



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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**ENTERPRISE DEVELOPMENT DIVISION***Regional Office North***Project Manager (424047).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Launceston.

Duties:—Contribute to the identification, development, delivery and management of delegated development strategies and opportunities that maximise investment, growth and job creation in accordance with the Government's Industry Development Plan and broader economic objectives.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or professional affiliations. Current driver's licence.

Enquiries to Judy Davey, Senior Project Manager, Department of Economic Development and Tourism, phone (03) 6336 2373, email Judy.Davey@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 HOBART TAS 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***Destination Development***Co-ordinator Industry Development (705968).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Facilitate, identify and develop tourism opportunities that build on the Tourism Tasmania Corporate Plan and provide a consultative service to senior management of Tourism Tasmania and the Regional Tourism Authority (RTA) in implementing the Plan.

The Co-ordinator Industry Development provides a range of communication services, including e-communication, in the Southern, Northern and North-Western regions that support and promote Tourism Tasmania's programmes; particularly those programmes identified in the annual agreement between Tourism Tasmania and the RTA.

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

Enquiries to Robyn Geason for a copy of the Statement of Duties on (03) 6230 8360 or email Robyn.Geason@tourism.tas.gov.au. For further information about the position please contact Bridget Walch, Manager Regional Development, phone (03) 6230 8358, email Bridget.Walch@tourism.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM**TOURISM TASMANIA***Marketing and Commercial Operations***Manager Web Publishing (706038).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,763 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Influence the development of the Tasmanian tourism industry and Tourism Tasmania programmes by providing specialist consultative advice to the Head of Digital Services.

Actively participate and contribute to strategic programme development within the business unit, identifying and developing strategies for the efficient online publishing and global distribution of Tasmanian tourism information and which support Tourism Tasmania's corporate plan.

Position the internet as the most effective means of Tourism Tasmania communicating destination information with consumers.

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

Enquiries to Jennifer Batchelor for a copy of the Statement of Duties on (03) 6230 8153 or email Jennifer.Batchelor@tourism.tas.gov.au. For further information about the position please contact Jan Ross, Director Marketing and Commercial Operations, phone (03) 6230 8152, email Jan.Ross@tourism.tas.gov.au.

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

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

Adult and Community Learning Services

Community Facilitator (LINC)s (963685).

Applications Close:—Friday, 26 September 2008.

Salary:—\$80,382 per annum.

Administrative and Clerical Employees Award, Level 11.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Provide specialist high level community consultation services and strategic advice to the Community Knowledge Network senior management in the development of feasibility plans and options for the establishment of further Learning and Information Network Centres (LINC)s in Tasmania.

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

Desirable Requirements:—Relevant postgraduate studies. A current drivers licence.

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

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

Enquiries to Siobhan Gaskell, Department of Education, phone (03) 6233 7527, email siobhan.gaskell@education.tas.gov.au.

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

State Library of Tasmania

Public Library Services

Manager (Launceston Library + Online Access Centre) (L951145).

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time from as soon as possible to 29 February 2009.

Location:—Launceston.

Description of the Role:—The position manages the Launceston Library + Online Access Centre and contributes to the strategic objectives and operations of the Community Knowledge Network.

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.

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

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

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

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Strategy

Finance and Resource Services

Budget and Resource Services

Data Officer (590126).

Applications Close:—Friday, 26 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Assist in the provision of services on all aspects relating to the management of the Department's resources, statistics and intergovernmental relations including planning evaluation and reporting processes. Assisting in the maintenance and development of statistical and financial data sources and systems, whilst providing support for resource allocation processes and departmental reporting responsibilities.

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

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

Enquiries to Jacqui Wilson, Department of Education, phone (03) 6233 9410, email jacqui.wilson@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

Manager Strategic Workplace Relations Projects (963821).

Applications Close:—Friday, 26 September 2008.

Salary:—\$80,382 per annum.

Administrative and Clerical Employees Award, Level 11.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Design and undertake strategic workplace relations based projects, primarily focussed on improving people management practices relating to performance management, conduct and broad workplace relations agenda. Develop and implement strategic policies, guidelines and practices relating to these areas. Facilitate the development and implementation of such project work through consultation with senior management, Learning Services and unions.

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

Desirable Requirements:—Formal qualifications related to workplace relations or a significant background and experience in workplace relations.

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 Karen Crawford, phone (03) 6233 7358, email karen.crawford@education.tas.gov.au.

Enquiries to Mark Watson, Department of Education, phone (03) 6233 7358, email mark.watson@education.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

Human Resources Management

Workplace Relations

Manager Workplace Relations (960262).

Applications Close:—Friday, 26 September 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To provide specialist workplace relations support and advice to senior officers, managers and employees across the agency. To represent the Agency in negotiations with Unions and to represent the Agency in industrial tribunals and in matters before the State Service Commissioner.

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

Desirable Requirements:—Formal qualifications related to workplace relations or a significant background and experience in workplace relations.

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 Karen Crawford, phone (03) 6233 7358, email karen.crawford@education.tas.gov.au.

Enquiries to Mark Watson, Department of Education, phone (03) 6233 7358, email mark.watson@education.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Information Support Services

Records Officer Archiving (962190).

Applications Close:—Friday, 26 September 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To undertake a range of archival and records disposal requirements including a timely records and mail service in accordance with established policies, practices and procedures.

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 Danni Lockley, Department of Education, phone (03) 6233 8387, email danni.lockley@education.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Information Support Services

Senior Records Officer (423152).

Applications Close:—Friday, 26 September 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Co-ordinate and assist in the delivery of Records Services, including the supervision of assigned staff, to provide a high quality of records and information management.

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 Shelley Johnson, Department of Education, phone (03) 6233 7031, email shelley.johnson@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

Information and Technology Services

Schools and Client IT Support

Network Support Officer (961349).

Applications Close:—Friday, 26 September 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Fixed-term full-time from as soon as possible to 31 December 2009.

Location:—Learning Services (North-West).

Description of the Role:—To provide general ICT administrative and support tasks and duties for departmental computer systems. To provide support and professional development and training for staff and students using ICT resources, including troubleshooting and hardware support.

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

Desirable Requirements:—Certificate III or IV in Information Technology. Department of Education ITS Network Support Officer Accreditation. A current driver's licence.

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

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

Enquiries to Tim Latham, Department of Education, phone (03) 6421 7686, email tim.latham@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Early Years

Child Care Unit

Licensing Officer (Re-advertised) (963609).

Applications Close:—Friday, 26 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time from as soon as possible to 30 October 2009.

Location:—Hobart.

Description of the Role:—To promote the provision of high quality childcare through the provision of licensing, monitoring, information and related services to child care providers, users and other interested parties.

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

Desirable Requirements:—Early childhood and/or tertiary qualifications in a relevant field. A current driver's licence.

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

Re-advertised Enquiries to Kim Jones, Department of Education, phone (03) 6233 5963, email kim.jones@education.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

North West Region

Overland Track Rangers (Generic—6 vacancies).

Applications Close:—Friday, 26 September 2008.

Salary:—\$34,648–\$35,933 per annum.

Parks and Wildlife Service Agreement 1996, Level 1.

Fixed-term part-time 80%, for a period of 6 months.

Location:—Overland Track.

Duties:—Ensure the Overland Track experience is enhanced for its visitors through the provision of current information and interesting interpretation about the Park's natural and cultural features. Maintain the track, visitor huts and other facilities within the Park for use by the general public.

Desirable Requirements:—A current St Johns Workplace Level 2 First Aid Certificate or equivalent, or the ability to acquire prior to appointment, Immunisation for Hepatitis A and B or willingness to acquire prior to appointment, a current driver's licence, Statement of competency in Chainsaw and Brush Cutter use as well as Wilderness First Aid qualification.

