthetics LGH.

Duties:—To provide quality specialist medical services to the Launceston General Hospital within the limits of specified clinical privileges.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Maurice Vialle, Department of Health and Human Services, phone (03) 63487576, email [maurice.vialle@dhhs.tas.gov.au](mailto:maurice.vialle@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***House Services Assistant (503542).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Permanent full-time shift worker.

Location:—Corporate, House Services.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 6348 7482, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).



## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Registered Nurse (515196).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time day worker not working weekends but working public holidays, 48 hours per fortnight.

Location:—Renal Unit-Parkside-Burnie.

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

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

Enquiries to Jennifer Reynolds, Department of Health and Human Services, phone (03) 64344130, email [jennifer.reynolds@dhhs.tas.gov.au](mailto:jennifer.reynolds@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Staff Specialist, Nephrologist (504644).**

Applications Close:—Friday, 19 September 2008.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Permanent full-time day work.

Location:—Department of Medicine.

Duties:—Provide specialist medical care to patients attending the Launceston General Hospital. To be involved in research and quality improvement activities, undergraduate and post graduate teaching at the Launceston General Hospital. To provide specialist advice to inpatient units as required.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Dr Alasdair Macdonald, Department of Health and Human Services, phone (03) 63487578, email [alsadair.macdonald@dhhs.tas.gov.au](mailto:alsadair.macdonald@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Mersey Community Hospital***Finance Director (518254).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$85,057 per annum.

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

Permanent full-time day worker.

Location:—North West Regional Hospital and Mersey Community Hospital.

Duties:—Leadership role to ensure that the strategic financial and performance direction of Mersey Community Hospital and North West Regional Hospital are delivered in accordance with the Department of Health and Human Services (DHHS) operational framework.

Desirable Requirements:—Extensive experience in and knowledge of, business and financial management of large complex organisations. High level resource management skills and experience and knowledge of contemporary management practice, including change management skills. Demonstrated high level knowledge and understanding of the current issues impacting on the health and human services industry, with particular knowledge of issues relating to financial management.

Enquiries to Jane Holden, Department of Health and Human Services, phone (03) 6430 6516, email [jane.holden@dhhs.tas.gov.au](mailto:jane.holden@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Mersey Community Hospital***General Manager Mersey Community Hospital (518328).**

Applications Close:—Friday, 3 October 2008.

Salary:—per annum.

Rural Medical Practitioner, Level 2 (Salary commensurate with qualifications and experience).

Fixed-term full-time day worker. To commence as soon as possible for a five year term.

Location:—Mersey Community Hospital.

Duties:—Provide day to day management for the operation of the hospital, ensuring adequate resources (including human resources) are available to provide safe and quality patient care within agreed budget and in a safe environment.

The General Manager will be expected to develop and maintain excellent working relationships with the Clinical Directors; Director of Nursing; Director of Medical Services and Manager Quality.

Work with the Executive team to ensure where appropriate, service linkages are developed across the North West that improve access for the population.

Desirable Requirements:—A tertiary qualification in commerce, management, health services or equivalent experience. Previous experience as a senior operational manager in a health organisation and knowledge of the Australian health system. A successful track record in the

development, negotiation, delivery and performance of internal service level agreements.

Enquiries to Jane Holden, Department of Health and Human Services, phone (03) 6430 6516, email jane.holden@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### **Administrative Assistant (502206).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day worker.

Location:—Nursing Services, Diabetes.

Duties:—Provide an efficient administrative and clerical support service to the Nurse Unit Manager and other clinical staff in the Diabetes Unit.

Desirable Requirements:—Within a health service delivery environment, a sound knowledge and experience of clerical/reception duties; together with the ability to undertake the day-to-day running of an office. Sound knowledge and experience in the utilisation of office management software and equipment. Effective interpersonal and communication skills, including the ability to liaise effectively with team members and in the provision of reception services to patients attending the Centre.

Enquiries to Giuliana Murfet, Department of Health and Human Services, phone (03) 6430 6590, email giuliana.murfet@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### **Clinical Nurse (502147).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent part-time shift work, working 48 hours per fortnight. To commence on 8 November 2008.

Location:—Nursing Services, ICU/CCU.

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

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

Enquiries to Trudy Segger, Department of Health and Human Services, phone (03) 6430 6668, email [trudy.segger@dhhs.tas.gov.au](mailto:trudy.segger@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### **Director of Medical Services (518258).**

Applications Close:—Friday, 10 October 2008.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Permanent full-time day worker.

Location:—North West Regional Hospital/Mersey Community Hospital.

Duties:—As part of the senior management group, provide clinical leadership and advice and enhance clinical governance on all sites of the North West Regional Hospital and Mersey Community Hospital.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Jane Holden, Department of Health and Human Services, phone (03) 6430 6516, email jane.holden@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### **Administrative Assistant (513620).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term casual daywork, hours as and when required, commencing as soon as possible for a period of 24 months.

Location:—Huon Community and Health Centre, Huonville.

Duties:—Responsible for the provision of administrative and clerical support and reception duties. To provide advice and assistance to the Clinical Nurse Manager/Site Manager located at Community Health Centres with in the ARCH South District, and a support service for designated Aged RuralandCommunity Health staff.

Desirable Requirements:—Demonstrated ability to provide administrative and organisational support duties.

A good understanding of information technology and an in-depth knowledge of a range of computer applications. The ability to learn new information technology applications as the need arises and to convey this knowledge to others. Demonstrated ability to organise, prioritise and work in an environment subject to variable demands and constant change, and the ability to exercise judgement, initiative and discretion in a team environment.

Enquiries to Gillian Hammond, Department of Health and Human Services, phone (03) 6264 8850, email [gillian.hammond@dhhs.tas.gov.au](mailto:gillian.hammond@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### ***Administrative Assistant (Relief) (512711).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

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

Location:—Community Health Service, Burnie.

Duties:—Provide administrative and clerical support to the Burnie Community Health Home Care Service and the Podiatry Service and the James Muir Community Health Centre.

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

Enquiries to Lorraine Hyland, Department of Health and Human Services, phone (03) 6434 6450, email [lorraine.hyland@dhhs.tas.gov.au](mailto:lorraine.hyland@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### ***Clinical Nurse (502483).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Fixed-term full-time shift worker (fully rotational) commencing as soon as possible to 27 June 2009.

Location:—Queenstown.