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

HEALTH AND HUMAN SERVICES

Registered Nurse Transition to Practice, Graduate Nurse (Annual Intake 2009).

Applications Close:—Friday, 26 September 2008.

Salary:—\$45,980 per annum.

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

Fixed-term full-time for 12 Months. Various placements are rotational.

Location:—Hospital and/or community placements.

We offer a contemporary approach to your transition as a newly registered nurse with diverse and rewarding opportunities. With the choices offered, we are sure to meet your individual needs or interests. Varied practice settings are available for placement including metropolitan hospitals, mental health, community nursing, alcohol and drug services, correctional health and rural hospitals.

Registered Nurse Transition to Practice:—

- Facilitates your transition to practice as a newly registered nurse commencing with a comprehensive orientation which meets your individual needs. Orientation provides information related to workplace policies, practices and processes and facilitates your socialisation to the organisation.

- Facilitates the consolidation of core skills that are transferable across a range of practice settings; builds on your knowledge and clinical skills providing a strong foundation for your future career pathway.

- Provides the opportunity for you to commence a specialised career pathway in a practice area of your choice.

- Provides professional development opportunities that recognise the unique requirements of you as a newly registered nurse with a focus on commencing your career pathway.

- Is supported by a dedicated team of Registered Nurse Transition to Practice Co-ordinators, Clinical Preceptors and Nurse Educators who will assist you to achieve your clinical objectives and professional development goals and provide clinical support in practice.

General queries:—Deanna Ellis on (03) 6336 5558.

Royal Hobart Hospital:—

Jillian Pryor on (03) 6222 8786.

Launceston General Hospital:—

Denise Wilson on (03) 6348 7418.

North West Regional Hospital:—

Carol Scott on (03) 6430 6810.

Mersey Community Hospital:—

Rebekah Edwards (03) 6426 5200.

Primary Health Services:—

Helen Zournazis on (03) 6336 4160.

Mental Health Services:—

Helen Zournazis on (03) 6336 4160.

Child Health and Parenting Service:—

Ros Wilson on (03) 6336 2155.

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

If nominating a Primary Health, Mental Health or Child Health and Parenting Service placement you are required to provide proof of your current driver's licence and you will be required to undertake a police check.

Applicants are encouraged to obtain further information about the Registered Nurse Transition to Practice, Graduate Nurse (Annual Intake 2009) by clicking here.

Please note that it is your responsibility to contact your referees and send them a referee report to complete. Report templates are available to download from the Supporting Documents area of this vacancy notice.

Please click on link under Supporting Documents to Apply Online.

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Financial Services

Finance Systems

System Support Officer (500642).

Applications Close:—Friday, 26 September 2008.

Salary:—\$48,862–\$50,671 per annum.

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

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

Location:—Hobart.

Duties:—To assist in a range of financial management and information system (FMIS) duties, including first level help desk support, business and systems analysis, projects and other day to day tasks to support and develop the Agency's FMIS applications.

Desirable Requirements:—A demonstrated knowledge in the operation of Finance 1 applications, ancillary business system interfaces and helpdesk services. Knowledge of general accounting practices, preferably with experience in the public sector. Demonstrated capacity in problem solving, analytical

and time management skills and the production of system documentation and presentations.

Enquiries to Ross Murdoch, Department of Health and Human Services, phone (03) 6233 4060, email ross.murdoch@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Human Resources

Pay/Personnel

Pay/Personnel – South

Manager, HR Business Systems (518293).

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Ensure the delivery of a quality Human Resource Information Service to Pay/Personnel and the Agency. Manage and co-ordinate the HR Business Systems Unit in supporting Pay/Personnel with a focus on the pursuit of business improvement and improving organisational effectiveness and efficiency of payroll systems and reporting service delivery.

Desirable Requirements:—Individuals who demonstrate this capability will have business focus and knowledge of information management in a large, complex decentralised multi-disciplinary organisation with an ability to conceptualise, analyse and find business systems solutions. Individuals who possess this quality will be able to demonstrate extensive high level interpersonal skills including facilitation, communication, negotiation and conflict resolution skills, together with an ability to foster and develop productive networks at all levels and represent the Agency in various forums. Proven high level management skill and knowledge of large HR business systems and contemporary HR payroll practices and reporting within an organisation.

Enquiries to Sue Strugnell, Department of Health and Human Services, phone (03) 6233 4884, email 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

Human Resources

Pay/Personnel

Pay/Personnel—South

Manager, Payroll Operations (518292).

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Undertake the day to day management of the statewide payroll services for the Department of Health and Human Services including lead and manage pay staff, utilising contemporary management practices, contribute to and implement business improvement solutions, lead extensive change agenda for the area and work as part of senior management team.

Desirable Requirements:—Individuals who demonstrate this capability will lead staff in undertaking change, manage day to day people issues, create a team environment where staff are both motivated to succeed and focused on providing the best outcomes for clients. Individuals who possess this quality will demonstrate their ability by creating a supportive environment of shared understanding, co-operation and respect amongst team members at all levels. Proven experience in a role that demonstrates knowledge of and ability to apply contemporary people management and business improvement in a key operational function. Proven experience and ability to apply change management principles to achieve successful outcomes.

Enquiries to Sue Strugnell, Department of Health and Human Services, phone (03) 6233 4884, email 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

Human Resources

Pay/Personnel

Pay/Personnel—South

Manager, Service Development and Training (518291).

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Manager Service Development and Training works closely with the Statewide Manager Pay/Personnel and other members of the Pay/Personnel Senior Management Team to improve practices and ensure efficient and effective delivery of pay services by identifying and undertaking business improvement solutions including undertaking process mapping and business re-engineering, developing appropriate training programmes which support a client centric service; and contributing to change management across the Unit.

Desirable Requirements:—Individuals who demonstrate this capability will actively contribute to and support the successful implementation of business process change and be able to analyse issues from different perspectives, identify improvement pathways and make sound recommendations. Individuals who possess this quality will demonstrate their ability by creating a supportive environment of shared understanding, co-operation and respect amongst team members at all levels. Demonstrated knowledge and experience in business process mapping, change management and business improvement.

Enquiries to Sue Strugnell, Department of Health and Human Services, phone (03) 62 334884, email 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, Tasmania. 7001.

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Information Services

Application Solutions Information Services

IT Officer (Application Administration) (518304).

Applications Close:—Friday, 26 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:—Hobart.

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

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

Enquiries to Dana Purton, Department of Health and Human Services, phone (03) 6233 3141, email dana.purton@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Medical Orderly Supervisor (508118).

Applications Close:—Friday, 26 September 2008.

Salary:—\$38,464 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 7.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Supervise the routine operation and delivery of all Medical Orderly services within the Hospital. Provide Medical Orderly services to Wards and Departments on a shift by shift basis and provide assistance to Medical, Nursing, and Para-Medical staff in the lifting, positioning and general care of patients. as part of the Code Black Response Team assist the clinical team in the management of aggressive incidents.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Aged Care and Rehabilitation***Administrative Officer (504994).**

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:—Hobart.

Duties:—Undertake an administrative support function including co-ordinating and disseminating information and correspondence as well as implementing and managing relevant filing systems. Organise and schedule meetings, including telephone and video conferencing arrangements, and provide secretariat support, including minute taking for senior staff and as required for other staff within the OACAR. Schedule meetings and other appointments for senior staff, including the compilation of agenda papers and minutes for meetings.

Enquiries to Wendy Quinn, Department of Health and Human Services, phone (03) 6233 0471, email wendy.quinn@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Aged Care and Rehabilitation***Consultant Community and Aged Care (511916).**

Applications Close:—Friday, 26 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 support in relation to HACC annual planning and business reporting processes. Undertake research into national and international service trends and best practice models applicable to community and aged care services. Participate in the development of statewide policy across the Department in relation the provision of community and aged care services.

Highly Desirable Requirements:—Appropriate professional and/or tertiary qualifications.

Enquiries to Janet Carty, Department of Health and Human Services, phone (03) 6233 8514, email janet.carty@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Aged Care and Rehabilitation***Senior Consultant Rehabilitation and Aged Care (517965).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$70,573–\$72,385 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Participate in the development of statewide policy across the Department in relation to the provision of rehabilitation and aged care services. Undertake research into and provide advice to the Principal Consultant, Rehabilitation and Aged Care on matters relating to the demand for and provision of rehabilitation and aged care services in Tasmania.

Highly Desirable Requirements:—Appropriate professional and/or tertiary qualifications.

Enquiries to Janet Carty, Department of Health and Human Services, phone (03) 6233 8514, email janet.carty@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Aged Care and Rehabilitation***Senior Consultant Rehabilitation and Aged Care (515380).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Assist in the development of statewide policy across the Department in relation to the provision of rehabilitation and aged care services. Provide high-level and detailed advice to the Principal Consultant, Rehabilitation and Aged Care on matters relating to the demand for and provision of rehabilitation and aged care services in Tasmania. Assist with the establishment and maintenance of consultative mechanisms internally within the Department and undertake liaison as appropriate with rehabilitation and aged care services and other stakeholders, together with relevant Tasmanian Government Agencies and other jurisdictions.

Highly Desirable:—Appropriate professional and/or tertiary qualifications.

Enquiries to Janet Carty, Department of Health and Human Services, phone (03) 6233 8514, email janet.carty@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Clinical Performance and Emergency Management***Care Co-ordinator (518269).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Fixed-term full-time day work, commencing 29 October until 27 October 2009.

Location:—Hobart.

Duties:—Support the development of and participate in the multidisciplinary approach to cancer care. Facilitate the continuity and quality of care for patients diagnosed with cancer. Identify improvements in care co-ordination and service accessibility within the designated area and assist in the development and implementation of system changes and process improvements to support care co-ordination.

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

Enquiries to Dr Kelly Shaw, Department of Health and Human Services, phone (03) 6233 6420, email kelly.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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Clinical Performance and Emergency Management***Care Co-ordinator (518268).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Fixed-term full-time day work, commencing 29 October 2008 to 28 October 2009.

Location:—Launceston.

Duties:—Support the development of and participate in the multidisciplinary approach to cancer care. Facilitate the continuity and quality of care for patients diagnosed with cancer. Identify improvements in care co-ordination and service accessibility within the designated area and assist in the development and implementation of system changes and process improvements to support care co-ordination.

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

Enquiries to Dr Kelly Shaw, Department of Health and Human Services, phone (03) 6233 6420, email kelly.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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Forensic Pathology Service***Administrative Support Officer (501346).**

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 part-time day worker, 54 hours per fortnight.

Location:—Hobart.

Duties:—In a particularly sensitive environment the Administrative Support Officer is responsible for providing high level administrative support to the Director of Statewide Forensic Medical Services, Forensic Pathologists and other staff attached to the unit. Support the day to day running of the Office of the State Forensic Pathologist ensuring efficient flow of information and correspondence. This position acts with independence and autonomy in respect of day to day tasks.

Desirable Requirements:—Advanced word processing and computer skills (Microsoft based applications), demonstrated audio typing experience in the preparation of confidential documents and a high level understanding of medical terminology. Demonstrated ability to organise, set priorities and meet deadlines, together with a demonstrated capacity to manage a number of tasks concurrently in an environment subject to work pressure and unpredictable change. Recent experience in clerical duties within a health care environment together with knowledge of medical records management standards and basic coding procedures. Ability to perform tasks if exposed to potentially disturbing and offensive situations such as suspicious deaths and may involve personal attendance in the Mortuary.

Enquiries to Jenny Gudden or Sue Gavan, Department of Health and Human Services, phone (03) 6222 8611, email jenny.gudden@dhhs.tas.gov.au or sue.gavan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Health and Well Being Services

Oral Health Services Tasmania North North West

Administrative Assistant (518281).

Applications Close:—Friday, 26 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 work.

Location:—North West Region.

Duties:—To provide high level administrative and clerical support to the Manager and staff within the relevant region. Ensure an efficient flow of information to and from the relevant region. Contribute towards the effective and efficient day-to-day operations of the region.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices.

Good interpersonal and communication skills, including the ability to liaise with a broad range of people in a confidential and sensitive manner.

Proven ability to exercise initiative and sound judgment in the day-to-day management of tasks, including the ability to plan, organise, set priorities and meet deadlines.

Enquiries to Roseanne Robinson, Department of Health and Human Services, phone (03) 6440 7120, email roseanne.robinson@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Business Manager, Tas. Medical Retrieval Serv. (518271).**

Applications Close:—Friday, 26 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:—Clinical Services-Director of Clinical Services Office.

Duties:—Provide the Director with support and assistance in the business management of the Tasmanian Medical Retrieval Service, which includes strategic planning, business planning, management of procurement processes and management of both financial and non-financial operations of the Service.

Desirable Requirements:—Demonstrated knowledge, experience and skills in all aspects of financial and budget management, including consultative support for the effective use of financial systems and relevant technology. Strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment, to identify relevant issues and make sound judgements about Agency strategies and directions. Well developed skills and experience in project management and policy development including a proven capacity to undertake major financial research, investigations and reviews, as well as experience in planning, evaluation and implementation.

Enquiries to Dr Andrew Hughes, Department of Health and Human Services, phone (03) 6336 5799, email andrew.n.hughes@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Hospital Aide (504234).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Permanent part-time shift work (Fully Rotational), working 8 shifts (64 hours) one fortnight and 9 shifts (72 hours) the following fortnight.

Location:—Medicine-Ward 4D.

Duties:—To assist with the management of all Wards supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

Desirable Requirements:—Previous experience working with patients desirable. Sound literacy and numeracy skills. Knowledge of the principles and practices of Infection Control. An understanding of Hospital Policies and Procedures. Well developed communication and interpersonal skills. Ability to work and plan daily duties with minimal supervision.

Enquiries to Robyn Hayes, Department of Health and Human Services, phone (03) 63487308, email robyn.hayes@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Senior Occupational Therapist (514737).

Applications Close:—Friday, 26 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 worker.

Location:—Clinical Services, Allied Health.

Duties:—To promote, develop and provide Occupational Therapy services in accordance with professional standards to a predominantly specialist Rehabilitation caseload (Stroke Unit). To provide professional supervision and guidance to Level 1 Occupational Therapists. To provide professional advice and staff development to others with regard to the field of specialisation.

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

Enquiries to Cindy Hollings, Department of Health and Human Services, phone (03) 63487221, email cindy.hollings@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Senior Social Worker (503863).

Applications Close:—Friday, 26 September 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Fixed-term full-time day worker. To commence on 20 October 2008 until 16 October 2009.

Location:—Clinical Services, Allied Health.

Duties:—Plan, provide and evaluate specialist social work services to critical areas in the acute care setting. Mentor and supervise social worker staff based on best practice in accordance with current models, professional standards and the Australian Association of Social workers Code of Ethics.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

Enquiries to Lee Hodge, Department of Health and Human Services, phone (03) 6348 7247, email lee.hodge@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

North West Regional Hospital

Registered Nurse (502208).

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

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

Location:—Nursing Services-ICU.

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 Trudy Segger, Department of Health and Human Services, phone (03) 64306668, email 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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Case Worker (516264).