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 care within the practice setting, provide an advanced level of professional clinical expertise in the practice setting, advise and assist with the planning, implementation and evaluation of nursing care, in collaboration and consultation with the clients/patients, carers and other members of the multidisciplinary health care team and in collaboration with the Director of Nursing/Nurse manager, identify and/or initiate educational programmes to facilitate ongoing clinical development of all staff in line with ANCI competencies.

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

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

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2315, email [bob.cartledge@dhhs.tas.gov.au](mailto:bob.cartledge@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### ***Clinical Nurse Consultant (518203).***

Applications Close:—Friday, 3 October 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time Day work.

Location:—Flinders Island Multi Purpose Centre.

Duties:—Within a primary health care framework and in consultation with the Director of Nursing, co-ordinate the provision of high quality nursing and support services to clients accessing inpatient and community health services, support the Director of Nursing in the co-ordination of resources and undertake a leadership role, providing a clinical resource for both inpatient and community nursing and support staff. Ensure that clinical practice is in accordance with Agency performance objectives and community expectations, develop and maintain strong communication links within the Agency and with other health service providers, key community groups and consumers regarding inpatient and community services. Facilitate the provision of health promotion activities within both settings and as required act as a clinical resource to health care providers and community groups and support the Director of Nursing by contributing to service delivery issues, including policy review, the development of strategies to meet current and future service priorities, quality improvement and client safety programmes.



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

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6359 2122, email sue.bucher@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### ***Clinical Nurse Consultant (518202).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time daywork.

Location:—Deloraine Hospital, Deloraine.

**Duties:**—Within a primary health care framework and in consultation with the Director of Nursing, co-ordinate the provision of high quality nursing and support services to clients accessing inpatient and community health services.

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

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

Enquiries to 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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### ***Clinical Nurse Consultant (518204).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time Day Work.

Location:—St Marys.

**Duties:**—Within a primary health care framework and in consultation with the Director of Nursing, co-ordinate the provision of high quality nursing and support services to clients accessing inpatient and community health services, support the Director of Nursing in the co-ordination of resources and undertake a leadership role, providing a clinical resource for both inpatient and community nursing and support staff. Ensure that clinical practice is in accordance with Agency performance objectives and community expectations, develop and maintain strong communication links within the Agency and with other health service providers, key community groups and consumers regarding inpatient and community services. Facilitate the provision of health promotion activities within both settings and as required act as a clinical resource to health care providers and community groups, and support the Director of Nursing by contributing to service delivery issues, including policy review, the development of strategies to meet current and future service priorities, quality improvement and client safety programmes.

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

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

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### ***Domestic Services Officer (Relief) (510394).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

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

Location:—Midlands Multi Purpose Centre, Oatlands.

**Duties:**—Clean specified areas within wards and other areas within the Midlands Multi-Purpose Health Centre facility. Provide a laundry service for the Midlands Multi-Purpose Health Centre facility. Provide infection control cleaning as per Infection Control Policies and Procedures. Provide a catering support service in preparation of foods and to deliver patients meals.

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



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

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### ***Domestic Services Officer (Relief) (504287).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Fixed-term casual shiftwork, hours as and when required, commencing as soon as possible for a period of 12 months.

Location:—New Norfolk District Hospital.

Duties:—To clean specified areas within wards and other areas within the New Norfolk District Hospital. To provide infection control cleaning as per Infection Control Policies and Procedures. To provide a catering support service in preparation of food and to deliver patients meals.

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

Enquiries to Colleen Smith, Department of Health and Human Services, phone (03) 6262 2809, email [colleen.smith@dhhs.tas.gov.au](mailto:colleen.smith@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### ***Enrolled Nurse (506172).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$44,751–\$46,469 per annum.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent full-time shift worker (fully rotational).

Location:—Flinders Island Multi Purpose Centre.

Duties:—In accordance with Agency policies and legal requirements the Enrolled Nurse provides direct and indirect nursing care to the resident/ client/ patient under the direction and supervision of a Registered Nurse, deliver a high standard of nursing care within the scope of practice for an Enrolled Nurse with direction and supervision by a Registered Nurse, and participate in the development of

the nursing care plan by collaborating with the resident/ client/ patient, family and other health care team members and assist in the assessment and evaluation of problems and outcomes.

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

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6359 2122, email [sue.bucher@dhhs.tas.gov.au](mailto:sue.bucher@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### ***Enrolled Nurse (502373).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$44,751–\$46,469 per annum.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent full-time shift worker (fully rotational).

Location:—Queenstown.

Duties:—In accordance with Agency policies and legal requirements the Enrolled Nurse provides direct and indirect nursing care to the resident/ client/ patient under the direction and supervision of a Registered Nurse, deliver a high standard of nursing care within the scope of practice for an Enrolled Nurse with direction and supervision by a Registered Nurse and participate in the development of the nursing care plan by collaborating with the resident/ client/ patient, family and other health care team members and assist in the assessment and evaluation of problems and outcomes.

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

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

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2315, email [bob.cartledge@dhhs.tas.gov.au](mailto:bob.cartledge@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services***Enrolled Nurse (502369).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$44,751–\$46,469 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Queenstown.

Duties:—In accordance with Agency policies and legal requirements the Enrolled Nurse provides direct and indirect nursing care to the resident/ client/ patient under the direction and supervision of a Registered Nurse, deliver a high standard of nursing care within the scope of practice for an Enrolled Nurse with direction and supervision by a Registered Nurse and participate in the development of the nursing care plan by collaborating with the resident/ client/ patient, family and other health care team members and assist in the assessment and evaluation of problems and outcomes.

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

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

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2315, email bob.cartledge@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services***Enrolled Nurse (503010).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$44,751–\$46,469 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Queenstown.

Duties:—In accordance with Agency policies and legal requirements the Enrolled Nurse provides direct and indirect nursing care to the resident/ client/ patient under the direction and supervision of a Registered Nurse, deliver a high standard of nursing care within the scope of practice for an Enrolled Nurse with direction and supervision by a Registered Nurse and participate in the development of the nursing care plan by collaborating with the resident/ client/ patient, family and other health care team members and assist in the assessment and evaluation of problems and outcomes.

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

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

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2300, email bob.cartledge@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services***Graduate Recruit—2 Vacancies.**

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,464–\$48,862 per annum.

Community and Health Services (Public Sector) Award, Administrative Trainee (Graduate Recruit), Level 3-1 to 5-1.

Vacancy No. 517827.

Permanent full-time daywork.

Location:—Business Support Unit, Launceston.

Vacancy No. 517828.

Permanent full-time daywork.

Location:—Business Support Unit, Launceston.

Duties:—Assist the management of Primary Health in undertaking work of a finance and business support nature, including resource management. This work will involve financial monitoring, problem solving, analysis of complex issues, investigation and research into finance issues and liaison with line managers on the broad range of finance issues.

Please Note: 2008 Graduates may apply.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:—A degree or tertiary qualification in a relevant discipline.

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services***Hotel Services Assistant (502410).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Fixed-term casual shiftwork, hours as and when required, commencing as soon as possible for a period of 12 months.

Location:—King Island Hospital and Heath Centre.

Duties:—Provide an efficient, safe, economic cleaning and catering service to the King Island Hospital and Health Centre.

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

Enquiries to Catherine Donnellan, Department of Health and Human Services, phone (03) 6462 9900, email [kihhdon@dhhs.tas.gov.au](mailto:kihhdon@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services***Multiskilled Domestic (507048).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$34,059–\$34,606 per annum.

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

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

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To provide a high standard of cleaning services within the NESM Hospital, JSW Nursing Home, which conforms with established hospital protocols and procedures and to assist in the preparation and delivery of meals to patients and staff.

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

Enquiries to Chris Wootton, Department of Health and Human Services, phone (03) 6352 5523, email [chris.wootton@dhhs.tas.gov.au](mailto:chris.wootton@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services***Primary Health Care Co-ordinator, Readvertised (513107).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$63,340–\$66,962 pro rata.

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

Fixed-term part-time daywork, 60.8 hours per fortnight, commencing as soon as possible to 30 June 2009.

Location:—Midlands Multi Purpose Center, Oatlands.

Duties:—Develop and manage the planning, implementation and evaluation of the Commonwealth Regional Health Services (RHS) programme in the Southern Midlands municipality. Co-ordinate the development of strong links between Regional Health Services and existing health services to improve the quality of health service delivery in the Southern Midlands municipality. Work within a primary health care framework and undertake activities to maintaining, sustaining and improving the health of residents of Southern Midlands municipality.

Desirable Requirements:—Demonstrated experience in, and knowledge of the management and delivery of health services, particularly in a rural environment, with a commitment to primary health care principles, community development and multi disciplinary teamwork. Demonstrated strategic, conceptual, analytical and creative skills with the ability to plan and prioritise activities and to identify and make sound judgements about relevant issues. Demonstrated effective management and leadership skills, together with high level communication, interpersonal, negotiation and conflict resolution skills including the ability to negotiate mutually acceptable solutions in situations of differing interests.

Enquiries to Skye Fraser, Department of Health and Human Services, phone (03) 6233 8727, email [skye.fraser@dhhs.tas.gov.au](mailto:skye.fraser@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services***Registered Nurse (513875a).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Fixed-term part-time shiftwork, 58 hours per fortnight, commencing as soon as possible to 31 January 2009.

Location:—Campbell Town Multi Purpose Service.



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

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

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

Enquiries to Kaye McCoy, Department of Health and Human Services, phone (03) 6381 3360, email [kaye.mccoy@dhhs.tas.gov.au](mailto:kaye.mccoy@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### **Registered Nurse (518199).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent full-time daywork.

Location:—Clarence Community Health Centre, Hobart.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Registered Nurse contributes to the strengthening of health outcomes through the provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

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

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

Enquiries to Michelle Le Mesurier, Department of Health and Human Services, phone (03) 6211 4550, email [lemesurier@dhhs.tas.gov.au](mailto:lemesurier@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### **Registered Nurse (507236).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time Shift Worker, working 26 hours per fortnight.

Location:—St. Helens.

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

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

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

Enquiries to Miriam Deacon, Department of Health and Human Services, phone (03) 6376 5200, email [miriam.deacon@dhhs.tas.gov.au](mailto:miriam.deacon@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Palliative Care

#### **Clinical Director, Palliative Care Conjoint Appointment (505595).**

Applications Close:—Friday, 19 September 2008.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level III-IV (Salary commensurate with qualifications and experience).

Permanent full-time daywork.

Location:—Palliative Care, Repatriation Centre, Hobart.

Duties:—Oversees the provision of the highest possible standard of palliative care clinical services to palliative care clients. Provides high level strategic leadership and direction in regard to the provision of palliative care services including: clinical governance, professional matters, network development and service integration. Provides high level advice and support to the CEO Primary Health and key Agency Managers regarding palliative care service provision requirements and planning for palliative care services. Facilitates the development of best practice palliative care services in Tasmania. Promotes and participates in research in collaboration with the University of Tasmania Clinical School and Menzies Research Institute. Provides clinical care to palliative care clients.



**Essential Requirements:**—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996, who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition and who has had at least 12 year's experience in the speciality subsequent to the gaining of the specialist qualification.

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

Enquiries to Pip Leedham, Department of Health and Human Services, phone (03) 6336 5590, email [pip.leedham@dhhs.tas.gov.au](mailto:pip.leedham@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### Primary Health Rumney

#### ***Community Health Nurse Relief (505556).***

Applications Close:—Friday, 26 September 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Primary Health, Rumney (South East).

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

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

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

Enquiries to Donna Gallagher, Department of Health and Human Services, phone (03) 6211 4550, email [donna.gallagher@dhhs.tas.gov.au](mailto:donna.gallagher@dhhs.tas.gov.au).

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Administrative Assistant (501100).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$34,295–\$36,936 pro rata.

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

Fixed-term full-time day work, commencing 3 November 2008 until 4 May 2009.

Location:—42 Canning Street, Launceston.

**Duties:**—Provide an efficient and effective receptionist and clerical support service to the Sexual Health Service. Receive confidential enquiries of a sensitive nature and refer clients to appropriate members of the Sexual Health Service or to external service providers.

**Desirable Requirements:**—Proven administrative, clerical and support skills within an office environment, including well-developed keyboard, audio typing, network computer, and data entry skills. Demonstrated ability to work under routine supervision in a multidisciplinary environment. The ability to work in a demanding area and maintain confidentiality. An understanding of issues relating to HIV/AIDS and Sexual Health, or the ability to quickly acquire this knowledge. The ability to provide basic Sexual Health Service information to clients in a supportive, non-judgmental, confidential and professional manner.

Enquiries to Maree O'Sullivan, Department of Health and Human Services, phone (03) 6233 3557, email [maree.o'sullivan@dhhs.tas.gov.au](mailto:maree.o'sullivan@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Clinical Nurse, Midwife (509800).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Hobart.