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

Permanent part-time day worker working 9 hours per fortnight.

Location:—Campbell Town.

Duties:—To work within the Primary Health care framework and in accordance with primary health care principles in the provision of services to frail older and younger disabled clients and their carers with complex needs within the Home and Community Care target group and assist the Community

Services Manager by providing high level clerical support in maintaining a Community Options model of case management.

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

Enquiries to Jan Harvey, Department of Health and Human Services, phone (03) 6381 3300, email jan.harvey@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Cook/Hotel Services Supervisor (502400).

Applications Close:—Friday, 26 September 2008.

Salary:—\$38,464 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 7.

Permanent full-time shift worker (fully rotational).

Location:—King Island Hospital and Health Centre.

Duties:—This position has responsibility for co-ordinating the delivery of hotel services for the King Island Hospital and Health Centre. This includes preparing and producing all food and nutritional requirements for patients, residents and staff at the King Island Hospital and Health Centre and delivered meal recipients, providing supervision and direction to a small team of catering and cleaning support staff, monitoring the use and storage of food, perishable goods and other consumables and liaising with the DON/Site Manager in the purchasing of materials and ensure that items are stored and used in accordance with current workplace safety and Foodsafe guidelines.

Desirable Requirements:—A recognised formal qualification or considerable experience in the preparation and presentation of balanced meals for a large organisation, experience in preparing meals for people with specialised dietary needs considered desirable, team leadership skills, with the ability to support, supervise, direct, and develop staff, effective communication and interpersonal skills with the capacity to liaise effectively with external suppliers and with a wide range of internal and external consumers, and demonstrated ability to work with minimal supervision, and possess well developed organisational skills.

Enquiries to Cathy Donnellan, Department of Health and Human Services, phone (03) 6462 9900, email kihhcdon@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Registered Nurse (506153).

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shift work, working 48 hours per fortnight.

Location:—Scottsdale.

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 Christine Wootton, Department of Health and Human Services, phone (03) 6352 5500, email chris.wootton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Registered Nurse (504466).

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shift work, working 24 hours per fortnight.

Location:—Beaconsfield.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Orthotist/Prosthetist (506089).

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 day work.

Location:—Northern Region.

Duties:—Provide clinical assessment and intervention in the appropriate orthotic and prosthetic management of clients and to contribute to the safety and quality of client treatment processes for the statewide service.

Essential Requirements:—Diploma or Degree of Applied Science in Orthotics/Prosthetics and/or be eligible for membership to the Australian Orthotic and Prosthetic Association.

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 John Semmens, Department of Health and Human Services, phone (03) 6348 7562, email john.semmens@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Domestic Services Officer (502500).

Applications Close:—Friday, 26 September 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Permanent full-time shiftwork.

Location:—HealthWest, Queenstown.

Duties:—To clean allocated areas of West Coast District Hospital in compliance with Infection Control Guidelines.

Desirable Requirements:—Responsible for performing day to day tasks with minimal supervision. Responsible for exercising minimal judgment in deciding how tasks are performed and for determining priorities. Observe all aspects of confidentiality.

Enquiries to Jan Seen, Department of Health and Human Services, phone (03) 6472 2300, email jan.seen@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

State Manager Orthotic and Prosthetic Services Tasmania (505506).

Applications Close:—Friday, 3 October 2008.

Salary:—\$102,233 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager Level 5 Grade 2.

Permanent full-time day work.

Location:—Hobart.

Duties:—Efficient and effective state wide management and comprehensive clinical leadership for orthotic and prosthetic services provided in Tasmania.

Essential Requirements:—Diploma or Degree of Applied Science in Orthotics/Prosthetics and/or be eligible for membership to the Australian Orthotic and Prosthetic Association.

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 Kathy O'Dea, Department of Health and Human Services, phone (03) 6222 7375, email kathy.odea@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Administrative Assistant (518313).

Applications Close:—Friday, 26 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 work.

Location:—Hobart.

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

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices. Demonstrated ability to utilise computer based equipment, applications and software including office equipment. Ability to exercise initiative, judgment, courtesy and discretion and to work effectively under routine supervision. Demonstrated ability to work either individually or as a member of a team in an environment subject to work pressure and change.

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 Lorraine Millar, Department of Health and Human Services, phone (03) 6222 7947, email larraine.millar@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Nurse (Research Jack Jumper Allergy Prog) (508960).

Applications Close:—Friday, 26 September 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Fixed-term part-time 28 hours per fortnight for a period of 2 years.

Location:—Hobart.

Duties:—Assist in undertaking research developing a desensitisation therapy for severe anaphylaxis to the sting of the Jack Jumper ant, by utilising a problem solving approach to complete delegated activities associated with the trial, and collaborating with other members of the research team to achieve the project aims.

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

Enquiries to Jenny Gudden, Department of Health and Human Services, phone (03) 6222 7599, email jenny.gudden@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Nurse Consultant (Continence and Urology) (505956).

Applications Close:—Friday, 26 September 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Permanent part-time day worker, 64 hours per fortnight.

Location:—Hobart.

Duties:—Act as a consultant for continence and urology services providing direct care, advisory, support and educational services within the Royal Hobart Hospital and as required, to external health care providers.

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

Enquiries to Rae de Silva, Department of Health and Human Services, phone (03) 6222 8703, email rae.desilva@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Hospital Aide (516749).

Applications Close:—Friday, 26 September 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Permanent full-time and part-time fully rotational shift work.

Location:—Royal Hobart Hospital.

Duties:—Maintain clean and hygienic surroundings to facilitate the control of infection in specialty areas. Contribute to, and participate as a member of the health team. Decontaminate, sterilise and maintain specialised equipment.

Note:—Several vacancies are available, both full-time and part-time, fully rotational shift work. Salary is pro-rata for part-time.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Personnel and Administration Officer (517178).

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

Fixed-term part-time day work (45.6 hours per fortnight), commencing 10 November 2008 for a period of 6 months.

Location:—Hobart.

Duties:—Co-ordinate and provide human resource services for the Physiotherapy Department, including those associated with pay and personnel activities. Co-ordinate and provide a range of administrative services within the Department in conjunction with the Business Support Officer, and undertake specific projects as required.

Desirable Requirements:—Knowledge and understanding of payroll documentation, personnel functions and Award provisions, including policies, protocols and roles relating to employees of the physiotherapy service, or ability to acquire this knowledge based on past experience. Demonstrated experience and ability with electronic human resource systems, together with competency in the use of word processing, spreadsheet and database packages. Demonstrated ability to use initiative and a commitment to continuous quality improvement with the ability to interpret and analyse relevant information and decide on an appropriate course of action.

Enquiries to Jennie Delaney, Department of Health and Human Services, phone (03) 6222 7491, email jennie.delaney@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Rehabilitation Co-ordinator (517793).

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:—Hobart.

Duties:—Management of a referral, assessment and triage process for sub-acute rehabilitation patients in collaboration with senior medical, nursing and allied health staff in Aged and Rehabilitation Services. Development and implementation of systems to improve patient flow for subacute rehabilitation services including admission and discharge planning. In conjunction with the Dwyer NUM, management of the sub-acute waitlist including close monitoring and liaising with patients, families and carers. Provision of an effective liaison with the Rehabilitation and Aged Services Liaison Team (RASL), wards of RHH and the Community Rehabilitation Unit(CRU). Development of effective links with relevant health service providers including other rehabilitation units in Tasmania.

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

Enquiries to Louise Harrison, Department of Health and Human Services, phone (03) 62 227206, email louise.harrison@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Social Worker (508258).

Applications Close:—Friday, 26 September 2008.

Salary:—\$45,535–\$73,058 pro rata.