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

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

Enquiries to Katrina Greenwood, Department of Health and Human Services, phone (03)6222 8299, email [katrina.greenwood@dhhs.tas.gov.au](mailto:katrina.greenwood@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Enrolled Nurse (Acute Rehabilitation) (508705).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$44,751–\$46,469 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Hobart.

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

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

Enquiries to Louise Harrison, Department of Health and Human Services, phone (03) 6222 7206, email [louise.harrison@dhhs.tas.gov.au](mailto:louise.harrison@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Physiotherapist (508306).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide Physiotherapy assessments and interventions to patients referred to the Physiotherapy Service.

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

Enquiries to Paul Shinkfield, Department of Health and Human Services, phone (03) 6222 8326, email [paul.shinkfield@dhhs.tas.gov.au](mailto:paul.shinkfield@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Project Officer, Maternity (517527).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Fixed-term full-time day work, commencing as soon as possible for a period of 6 months.

Location:—Hobart.

Duties:—Support and co-ordinate the development of major projects related to the Midwifery Advisory Group in order to ensure the successful completion of the identified projects. Collaborate with the Steering Group and related working parties to develop and implement relevant and required policies, procedures and protocols, and documentation related to the project. The provision of a central communication and liaison role between all stakeholders. Maintain a close working relationship in liaison with the Steering Group, Working Parties and key stakeholders. Support the management of the project, facilitation of project outcomes and provision of assistance to resolve departmental related issues that may result from the evolution of the project.

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

Highly Desirable:—Authorisation to practice as a Midwife.

Enquiries to Michelle Trobbiani, Department of Health and Human Services, phone (03) 6222 8766, email [michelle.trobbiani@dhhs.tas.gov.au](mailto:michelle.trobbiani@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania.

Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Radiographer (510139).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time shift work.

Location:—Hobart.

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

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB) OR attainment of a provisional statement of accreditation from the Professional Accreditation Education Board (PAEB) of the Australian Institute of Radiography.

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

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

Better health and quality of life around Tasmania.

Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Registered Nurse (Acute Rehabilitation) (508731).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Fixed-term full-time shift worker (fully rotational), commencing as soon as possible to 17 January 2009.

Location:—Hobart.

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 Louise Harrison, Department of Health and Human Services, phone (03) 6222 7206, email [louise.harrison@dhhs.tas.gov.au](mailto:louise.harrison@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Senior Occupational Therapist, Aged Co-ordination and Evaluation Team (ACET) (514414).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—In association with other members of the Aged Co-ordination and Evaluation Team (ACET):—provide a focal point of integrated care for patients presenting to ED between acute and community health services; assist in discharge planning for patients presenting through ED and provide care options for patients to ensure they receive treatment, equipment and home modifications and/or community supports in the most appropriate setting following discharge; undertake specialised clinical assessment and treatment in the work areas of ED and Medical assessment and Planning Unit (MAPU) with

specialist knowledge of the clinical caseload while ensuring optimum patient care; assist the Team Leader with the development of the occupational therapy service through planning, evidence based practice, quality improvement and research activities and clinical placements for undergraduate students.

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

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

Enquiries to Wendy Rowell, Department of Health and Human Services, phone (03) 6222 8982, email [wendy.rowell@dhhs.tas.gov.au](mailto:wendy.rowell@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Tasmanian Ambulance and Health Transport Service*

#### **Operational Support Officer (518282).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day worker.

Location:—Ambulance, Burnie.

Duties:—Provide operational and technical support services to the Regional Superintendent and Tactical Operations Supervisors for areas of establishment management, operational coverage, fleet and equipment repairs, programmed maintenance and the management of regional assets. Identify and develop solutions to address regional volunteer ambulance issues including those associated with recruitment, retention, training, health and safety, recognition and management and support.

Desirable Requirements:—Demonstrated knowledge and/or experience of ambulance and/or emergency services operations. Knowledge and/or experience of working with emergency services volunteers and rural communities with a good understanding of related issues. Demonstrated ability to provide operational and logistical support to senior operational staff in a time critical environment.

Highly Desirable:—Current drivers licence.

Enquiries to Paul Templar, Department of Health and Human Services, phone (03) 64346974, email [paul.templar@dhhs.tas.gov.au](mailto:paul.templar@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).



## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## South West Area

**Team Leader (500770).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Child Health and Parenting Service.

Duties:—Under the direction of the Administrative Co-ordinator in a multi skilled environment, provide day to day leadership and operational support within the Child Health and Parenting Service Information Unit, to ensure an efficient and effective service delivery.

Desirable Requirements:—Sound knowledge and proven experience of information management services and related data and record keeping processes in CHAPS Information Unit. High level knowledge of information management practices and experience with the use of software packages particularly Microsoft products including Microsoft Access and also TRIM. Ability to plan, organise, set priorities and work effectively and efficiently in a frontline customer focused environment to achieve set objectives and to meet deadlines, both individually and as part of a team.

Enquiries to Jean Shaw, Department of Health and Human Services, phone (03) 6230 7884, email [jean.shaw@dhhs.tas.gov.au](mailto: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 person for enquiries.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Housing Tasmania***Housing Access Officer (517085).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—NW Housing Services, Burnie.

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

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

Enquiries to Sally Pugsley, Department of Health and Human Services, phone (03) 6434 6288, email [sally.pugsley@dhhs.tas.gov.au](mailto:sally.pugsley@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## OFFICE OF THE SECRETARY

**Co-ordinator Policy/Protocols (518309).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To provide high level support to the activities of the Office of the Secretary including providing the Minister, the Secretary, the Director and senior management with high level co-ordination, information and advice to and for the Secretary on matters which are central to the Secretary's role as a leader of the Department.

Desirable Requirements:—High level strategic, conceptual, analytical and creative skills, including the ability to understand the political, social and organisational environment and identify relevant issues and priorities. High level interpersonal skills, including oral and written communication, liaison and negotiation skills, coupled with the ability to maintain a high level of confidentiality. Demonstrated range of planning and management skills, together with the ability to analyse and implement new business processes and procedures in a client focussed environment.

Enquiries to Sharon Trueman, Department of Health and Human Services, phone (03) 62 333761, email [trueman@dhhs.tas.gov.au](mailto:trueman@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

## OFFICE OF THE SECRETARY

**Co-ordinator Statutory Services (517432).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To co-ordinate the Department's Freedom of Information (FOI) Programme and provide high level support to the Manager Legislative Review and the Director for activities and tasks associated with the provision of information and guidance on legislative and legal issues. The work will involve problem solving, analysis of complex issues, investigation and research into policy and legislation development within the Department and externally.