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

Fixed-term part-time 40 hours per fortnight (commencing 17 November 2008 for a period of 12 months).

Location:—Hobart.

Duties:—Develop, provide and evaluate Social Work services for patients of the Royal Hobart Hospital, as authorised, in accordance with the Code of Ethics of the Australian Association of Social Workers.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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 Janet Whelan, Department of Health and Human Services, phone (03) 6222 8440, email janet.whelan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Staff Specialist (Radiology) (515770).

Applications Close:—Friday, 26 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 (with oncall).

Location:—Hobart.

Duties:—Within the discipline of Radiology. Provide Specialist in-patient and out-patient care to patients of the Royal Hobart Hospital. Be involved with undergraduate teaching and post graduate teaching. Undertake research and quality improvement activities. Conduct radiological examinations and report findings. Provide advice on radiological findings and investigations required to other consultants and medical staff.

Essential Requirements:—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the Medical Practitioners Registration Act 1996 and has had a minimum of four year's relevant post graduate experience.

Enquiries to Marcus Mykytowycz, Director, Medical Imaging, Department of Health and Human Services, mobile 0418 554 828, email marcus.mykytowycz@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the

vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Nurse Unit Manager (500827).

Applications Close:—Friday, 3 October 2008.

Salary:—\$74,792–\$76,561 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—CHAPS South.

Duties:—In accordance with Primary Health Care principles, national standards, Agency directions, policies, legal requirements and professional competencies, undertake the delivery of quality client care services, based on best practice and within a collaborative and multidisciplinary framework.

To provide effective and efficient management of the Child Health and Parenting Service (CHAPS), including the co-ordination of education and research to ensure provision of quality care based on best practice principles. To provide generic business, clinical management and advice within the interdisciplinary team.

Desirable Requirements:—Hold recognised Child and Family Health nursing and other relevant tertiary.

qualification. Demonstrated comprehensive knowledge of and the ability to meet the standards of contemporary Child and Family Health nursing practice. Comprehensive knowledge of legislation relevant to the practice setting, including ANCI competencies, codes of practice, policies and procedures, together with a commitment to Occupational Health and Safety, Equal Employment Opportunity and continuous quality improvement.

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 Beverley Thomson, Department of Health and Human Services, phone (03) 6230 7956, email beverley.thomson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Service Improvement Officer, Readvertised (517109).

Applications Close:—Friday, 3 October 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Housing Services, North West.

Please Note: On Monday 22 September 2008 between 6.00 pm and 7.30 pm an information session will be held at Level 1 Reece House, 46 Mount Street Burnie. This is an ideal opportunity to gain a greater insight into the role and learn more about Housing Tasmania, to ask questions and to meet the Team Leader and Manager and view the working environment. Come along and discover the value and opportunities of working in the Public Sector.

Duties: Assist in the implementation of policy, procedures and practice improvement through training and quality improvement activities. Provide a range of tenancy management services to portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Experience in undertaking workplace training or coaching, and an understanding of and commitment to service improvement. Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines.

Enquiries to Sharon McCauley, Department of Health and Human Services, phone (03) 6434 6388, email sharon.mccauley@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

OFFICE OF THE SECRETARY

New Royal Project

Communications and Research Officer (518305).

Applications Close:—Friday, 26 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 2 years.

Location:—Hobart.

Duties:—Perform a range of communication and marketing activities aimed at communicating Project related information and enhancing and promoting a positive image of the Project and Agency. Undertake special research or projects in relation to key areas of Project interest.

Desirable Requirements:—Written and verbal communication skills including the capacity to use a broad range of technology to produce quality documents in a variety of communication formats and presentation styles. Liaison, negotiation and interpersonal skills with a willingness to interact with a wide range of clients and external business partners. Planning and project management skills, including a demonstrated ability to determine priorities, make independent decisions and meet tight deadlines.

Enquiries to Rod Wallis, Department of Health and Human Services, phone (03) 6233 4832, email rod.wallis@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

Pharmaceutical Services Branch

Pharmacist (500749).

Applications Close:—Friday, 3 October 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Pharmaceutical Services Branch, Hobart.

Duties:—Carry out a range of functions relating to the regulation of manufacture, distribution and use of drugs and poisons in Tasmania.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of 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 Jim Galloway, Department of Health and Human Services, phone (03) 6233 6471, email james.galloway@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Consumer Engagement Policy Consultant (518287).

Applications Close:—Friday, 26 September 2008.

Salary:—\$79,629 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 11.

Permanent full-time day work.

Location:—Hobart.

In line with our commitment to ensure patients and clients are at the heart of our services, the Department is in the process of developing a consumer and community engagement strategy. This is one of the most important things we will do this year.

Duties:—To lead consumer and community engagement policy development and projects within DHHS.

Desirable Requirements:—Demonstrated high level knowledge of consumer engagement processes across the Health and Human Services sector and a demonstrated ability to undertake sensitive negotiations and effectively manage consultation processes with a range of stakeholders both within and external to government.

Strong policy development skills including proven strategic, conceptual, analytical and creative capacity, with the ability to understand and make sound judgements about the political, social and organisational environment.

Demonstrated high-level experience and skills in project management activities in accordance with the Tasmanian Government Project Management Framework.

Enquiries to Siobhan Harpur, Department of Health and Human Services, phone (03) 6216 4495, email siobhan.harpur@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Clinical Psychologist (503111).**

Applications Close:—Friday, 26 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 (with oncall).

Location:—Mental Health Services North West.

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

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

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

Enquiries to 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.

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Community Mental Health Nurse (502824).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term full-time day worker commencing as soon as possible to 23 October 2009.

Location:—Mental Health Services North West.

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.

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Health Care Assistant (507454).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Permanent full-time Shift Worker.

Location:—Mental Health Services North.

Duties:—As part of a multi-disciplinary team delivery 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 Health Care Assistant will provide daily support to a designated client group and provide support to medical, nursing and allied

health professional staff in the delivery of care to clients of Mental Health Services across a variety of settings.

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 Fiona Young, Department of Health and Human Services, phone (03) 6336 4156, email fiona.young@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Health Care Assistant (507456).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Permanent part-time shift worker (fully rotational) working 38 hours per fortnight.

Location:—Mental Health Services North.

Duties:—As part of a multi-disciplinary team delivery 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 Health Care Assistant will provide daily support to a designated client group and provide support to medical, nursing and allied health professional staff in the delivery of care to clients of Mental Health Services across a variety of settings.

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 Fiona Young, Department of Health and Human Services, phone (03) 6336 4156, email fiona.young@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Multi-skilled Domestic (505091).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Permanent full-time shift work.

Location:—Older Persons Mental Health Services.

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 Multi Skilled Domestic undertakes general and high level cleaning duties within a designated team/service, assists the Team Leader/Unit Manager to maintain an optimal work environment and ensures 'Cook-Chill' meals are stored, re-heated and distributed in accordance with unit procedures.

Desirable Requirements:—Knowledge of and experience in general and high level cleaning procedures, or the ability to acquire knowledge as required.

A sound knowledge and understanding of 'cook-chill' processes along with general food handling and food hygiene regulations.

Awareness of Occupational Health and Safety, Infection Control and Continuous Quality Improvement.

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 Craig Fraser, Department of Health and Human Services, phone (03) 6228 9055, email craig.fraser@dhhs.tas.gov.au.

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

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Registered Nurse (518020).

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Mental Health Services North West.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes, and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Registered Nurse (518023).

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Mental Health Services North West.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes, and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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

Enquiries to Linda Rose, Department of Health and Human Services, phone (03) 64306579, email linda.rose@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Registered Nurse (518024).**

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Mental Health Services North West.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes, and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Forensic Mental Health Services

Wilfred Lopes Centre

Registered Nurse (515449).