Desirable Requirements:—Ability to interpret legislation and knowledge, or demonstrated ability to obtain the knowledge, of relevant legislation, including the Freedom of Information Act 1991, policy issues and Government procedures relating to Cabinet and Parliament. The ability to undertake legislative review activities and provide high



level advice on proposed legislative amendments. High level interpersonal, communication, negotiation and conflict resolution skills and an ability to represent the Department and to identify and negotiate mutually acceptable solutions in situations of differing interests with a range of stakeholders.

Enquiries to Anne Horner, Department of Health and Human Services, phone (03) 62 333225, email [anne.horner@dhhs.tas.gov.au](mailto:anne.horner@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

### POPULATION HEALTH

#### *Public and Environmental Health*

##### Health Physics

#### ***Health Physicist, Summer Student (500751).***

Applications Close:—Friday, 26 September 2008.

Salary:—\$45,535 per annum.

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

Fixed-term full-time day work, commencing 17 November 2008 until 13 February 2009.

Location:—Southern Region with statewide responsibilities.

Duties:—The Health Physics Unit manages the day-to-day administration of the Radiation Protection Act 2005, including preparation of licences for issue and conduction of inspections to ensure that requirements of licence conditions and the Act are being met. The Unit also provides advice on matters relating to radiation and offers an instrument calibration service to licence holders. The objective of this position is to assist the Health Physicists to carry out projects and inspections under the Radiation Protection Act 2005 and to prepare reports.

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

Enquiries to Dr Barbara Shields, Department of Health and Human Services, phone (03) 6222 7256, email [barbara.shields@dhhs.tas.gov.au](mailto:barbara.shields@dhhs.tas.gov.au).

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### ***Allied Health Professional (515954).***

Applications Close:—Friday, 19 September 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 daywork.

Location:—Child and Adolescent Mental Health Service, Launceston.

Duties:—In accordance with National Mental Health Standards, Agency policy and direction, legal requirements and professional competencies undertake the delivery of quality care to clients of the Child and Adolescent Mental Health Service, based on best practice principles and within a collaborative and multi-disciplinary framework. Promote community awareness in relation to mental health. To provide specialist mental health services to consumers in Tasmania in accordance with professional discipline, skills and standards.

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

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### ***Community Mental Health Nurse (502821).***

Applications Close:—Friday, 19 September 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time Day work (with oncall).

Location:—Parkside.

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

Enquiries to Christine Lander, Department of Health and Human Services, phone (03) 6434 6434, email christine.lander@dhhs.tas.gov.au.

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Community Mental Health Nurse (515897).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time daywork.

Location:—Older Persons Community Mental Health Services, 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 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. Works as a member of the multi-disciplinary team to provide mental health services to older members of the community of the Tasmanian North West region.

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

Enquiries to Diane Gray, Department of Health and Human Services, phone (03) 6434 4003, email [diane.gray@dhhs.tas.gov.au](mailto:diane.gray@dhhs.tas.gov.au).

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### FOREST PRACTICES AUTHORITY

#### *Forest Practices Authority*

#### **Administrative Officer (372210).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 44.1 hours per fortnight.

Location:—Hobart.

Provide administrative support for the ongoing development and management of the information and records systems within the Forest Practices Authority.

**Desirable Requirements:**—A current driver's licence.

Enquiries to Angus Macneil, Business Administration Manager, Department of Infrastructure, Energy and Resources, phone (03) 6233 7837, email [angus.macneil@fpa.tas.gov.au](mailto:angus.macneil@fpa.tas.gov.au).

Applications to Jessica Kelly, Human Resources Advisor, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6233 2060, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

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

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *Road Safety Operations*

#### *Crossing Guards*

#### **School Crossing Patrol Officer (902810).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$35,933 per annum.

Operational Employees Award, Level 4.

Permanent part-time 15 hours per fortnight.

Location:—Hobart.

**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.

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

Desirable Requirements:—Current drivers licence.

Possession of a current First Aid Certificate.

Enquiries to Alysse Gavlik, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6233 6643, email [alysse.gavlik@dier.tas.gov.au](mailto:alysse.gavlik@dier.tas.gov.au).

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

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

## JUSTICE

### COMMUNITY CORRECTIONS

#### *Parole Board*

#### **Secretary, Parole Board (356079).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Exercise such powers as are conferred and perform such functions as are imposed on the Secretary of the Parole Board by the Corrections Act 1997 and the Registrar of transferred parole orders. Provide high level administrative, advisory, research and reporting services to the Parole Board and the Director of Community Corrections.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following: arson and fire setting, Violent crimes and crimes against the person, Sex-related offences, Drug and alcohol related offences, Crimes involving dishonesty; Crimes involving deception, Making false declarations, Malicious damage and destruction to property, Serious traffic offences, Crimes against public order or relating to the Administration of Law and Justice, Crimes against Executive or the Legislative Power, Crimes involving Conspiracy. Disciplinary action in previous employment check and identification check.

Enquiries to Marja Elizabeth, Director Community Corrections, Department of Justice, phone (03) 6233 4753, email [marja.elizabeth@justice.tas.gov.au](mailto:marja.elizabeth@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Cheryl Fowler on (03) 6233 4753.

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

### COMMUNITY CORRECTIONS

#### *Southern Region*

#### **Probation Officer (354584).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time 73.5 hours per fortnight.

Location:—Southern Region.

Duties:—Undertake comprehensive investigations and make critical assessments and submit reports, written and oral on complex matters as requested by the Courts and Parole Board and recommend where appropriate, departmental intervention in accordance with statutory requirements.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following: arson and fire setting, Violent crimes and crimes against the person, Sex-related offences, Drug and alcohol related offences, Crimes involving dishonesty; Crimes involving deception, Making false declarations, Malicious damage and destruction to property, Serious traffic offences, Crimes against public order or relating to the Administration of Law and Justice, Crimes against Executive or the Legislative Power, Crimes involving Conspiracy. Disciplinary action in previous employment check and identification check.

Additional Information:—Shortlisted applicants will be required to undergo a psychological assessment prior to the interview being conducted. More information on the assessment process is available by downloading the Recruitment of Probation Officer applicants Policy, from the job kit available on the website.

Enquiries to Pam Hooker, Regional Manager South, Community Corrections, Department of Justice, phone (03) 6233 4635, email [pamela.hooker@justice.tas.gov.au](mailto:pamela.hooker@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Pam Hooker on (03) 6233 4635.

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

### CROWN LAW

#### *Director of Public Prosecutions*

#### **Witness assistance Officer—3 Vacancies.**

Applications Close:—Friday, 19 September 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.



Vacancy No. 356100.

Fixed-term full-time to June 23 2010.

Location:—Hobart.

Vacancy No. 356101.

Fixed-term full-time job share or part-time considered, to June 23 2010.

Location:—Launceston.

Vacancy No. 356102.

Fixed-term part-time hours as negotiated, to June 23 2010.

Location:—North or North West.

Duties:—Undertake professional witness assistance work including the provision of assessment and case planning in conjunction with assigned prosecutors. The support of witnesses through case conferences with prosecutors, support during decision making in matters which do not proceed and the support of witnesses through pre-trial evidentiary conferences. Liaison with other service providers to co-ordinate client support services. Post court debriefing and outcomes conferences with prosecutors.

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. Current Motor Vehicle 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 checks in the following: arson and fire setting, Violent crimes and crimes against the person, Sex-related offences, Drug and alcohol related offences, Crimes involving dishonesty; Crimes involving deception, Making false declarations, Malicious damage and destruction to property, Serious traffic offences, Crimes against public order or relating to the Administration of Law and Justice, Crimes against Executive or the Legislative Power, Crimes involving Conspiracy. Disciplinary action in previous employment check and identification check.

Desirable Requirements:—Demonstrated ability to make sound decisions in accordance with the requirements of legislation, policy, practice and ethics. Highly developed self-management skills, including the ability to work in an environment subject to pressure and change. Highly developed professional ethics and personal qualities of approachability, objectivity, sensitivity, perseverance, empathy and respect.

Enquiries to Graham Davis, Manager Witness assistance Service, Department of Public Prosecutions, Department of Justice, phone (03) 6233 6649, email graham.davis@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, 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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Graham Davis on (03) 62336649.

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

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

## JUSTICE

### OFFICE OF THE SECRETARY

#### **Project Manager (356103).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Fixed-term full-time for a 2 year period.

Location:—Hobart.

Duties:—Manage the project and project team reviewing the appropriateness and adequacy of Tasmania's Freedom of Information and Public Interest Disclosures Acts. Develop and implement legislative and administrative policy proposals arising out of the reviews. Manage stakeholder liaison and consultation.

Desirable Requirements:—Tertiary qualification in law or public administration.

Enquiries to Brian Smith, Deputy Secretary, Corporate Services, Department of Justice, phone (03) 6233 2161, email brian.smith@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, 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 and Project Outline from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If the Statement of Duties or Project Outline cannot be downloaded, please contact Susan Johnson on (03) 6233 2528.

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

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

## JUSTICE

### VICTIMS SUPPORT SERVICES

#### *Safe at Home*

#### **Court Support Officer (355479).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term part-time 0.7 FTE, 51.45 hours per fortnight. Must be able to work Tuesday and Thursday.

Location:—Hobart.

Duties:—Assist victims of crime by explaining court processes and terminology used by Court personnel; offering personal/emotional support throughout the Court process; discussing the impact of Magistrates/Judges decisions; referring to appropriate services. Accompany victims to court, police interviews, medical appointments and support services. Provide high level administrative support to the Victims assistance Unit.

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

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



Violent crimes and crimes against the person, Sex-related offences, Drug and alcohol related offences, Crimes involving dishonesty; Crimes involving deception, Making false declarations, Malicious damage and destruction to property, Serious traffic offences, Crimes against public order or relating to the Administration of Law and Justice, Crimes against Executive or the Legislative Power, Crimes involving Conspiracy. Disciplinary action in previous employment check and identification check.

**Desirable Requirements:**—Sound knowledge of issues related to family violence and an understanding of and a commitment to the principles of the Safe at Home project. High level communication, negotiation and conflict resolution skills, including the ability to communicate sensitively and effectively with victims of crime, as well as an ability to liaise with government and non-government staff in relation to planning and service delivery issues.

Enquiries to Jacqueline Pillay, Team Leader, Policies and Procedures, Victims Support Services, Department of Justice, phone (03) 6233 4375, email [Jacqueline.Pillay@justice.tas.gov.au](mailto:Jacqueline.Pillay@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Josie McRae on (03) 6233 5002.

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

###### *Inspectorate*

###### Southern Region

#### **Inspector (356104).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

**Duties:**—Provide high level advice, information, guidance and support on health and safety legislation to maintain and improve safety in workplaces. Visit workplaces to monitor compliance and applying relevant legislation including workplace health and safety, dangerous goods, industrial relations and workers compensation and rehabilitation.

**Essential Requirements:**—Current driver's licence.

**Desirable Requirements:**—Certificate 4 or Diploma in Occupational Health and Safety or a Diploma in Government (Workplace Inspection).

Enquiries to Robert Smith, Team Leader, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7685, email [Robert.Smith@justice.tas.gov.au](mailto:Robert.Smith@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Gail Winters on (03) 6233 7429.

An information session for potential applicants will be held at the offices of Workplace Standards Tasmania, 30 Gordons Hill Road, Rosny Park on Tuesday 16 September, at 5.30 pm.

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

###### *Inspectorate*

###### Southern Region

#### **Senior Inspector—3 Vacancies.**

Applications Close:—Friday, 26 September 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Vacancy No. 355720.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

Vacancy No. 355732.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

Vacancy No. 355719.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

**Duties:**—Provide high level advice, information, guidance and support on often complex health and safety legislation to maintain and improve safety in workplaces. Coach, mentor and provide leadership to other members of the team. Visit workplaces to monitor compliance and applying relevant legislation including workplace health and safety, dangerous goods, industrial relations and workers compensation and rehabilitation.

**Essential Requirements:**—Current driver's licence.

**Desirable Requirements:**—Diploma in Occupational Health and Safety or a Diploma in Government (Workplace Inspections).

Enquiries to Robert Smith, Team Leader, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7685, email [Robert.Smith@justice.tas.gov.au](mailto:Robert.Smith@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Gail Winters on (03) 6233 7429.

An information session for potential applicants will be held at the offices of Workplace Standards Tasmania, 30 Gordons Hill Road, Rosny Park on Tuesday 16 September, at 5.30 pm.

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

#### *Policy, Planning and Services*

#### **Policy Officer (356097).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time Part-Time will be considered.

Location:—Rosny.