Applications Close:—Friday, 26 September 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

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

Location:—Wilfred Lopes Centre, Risdon.

Duties:—As part of the primary care health team, provide direct and indirect nursing care based on best practice principles and within a collaborative and multidisciplinary team. Participate in the development and revision of organisational documentation and policies and procedures relating to nursing based best practice. Participate in and contribute to a learning

environment, through continuing education and training, professional development and attendance at conferences and relevant forums.

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.

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 Geoff Clifford, Department of Health and Human Services, mobile 0458 338 588, email gclifford@dhhs.tas.gov.au.

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

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Registration and Licensing Branch***Business Analyst (372219).**

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:—Hobart.

Duties:—Manage the delivery of tasks associated with the maintenance and ongoing enhancement of the Motor Registry System.

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

Enquiries to John Mason, Manager, Applications and Information Business Unit, Department of Infrastructure, Energy and Resources, phone (03) 6233 3852, email john.mason@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.

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

*Registration and Licensing Branch***Senior Application Support Officer (371672).**

Applications Close:—Friday, 26 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:—Co-ordinate the development and maintenance of web application interfaces to the Motor Registry System (MRS) and ensure the delivery of a high level client service.

Desirable Requirements:—Appropriate tertiary qualifications.

Enquiries to John Mason, Manager, Applications and Information Business Unit, Department of Infrastructure, Energy and Resources, phone (03) 6233 3852, email john.mason@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.

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INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Registration and Licensing Branch

System Analyst (372218).

Applications Close:—Friday, 26 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:—The occupant is required to manage the day to day requirements of the Motor Registry System, Application and Interfaces and projects across multiple agencies and investigate complicated technical and business issues.

Desirable Requirements:—

* Tertiary qualification in a relevant discipline.

Enquiries to John Mason, Manager, Applications and Information Business Unit, Department of Infrastructure, Energy and Resources, phone (03) 6233 3852, email john.mason@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.

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INFRASTRUCTURE, ENERGY AND RESOURCES

PRIVATE FORESTS TASMANIA

Geographic Information Systems Officer (372215).

Applications Close:—Friday, 26 September 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time 73.5 hours per fortnight for 9 months.

Location:—Launceston (or Hobart subject to negotiation).

Duties:—To carry out the maintenance and update of corporate spatial and non-spatial data sets on Private Forests Tasmania's Geographic Information Systems (GIS).

Desirable Requirements:—Current Drivers Licence.

Qualifications and/or experience in geographic information

systems (GIS), or successful completion of GIS units in a tertiary or TAFE qualification.

Enquiries to Phil Donnelly, Geographical Information Systems Manager, Department of Infrastructure, Energy and Resources, phone (03) 6434 7246, email phil.donnelly@privateforests.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Rail Management Branch

Rail Infrastructure Supervisor—2 Vacancies.

Applications Close:—Friday, 26 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Vacancy No. 371953.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Vacancy No. 371948.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

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

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

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

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Rail Management Branch

Rail Infrastructure Supervisor.

Applications Close:—Friday, 26 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Vacancy No. 372214.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Duties:—Using expert knowledge of rail infrastructure and rail maintenance, this position will oversee and validate works, both maintenance and capital, to be carried out on

the Tasmanian Rail Network. This position will also play a key role in assisting the Rail Management Branch to develop appropriate systems and rail safety standards to support the operational requirements of the Branch.

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

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

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Rail Management Branch

Rail Legal and Policy Manager (372030).

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide the Rail Management Branch (RMB) with expert legal and policy advice on issues concerning the Tasmanian Rail Network, the capital works projects and the wider outcomes required under the Rail Rescue Package. This position will also develop and administer the Safety Management System for the Branch with a particular focus on the non-operational rail lines.

Desirable Requirements:—A Tertiary qualification in law and/or high-level legal experience. Knowledge and understanding of the Tasmanian Rail Network.

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

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Traffic and Infrastructure

Senior Traffic Engineering Officer (370446).

Applications Close:—Friday, 26 September 2008.

Salary:—\$62,286 per annum.

Technical Employees Award, Level 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide high-level technical assistance and support to the Senior Traffic Engineer in developing and managing traffic management policies, practices, programmes and projects in line with Government and Agency policies and priorities.

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

Desirable Requirements:—Minimum 5 years demonstrated experience working in a traffic engineering environment. Current driver licence.

Applicants should note that the current Driver's Licence is highly desirable. Currently a request is with the State Service Commissioner to have the current Driver's Licence requirement as essential. Approval is expected to be prior to the finalisation of the selection.

Enquiries to Simon Brown, Senior Traffic Engineer, Department of Infrastructure, Energy and Resources, phone (03) 6233 4793, email simon.brown@dier.tas.gov.au.

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

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

JUSTICE

CORPORATE SERVICES

Information Technology Services

Desktop and Helpdesk Support Officer (354832).

Applications Close:—Friday, 26 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 73.5 hours per fortnight.

Location:—Hobart.

Duties:—In conjunction with other members of the Desktop Services team, provide Desktop Support and desktop support tasks, including problem solving and providing operational advice to clients. Undertake the installation and replacement of IT hardware and software as part of the Agencies IT procurement process. Provide technical support for Client PC's and workstation hardware and software. Assist in the preparation and maintenance of information provided by Information Technology Services for the Intranet and clients.

Desirable Requirements:—Relevant tertiary qualifications, or substantial progress thereto. Current Drivers's Licence. A minimum of three years experience.

Enquiries to John Cole, Team Leader, Information Technology, Department of Justice, phone (03) 6233 9267, email john.cole@justice.tas.gov.au.

Applications to Daphne Webb, Administration 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.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact John.Cole@justice.tas.gov.au.

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

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

JUSTICE

OFFICE OF THE SECRETARY

Legislative Policy Officer—2 Vacancies.

Applications Close:—Friday, 26 September 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Vacancy No. 356107.

Fixed-term full-time for a period of 2 years.

Location:—Hobart.

Vacancy No. 356108.

Fixed-term full-time for a period of 2 years.

Location:—Hobart.

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

Desirable Requirements:—Tertiary qualification in law.

Enquiries to 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 Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact 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, 26 September 2008.

Salary:—\$53,188–\$55,020 pro rata.

Administrative and Clerical Employees Award, Level 6.

Permanent part-time 0.7 FTE, 51.45 hours per fortnight. Must be able to work Tuesday and Thursday other hours negotiable.

Location:—Hobart.

Duties:—Assist victims of family violence 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.

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 family violence, 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.

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.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact 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

WORKCOVER

OHS Advisor (356105).

Applications Close:—Friday, 26 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:—Launceston.

Duties:—Develop, deliver, monitor and evaluate OHS advisory programmes to high-risk industry sectors, industry groups and individual business through the implementation of appropriate intervention strategies. In consultation with agency staff, business groups and key stakeholders, implement a range of intervention strategies for identified high risk industry sectors.

Desirable Requirements:—Relevant tertiary qualifications and industry experience. A current motor vehicle driver's licence.

Enquiries to Ray Pickett, Manager Scheme Improvement, WorkCover, Department of Justice, phone (03) 6233 2655, email ray.pickett@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Joanne Ashwood on (03) 6233 4988.

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.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY
ADMINISTRATION

Accounts Receivable Officer (AR170908).

Applications Close:—Friday, 26 September 2008.

Salary:—\$38,910–\$42,407 pro rata.

Port Arthur Historic Site Staff Agreement 2004, Administration Stream, Level 3.

Fixed-term part-time 12 month term commencing 27 October 2008.

Location:—Port Arthur.