Duties:—Conduct high level research and analysis relating to the policy and legislation administered by Workplace Standards Tasmania, providing solutions and recommendations as required. Provide high level policy advice and information to stakeholders and senior management on a broad range of matters relevant to Workplace Standards Tasmania's functions and activities, including review of legislation and regulation policy issues generally. Prepare high level correspondence, report, briefings, and other documentation as required.

Desirable Requirements:—Proven high-level research, conceptual and analytical skills, including the ability to understand and interpret legislation and utilise and co-ordinate legislative policy development processes. High-level interpersonal and oral communication skills, including the proven ability to provide advice and information to a range of stakeholders, and the capacity to work effectively as a member of a team.

Enquiries to Wayne Johnson, Manager Policy and Planning, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7512.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Ellen Glazebrook on (03) 6216 4242.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### CORPORATE SERVICES

#### *Information Technology Services*

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

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,927–\$51,357 per annum.

Administrative and Clerical Employees Award, Computer

Systems Officer, Level 1 (A and C, Level 3-5).

Permanent full-time.

Location:—Hobart.

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

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

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

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

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

Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### FORENSIC SCIENCE SERVICE TASMANIA

#### *Administration*

#### **Administrative Assistant (002390).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—New Town.

Duties:—To provide administrative, clerical and keyboard support to the Forensic Sections and senior FSST personnel. To conduct administrative/processing tasks associated with evidence/samples for the Tasmanian Crime Investigation DNA Database.

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

Enquiries to Mr Jim Atkinson, Business Manager, Forensic Science Service Tasmania, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6278 5685, email [Jim.Atkinson@police.tas.gov.au](mailto:Jim.Atkinson@police.tas.gov.au).

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

Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### NORTHERN DISTRICT

#### *Northern Prosecution Services*

#### **Clerk (002484).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time (36 hours per fortnight, spread of hours to be negotiated).

Location:—Launceston.

Duties:—Provide administrative and clerical support to the Officer-in-Charge Prosecution Services in the processing of court complaints and summonses.

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

Enquiries to Ms Allison Rutherford, Administration Officer, Northern District, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6336 3897, email [allison.rutherford@police.tas.gov.au](mailto:allison.rutherford@police.tas.gov.au).

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

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

#### *Service Tasmania Operations*

#### **Project Officer (Business Processes) (701687).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent part-time (22.05 hours per week).

Location:—Hobart.

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:—Review, develop and maintain administrative

procedures and documentation for Service Tasmania operations. In consultation with stakeholders develop business continuity plans and communication strategy. Prepare documentation and deliver training to staff to meet Service Tasmania's stakeholders needs. Liaise with Client Agencies and Partners regarding their business requirements and represent the Service Tasmania Operations Group on relevant working groups and committees.

Desirable Requirements:—A current motor vehicle driver's licence. Completion of Certificate IV in Workplace Training and assessment (short course).

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](mailto:bob.avery@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### RESOURCE MANAGEMENT AND CONSERVATION

#### Biodiversity Conservation

#### **Microbiologist/Immunologist (Chytrid Research and Management Project) (702906).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Fixed-term full-time for 18 months.

Location:—Mt Pleasant.

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

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 Melina Boerma, phone (03) 6233 6996, email [melina.boerma@dpiw.tas.gov.au](mailto:melina.boerma@dpiw.tas.gov.au).

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



PRIMARY INDUSTRIES AND WATER  
RESOURCE MANAGEMENT AND CONSERVATION  
*Biodiversity Conservation*

**Technical Officer (Chytrid Research and Management Project) (702905).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Fixed-term full-time from as soon as possible for 6 months.

Location:—Mt Pleasant.

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

Duties:—As a laboratory technician with a background in molecular biology, facilitate the technological transfer (and subsequent validation) of chytrid PCR testing from an established laboratory to the Animal Health Laboratories, Launceston.

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

Qualification Appropriate to the Nature of the Work:—For the purpose of the previous section, an Advanced Diploma appropriate to the nature of the work is an Advanced Diploma in Laboratory Technology.

Desirable Requirements:—Several years' science or research laboratory experience with particular emphasis on molecular biology applications. 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 Melina Boerma, phone (03) 6233 6996, email [melina.boerma@dpiw.tas.gov.au](mailto:melina.boerma@dpiw.tas.gov.au).

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

TAFE TASMANIA  
CORPORATE SERVICES  
*Facilities and Planning*

**Supervisor Cafeteria (322531).**

Applications Close:—Friday, 26 September 2008.

Salary:—per annum.

Miscellaneous Workers (Public Sector) Award.

Permanent full-time.

Location:—South.

Duties:—Supervise the operation of the campus cafeteria.

Desirable Requirements:—Experience in the operation of a cafeteria or restaurant.

Certificate in Hospitality (Cookery) from TAFE Tasmania or qualification deemed equivalent.

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

Enquiries to Christopher Jacobs, Facilities Manager, TAFE Tasmania, phone (03) 6245 8086, email [Chris.Jacobs@tafe.tas.edu.au](mailto:Chris.Jacobs@tafe.tas.edu.au).

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

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

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

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

TAFE TASMANIA  
DELIVERY TEAMS  
*Construction*

**Teacher (Gas Distribution) (000795).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—South.

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

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

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

Enquiries to Owen Smith, Team Leader, TAFE Tasmania, phone (03) 6214 4401, email [Owen.Smith@tafe.tas.edu.au](mailto:Owen.Smith@tafe.tas.edu.au).

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

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

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

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

TAFE TASMANIA  
DELIVERY TEAMS  
*Hairdressing and Beauty Therapy*

**Team Leader (330739).**

Applications Close:—Friday, 19 September 2008.

Salary:—\$73,787 per annum.

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

Permanent full-time.

Location:—North.

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

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

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

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

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

Enquiries to Gayle Jeffery, Campus Leader, TAFE Tasmania, phone (03) 6336 4295, mobile 0417 361 033, email [Gayle.Jeffery@tafe.tas.edu.au](mailto:Gayle.Jeffery@tafe.tas.edu.au).

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

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

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

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

## TREASURY AND FINANCE

### ECONOMIC AND FINANCIAL POLICY DIVISION

#### *Economic Policy Branch*

#### **Senior Research Officer (724137).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—As a Senior Research Officer in the Economic and Financial Policy Division, you will be required, both individually and as a member of a team, to undertake economic and social policy research and investigations and prepare major correspondence, reports and submissions, with a current focus on issues surrounding demographic change, workplace participation, productivity within the economy and responses to climate change.

In the context of the selection criteria, to be successful in the position you will need to: demonstrate the ability to understand complex issues and identify possible solutions, communicate precisely and succinctly to internal and external stakeholders and demonstrate initiative when undertaking research and investigation in the context of the direction and guidance by the supervisor.

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

Enquiries to Alison Watt, assistant Director, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6233 2737, email [alison.watt@treasury.tas.gov.au](mailto:alison.watt@treasury.tas.gov.au).

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

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

## TREASURY AND FINANCE

### ECONOMIC AND FINANCIAL POLICY DIVISION

#### *Economic Policy Branch*

#### **Specialist Research Officer (724136).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior member of the Economic and Financial Policy Division, you will be required, both individually and as a member of a team, to undertake detailed economic and social policy research and investigations and prepare major correspondence, reports and submissions, with a current focus on issues surrounding demographic change, workplace participation, productivity within the economy and responses to climate change.

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

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

Enquiries to Alison Watt, assistant Director, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6233 2737, email [alison.watt@treasury.tas.gov.au](mailto:alison.watt@treasury.tas.gov.au).

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

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Project Manager	K. Zegeye	6 months	01.10.08
Economic Development & Tourism	Basketball Coach	J. Schueller	6 months	17.09.08
Health & Human Services	Registered Nurse	A. Kirkham	6 months	06.10.08
Health & Human Services	Registered Nurse	S. Kirkham	6 months	06.10.08
Health & Human Services	Senior Planning, Policy and Projects Officer	K. Atkins	6 months	03.09.08
Health & Human Services	IT Officer	J. Green	6 months	09.09.08
Health & Human Services	Registered Nurse	R. Cox	6 months	07.09.08
Health & Human Services	Registered Nurse	L. Cashman	6 months	02.09.08
Health & Human Services	Registered Nurse	M. Rose	6 months	01.09.08
Health & Human Services	Registered Nurse	N. Azon-Jacometti	6 months	01.09.08
Health & Human Services	Registered Nurse	A. Parker	6 months	01.09.08
Health & Human Services	Registered Nurse	D. Cooper	6 months	01.09.08
Health & Human Services	Registered Nurse	R. O'Brien	6 months	01.09.08
Health & Human Services	Hospital Cleaner	L. Wileman	6 months	07.09.08
Health & Human Services	Administrative Assistant	S. Mythen	6 months	01.09.08
Health & Human Services	Clinical Nurse	C. Ashe	6 months	07.09.08
Health & Human Services	Client Support Officer	C. Brasher	6 months	06.10.08
Health & Human Services	Client Support Officer	Y. Cain	6 months	08.09.08
Health & Human Services	Food Services Assistant	C. Weedon	6 months	07.09.08
Health & Human Services	Child Protection Worker	T. Cornish	6 months	08.09.08
Health & Human Services	Laboratory Technician	B. Smith	6 months	01.09.08
Health & Human Services	Administrative Assistant	J. Clarke	6 months	22.09.08
Health & Human Services	Registered Nurse	S. Bell	6 months	05.10.08
Police & Emergency Management	Mechanic	C. Goeldner	6 months	28.08.08
Police & Emergency Management	Clerk	K. Direen	6 months	02.09.08
Primary Industries & Water	Molecular Biologist	G. Douglas	1 month	08.08.08
Primary Industries & Water	Client Service Officer	M. Courto	6 months	04.09.08
Primary Industries & Water	Conservation Management Officer (Stewardship)	S. King	1 month	05.09.08
Primary Industries & Water	Conservation Management Officer (Stewardship)	L. Pullen	1 Month	08.09.08
Primary Industries & Water	Biological Monitoring Officer (Private Land Conservation Program)	J. Smith	6 months	08.09.08

### *Fixed-Term Appointments of greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development & Tourism	Client Manager	J. Jacobs	to 31 December 2009	01.09.08
Economic Development & Tourism	Project Manager Brand Tasmania	A. Pritchard	2 years	05.08.08
Justice	Solicitor	R. Lancaster	20 months	08.09.08
Justice	Cadet Planning Officer	P. Nettlefold	2 years	27.08.08
Primary Industries & Water	Molecular Microbiologist	V. Harris	18 months	04.09.08



*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	F. Chapman	Project Manager	15.09.08
Environment, Parks, Heritage & the Arts	M. Chan	Human Resource Coordinator - Employment and Safety	04.09.08
Environment, Parks, Heritage & the Arts	Jason Sowell	Senior Finance Analyst	04.09.08
Health & Human Services	S. McNab	Clinical Nurse	08.09.08
Health & Human Services	D. Lamb	Scientist-In-Charge	01.09.08
Health & Human Services	B. Bacon	Senior Specialist Radiographer - Tutor Ultrasonographer	01.09.08
Health & Human Services	J. Padman	Executive Assistant	02.09.08
Health & Human Services	J. Graham	Tradesperson (Plumber)	03.09.08
Health & Human Services	J. Thompson	Clinical Nurse	07.09.08
Health & Human Services	M. Landers	Team Leader	05.09.08
Police & Emergency Management	V. Daly	Administration Officer, IAST	22.08.08
Treasury & Finance	T. Taylor	Information Management Coordinator	03.09.08
Treasury & Finance	L. Bones	Information Management Coordinator	03.09.08
Treasury & Finance	L. Lincoln	Information Management Coordinator	03.09.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Home Maintenance Support Officer	S. Butler	29.08.08
Health & Human Services	Enrolled Nurse	B. Svenson	25.08.08
Health & Human Services	Administration Assistant	L. Flint	15.08.08
Health & Human Services	Housing Access Officer	P. Paterson	04.06.08
Health & Human Services	Youth Worker AYDC	A. Medwin	05.09.08
Health & Human Services	Clinical Psychologist	J. Direen	28.08.08
Port Arthur Historic Site Management Authority	Collections Assistant	S. Quine	27.08.08
Port Arthur Historic Site Management Authority	Chef	M. Hoban-Whyle	03.09.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Information Officer	D. Hawkins	14.08.08
Health & Human Services	Program Support Officer	V. McCarthy	25.08.08
Primary Industries & Water	Administrative Assistant	J. Roberts	15.09.08

*Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	S. Lambdon	01.09.08
Health & Human Services	Project Support Officer	J. Haining	29.08.08

***Disclaimer***

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

***Copyright***

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

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