Duties:—Undertake processing of transactions and reconciliations, principally in relation to accounts receivable, in accordance with established policies and procedures and State and Commonwealth Government Legislation.

Desirable Requirements:—Completion or progress toward a relevant Certificate III qualification.

Financial experience in a commercial environment.

Enquiries to Remo Carnevale, Senior Administration Officer, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2347, fax (03) 6251 2322, email remo.carnevale@portarthur.org.au.

Applications to Jane Bale, HR Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY
CONSERVATION AND INFRASTRUCTURE

Conservation Manager (CM170908).

Applications Close:—Wednesday, 8 October 2008.

Salary:—\$80,768–\$86,226 per annum.

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

Permanent full-time.

Location:—Port Arthur.

Duties:—Manage capital and maintenance works relating to both the conservation of historic fabric and structures and the provision of site infrastructure and ensure that the cultural heritage values of the Port Arthur Historic Site and the Coal Mines Historic Site are maintained and protected. Provide strategic advice and management support to the Director Conservation and Infrastructure on conservation and infrastructure issues affecting the Site, including the effects of tourism and related activities. Contribute to the establishment of PAHSMA as a centre of excellence in the conservation and interpretation of a cultural heritage place of international significance.;

Desirable Requirements:—Degree in Architecture or a related discipline or equivalent qualifications acceptable to the Authority.

Enquiries to Jane Harrington, Director Conservation and Infrastructure, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2330, fax (03) 6251 2322, email jane.harrington@portarthur.org.au.

Applications to Jane Bale, HR Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

TOURISM OPERATIONS

Cook (C170908).

Applications Close:—Friday, 26 September 2008.

Salary:—\$46,125–\$49,698 pro rata.

Port Arthur Historic Site Staff Agreement 2004, Tourism Operations Stream, Level 3.

Permanent part-time.

Location:—Port Arthur.

Duties:—Provide support to the chefs by undertaking general cookery, preparation and presentation of food within the cafes and restaurants at the Port Arthur Historic Site. To understudy the role of chef and, on occasion, undertake the role.

Desirable Requirements:—Certificate II in Hospitality or Cookery.

Enquiries to Sarah Morse, Food and Beverage Supervisor, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2314, fax (03) 6251 6250 2764, email sarah.morse@portarthur.org.au.

Applications to Jane Bale, HR Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Corporate and Financial Projects Manager (001421).

Applications Close:—Friday, 26 September 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake major corporate projects that deliver improved use of resources and more efficient processes, programmes and services within the Agency. Achieve improvements in corporate systems and management services.

Desirable Requirements:—Appropriate tertiary qualification or significant progress towards such qualifications would be an advantage.

Enquiries to Louise Mills, Deputy Director, Corporate Services, Department of Premier and Cabinet, phone (03) 6233 6246, email Louise.Mills@dpac.tas.gov.au.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Finance Branch

Finance Manager (001497).

Applications Close:—Friday, 26 September 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—To provide strategic leadership and direction in the management of the Department's financial planning and budgeting, accounting and reporting services to Departmental

management; in accordance with the government and Departmental legislative and policy framework. Provide strategic support to the Director Corporate Services in the management of Departmental resources.

Desirable Requirements:—Appropriate tertiary qualification or significant progress towards such qualifications would be an advantage.

Enquiries to Jeff Reeve, Director, Corporate Services, Department of Premier and Cabinet, phone (03) 6233 6349, email Jeff.Reeve@dpac.tas.gov.au.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Finance Branch

Finance Officer (001400 and 001401).

Applications Close:—Friday, 26 September 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—To deliver an effective Finance operational service to the Department of Premier and Cabinet through the Department's Financial Management Information System (FMIS), by the proficient payment of creditors and processing of debtors, and undertake other accounting related functions including the daily verification of data entered into the financial system. Support the agency's finance policies and practices, particularly in response to client enquires regarding Finance operational issues.

Enquiries to Pam Wright, Financial Accountant, Department of Premier and Cabinet, phone (03) 6233 3291, email Pam.Wright@dpac.tas.gov.au.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Finance Branch

Finance Systems Co-ordinator (001398).

Applications Close:—Friday, 26 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake the system administration functions for the Department's Financial Management Information System (FMIS). Manage the ongoing development and implementation of the FMIS and related systems and procedures. Develop and prepare regular and ad-hoc financial reports.

Enquiries to Peter Wright, Finance Manager, Department of Premier and Cabinet, phone (03) 6233 6683, email Peter.Wright@dpac.tas.gov.au.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Finance Branch

Financial Accountant (000989).

Applications Close:—Friday, 26 September 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the financial operations and processes of the Finance Branch and undertake complex accounting tasks associated with the financial operations of the Department. Contribute to the development of financial and accounting policies and guidelines consistent with government objectives, including the implementation and co-ordination of relevant strategies to support the efficient financial management of the Department. Provide specialist financial procedural and policy advice to Departmental Management and staff. Manage and co-ordinate the Department's external financial reporting requirements including financial statements and taxation reporting.

Desirable Requirements:—Appropriate Tertiary qualifications and membership or eligibility for membership of a relevant professional body together with experience in a government accounting environment.

Enquiries to Peter Wright, Finance Manager, Department of Premier and Cabinet, phone (03) 6233 6683, email Peter.Wright@dpac.tas.gov.au.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Finance Branch

Senior Finance Controller (001399).

Applications Close:—Friday, 26 September 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Oversee the day to day operations of the Revenue and Expenditure areas within the Finance Branch. Control and monitor revenue and expenditure processing. Prepare and maintain associated financial reports. Undertake the roles of Departmental Certifying Officer, Corporate Card Administrator and Cheque Signing Officer. Supervise the operation of a team of allocated staff and assign work priorities as required.

Enquiries to Pam Wright, Financial Accountant, Department of Premier and Cabinet, phone (03) 6233 3291, email Pam.Wright@dpac.tas.gov.au.

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

PREMIER AND CABINET
TMD

Business Development

Business Development Consultant (001134).

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake strategic and business development for the Business Development Branch of TMD. Undertake policy and strategic research and development at a Whole-of-government level to improve business outcomes. Promote the innovative use of IT to provide value added and quality services for TMD and its customers.

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

Enquiries to Ian Scott, Business Development Manager, Department of Premier and Cabinet, phone (03) 6233 6460, email Ian.Scott@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

BIOSECURITY AND PRODUCT INTEGRITY

Diagnostic Services

Scientific Officer (Devil Facial Tumour Project) (702618).

Applications Close:—Friday, 26 September 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Fixed-term full-time from as soon as possible until 30 June 2012, subject to funding.

Location:—Mt Pleasant Laboratories, Launceston.

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

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

Duties:—To participate in the development and execution of research into the Tasmanian Devil Facial Tumour Disease in conjunction with Veterinary Pathologists and other Scientific Officers. This involves laboratory based and field based work wherein field trips of several days duration may be necessary. Some of the duties include assistance with post mortems and collection and preparation of biological samples for use in house and for use by external collaborators. Responsible for the management and maintenance of an archive of tissue and associated samples which have been collected over the course of the programme.

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

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

Desirable Requirements:—A current motor vehicle driver's licence. Several years' science or research laboratory experience with particular emphasis on molecular genetic analysis and immunology.

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

Enquiries to Robyn Campain, phone (03) 6336 5406, email robyn.campain@dpiw.tas.gov.au.

Applications to Robyn Campain, Administrative Assistant, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5406, fax (03) 6336 5374, email robyn.campain@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

Finance, Facilities and Business Services

Finance Analyst (700620).

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.

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

Duties:—Provision of advice and technical support on financial management, accounting, asset management and procurement issues. Preparation of financial statements and reports and maintenance of the General Ledger and code elements. Manage projects, develop and co-ordinate user training and education on financial management and procurement matters. Preparation of correspondence, including ministerial correspondence.

Desirable Requirements:—Appropriate tertiary qualifications in a relevant discipline. Eligible for membership of the Australian Society of CPAs Institute of Chartered Accountants or other professional body.

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

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

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

PRIMARY INDUSTRIES AND WATER

STRATEGIC POLICY

Policy

Senior Policy Analyst (702912 and 702913) (2 vacancies).

Applications Close:—Friday, 26 September 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

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

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

Duties:—Contribute to the analysis and development of cross divisional and whole of Government issues and programmes identified as having strategic importance to the Department of Primary Industries and Water and Government.

Desirable Requirements:—An appropriate tertiary qualification in a policy related discipline and/or experience in analysis and comment.

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

Enquiries to Kirsten Crombie, phone (03) 6233 4031, email kirsten.crombie@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

Water Assessment

Water Data Officer (Hydstra TSM) (702587).

Applications Close:—Friday, 26 September 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—New Town.

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

Duties:—Maintain, operate and contribute to the development of the State's water quantity and water quality database (Hydstra TSM) to ensure an effective and high standard of archiving and reporting of water monitoring data is achieved. Provide advice in resolution of database management system issues relating to data integrity and data accessibility. Assist in the timely and cost effective delivery of the Water Monitoring Section's functions.

Desirable Requirements:—A current motor vehicle driver's licence. Ability to swim. Ability to work at heights. Swift Water/Boating training. A current First Aid Certificate.

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

Enquiries to Cate Graham, phone (03) 6233 6328, email cate.graham@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.

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

Intergovernment and Financial Policy Branch

Senior Policy Analyst (723287).

Applications Close:—Friday, 3 October 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time until 30 April 2009.

Location:—Hobart.

Duties:—Working both individually and as a member of a small team the Senior Policy Analyst, will undertake economic and financial policy research and investigations to support the formulation of policy proposals and advice in relation to gaming, liquor licensing, superannuation and related matters.

In the context of the selection criteria, to be successful in the position, applicants will:—demonstrate the ability to research issues, identify problems and possible solutions, be able to 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 provided by the supervisor.

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

Enquiries to Damien Febey, Assistant Director, Intergovernment and Financial Policy Branch, Department of Treasury and Finance, phone (03) 6233 2094, email damien.febey@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

Water and Sewerage Project Team

Senior Policy Analyst (724138).

Applications Close:—Friday, 3 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Working both individually and as a member of small teams, the Senior Policy Analyst will undertake specific research, investigations and analysis on legislative, regulatory, commercial, governance and financial issues relating to structural reform of Tasmania's water and sewerage sector.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated skills in planning, organising and co-ordinating resources and related activities, the ability to provide sound advice and recommendations in order to resolve project delivery challenges and a proven track record in exercising judgement and creativity when undertaking specific research activities.

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

Enquiries to Jason O'Neill, Assistant Director, Water and Sewerage Project, Department of Treasury and Finance, phone (03) 6233 9576, email jason.o'neill@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Grants Officer	M. Chandler	6 Months	29.09.08
Education	Data Management Officer	R Corney	6 Months	11.09.08
Health & Human Services	Enrolled Nurse	J. Mitchell	6 months	21.09.08
Health & Human Services	Project Manager, Capital Works	G. Cooper	6 months	15.09.08
Health & Human Services	Senior Specialist Radiographer (C/T)	Z Vojnov	6 months	11.09.08
Health & Human Services	Administrative Assistant	L. Gilmour	6 months	08.09.08
Police & Emergency Management	Forensic Scientist	M. Connor	6 months	16.09.08
Police & Emergency Management	Forensic Scientist	J. Tria	6 months	30.09.08
Police & Emergency Management	Clerk	M. McKay	6 months	04.09.08
Police & Emergency Management	Administrative Assistant	C. Tully	6 months	15.09.08
Police & Emergency Management	Clerk	L. Kenzie	6 months	11.09.08
Police & Emergency Management	Finance Clerk Payroll	G. Locke	6 months	11.09.08
Police & Emergency Management	Communications Technical Officer	A. Stott	6 months	01.10.08
Premier & Cabinet	Courier/ Driver	G Price	6 Months	09.09.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	C. Arthur	Parks and Reserves Manager, West Coast	05.09.08
Health & Human Services	A. McLeod	Executive Support Officer	09.09.08
Health & Human Services	M. Sroczynski	Senior Physiotherapist Women's Health	29.09.08
Health & Human Services	N Pirere	Executive Support Officer	08.09.08
Infrastructure, Energy & Resources	J Armstrong	Executive Officer Business Services	22.09.08
Police & Emergency Management	A. Smith	Co-Ordinator Statewide Breathing Apparatus Services	15.09.08
Police & Emergency Management	G. Horne	Computer Systems Officer	11.09.08
Police & Emergency Management	D. Andrew	Computer Systems Officer	20.10.08
Primary Industries & Water	K. Hoyle	Water Quality Officer	11.09.08
Treasury & Finance	S. Stone	Senior Systems Accountant	08.09.08
Treasury & Finance	L. Cios	Financial Accountant	09.09.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	P. Sale	Environment, Parks, Heritage & the Arts	Media Manager	26.03.09
Justice	S. O'Beirne	Health & Human Services	Social Worker	15.09.08
Justice	D Gillie	Infrastructure, Energy & Resources	Senior Compliance Officer	18.09.08
Health & Human Services	K Fyfe	Justice	Administrative and Clerical Officer	15.09.08

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	IT Graduate	Jimmy Pottayil	6 months	08.09.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Director of Nursing	M. Nichols	30.08.08
Health & Human Services	Finance Services Officer	K. Brooks	01.09.08
Health & Human Services	Food Services Assistant	B. Parry	29.08.08
Health & Human Services	House Services Assistant	D. Bundy	06.09.08
Infrastructure, Energy & Resources	Technical Officer Graphics	Flakelar B	09.09.08
Infrastructure, Energy & Resources	Forest Practices Advisor	Mitchell C	17.09.08
Police & Emergency Management	Speed Camera Operator	R. Keenan	05.09.08
Primary Industries & Water	Executive Officer	O Heinrich	17.09.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Home Help/Personal Carer	T. Nicholls	08.09.08
Health & Human Services	Clinical Nurse	C. Hooker	29.08.08
Health & Human Services	Registered Nurse	H. Loone	30.08.08
Health & Human Services	Occupational Therapy Assistant	S. Benson	09.09.08
Health & Human Services	Ambulance Officer	R Hudson	31.08.08
Health & Human Services	Registered Nurse	L. Gewin	09.09.08
Health & Human Services	Registered Nurse	K. Spaulding	21.08.08
Health & Human Services	Theatre Medical Orderly	J Brook	09.09.08
Health & Human Services	House Services Assistant	L. Roberts	09.09.08
Health & Human Services	Enrolled Nurse	C Grose	01.09.08
Health & Human Services	Registered Nurse	J. Hetherington	07.09.08
Infrastructure, Energy & Resources	Senior Policy Analyst	G Whitehouse	22.08.08
Infrastructure, Energy & Resources	Information Systems User Support Officer	Donato D	05.09.08
Infrastructure, Energy & Resources	Project Engineer	Edwards J	12.09.08
Justice	Conciliator/Court Officer	D. Forsyth	29.08.08
Primary Industries & Water	Client Service Officer	D Hodgetts	05.09.08
Port Arthur Historic Site Management Authority	Chef	M Hoban-Whyle	04.09.08

Termination of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development & Tourism	Sports Performance Officer	S. Murphy	12.09.08

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