



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 8 APRIL 2009

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

CONTENTS

VACANCIES—

Economic Development and Tourism.....	572
Education	572
Environment, Parks Heritage and the Arts ..	573
Health and Human Services	574
Infrastructure, Energy and Resources.....	586
Justice	586
Port Arthur Historic Site Management Authority	587
Tasmanian Polytechnic	587
Tasmanian Skills Institute	589
The Public Trustee	589
Treasury and Finance.....	589

STAFF MOVEMENTS—

Appointments.....	592
Promotions.....	591
Resignations.....	591
Retirements	592

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

CORPORATE SUPPORT DIVISION

Finance and Facilities Management Unit

Manager, Financial and Budget Accounting (424772).

Applications Close:—Friday, 24 April 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the provision of high-level, efficient and effective financial accounting services for the Department including external reporting and financial reporting to the Tasmanian Development Board.

Desirable Requirements:—A tertiary qualification in accounting or the equivalent from a recognised institution, with membership of the Australian Society of Certified Practising Accountants or the Institute of Chartered Accountants.

Enquiries to Patty Johnson, Finance and Facilities Director, Department of Economic Development and Tourism, phone (03) 6233 5767, email patty.johnson@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646, Hobart, 7001, phone (03) 6233 9537, 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

CORPORATE SUPPORT DIVISION

Human Resources

Manager, Organisational Development (425005).

Applications Close:—Friday, 24 April 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time for 18 months.

Location:—Hobart.

Duties:—Contribute to positioning the department as a benchmark performer in organisational leadership and management performance. Define and develop the Department's linkages between people, culture and performance by designing and implementing strategic people management frameworks focussing on performance management, learning and development.

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

Enquiries to Mark Jones, Human Resources Director, Department of Economic Development and Tourism, phone (03) 6233 5782, email mark.jones@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 9537, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Support

Capital Planning and Development

Project Support Officer (964091).

Applications Close:—Friday, 17 April 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from As soon as possible for 2 years.

Location:—Launceston.

Description of the Role:—Provide general administrative and research support for the activities of the Building the Education Revolution Project Team. Undertake research, analysis and investigation into issues identified by the supervisor. Assist in the development and provision of advice to clients in schools and colleges and other budget centres on facility policies and guidelines relating to the implementation of the Building the Education Revolution Programme.

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:—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 Cath Parker, Department of Education, phone (03) 6233 8976, email cath.parker@education.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Support

Capital Planning and Development

Senior Project Officer—2 Vacancies.

Applications Close:—Friday, 17 April 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 597847.

Fixed-term full-time from As soon as possible for 2 years.

Location:—Hobart.

Vacancy No. 963251.

Fixed-term full-time from As soon as possible for 2 years.

Location:—Hobart.

Description of the Role:—Provide a high level strategic project planning, consultancy, management, implementation and evaluation service to the Department of Education in relation to educational facilities projects, especially those relating to schools, libraries and community and cultural facilities.

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 tertiary qualifications. 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.

For a copy of the Statement of Duties please contact Colleen Rakowski, phone (03) 6233 5093, email colleen.rakowski@education.tas.gov.au.

Enquiries to Rob Dalton, Department of Education, phone (03) 6233 7090, email rob.dalton@education.tas.gov.au.

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

EDUCATION

ROSNY COLLEGE

Canteen Assistant (963227).

Applications Close:—Friday, 17 April 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 43.5 hours per fortnight for up to 40 week per year.

Location:—Rosny College.

Description of the Role:—Maintain and deliver the school canteen services.

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.

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 Denise Hallett, Department of Education, phone 0438 435 023, email denise.hallett@education.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

Corporate Communications

Media Manager (706275).

Applications Close:—Wednesday, 22 April 2009.

Salary:—\$81,031 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—To manage all Departmental media communications by providing specialist support to Corporate Communications in the Office of the Secretary and an accurate quality assurance service to Departmental information including multimedia sources.

Desirable Requirements:—Relevant tertiary qualifications are highly desirable along with a current motor vehicle driver's licence.

Enquiries to Penny Sale, Manager Corporate Communications for further information relating to the role or for a copy of the Statement of Duties, phone (03) 6233 8583, email Penny.Sale@depha.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse Consultant Cardiac Rehab Nurse (518641).**

Applications Close:—Friday, 17 April 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Cardiology/Neurology.

Duties:—In collaboration with the Chronic Disease Rehabilitation Co-ordinator, the Clinical Nurse Consultant Cardiac Rehabilitation co-ordinates the promotion, planning, implementation and evaluation of cardiac rehabilitation.

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

Highly Desirable:—Holds or is working towards a relevant tertiary qualification.

Enquiries to Shelley Foale, Department of Health and Human Services, phone (03) 63488722, email shelley.foale@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse Educator (516778).**

Applications Close:—Friday, 17 April 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent part-time day worker, working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Maternity Practise, Women's and Children's Services.

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programmes in the clinical practice setting. The Department of Health and Human Services has established a clinical learning and education framework for nursing and midwifery. The framework recognises that the development of the nurse is optimised when theoretical knowledge is integrated with practice within a structured education environment. The principal outputs of the framework are education programmes including: transition programmes; clinical practice placement programmes as a component of pre and post registration and enrolment courses; and, professional development programmes. In recognition of the requirements of the different settings, the clinical nurse educator role may incorporate activities associated with some or all of the principal outputs. The objective is achieved in accordance with Agency policy and legal requirements and performance reporting arrangements are linked to the DHHS Progress Chart.

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

Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Sue McBeath, Department of Health and Human Services, phone (03) 6348 8976, email sue.mcbeath@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Patient Services Officer (503649).**

Applications Close:—Friday, 17 April 2009.

Salary:—\$41,427 – \$45,142 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2.

Permanent part-time day work, working 30.4 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Clinical Services, PIMS.

Duties:—Perform Patient Information Management duties within the Patient Information Management Service. Ensure all information management is in keeping with the requirements as set down within departmental procedure manuals and established practices. All work is carried out within defined confidentiality guidelines and protocols.

Desirable Requirements:—Successful completion of, or willingness to undertake, a recognised course in medical record management and medical terminology or relevant practical experience. Extensive working knowledge of clerical procedures within a hospital information management service. Well developed verbal and written communication skills with an ability to work in a team environment and interact with people from various levels.

Enquiries to Tony Waller, Department of Health and Human Services, phone (03) 63487554, email tony.waller@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Senior Accountant and Business Analyst (512864).**

Applications Close:—Friday, 17 April 2009.

Salary:—\$66,862 – \$79,193 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Permanent full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Corporate, CEO Admin.

Duties:—Responsible to the Finance Director (FD) of the Launceston General Hospital (LGH) for the preparation of the LGH budget and the monitoring of financial resources within the Hospital. The position will offer high level business and financial support and guidance to the Hospitals Business Unit Managers and maintain Hospital-wide financial management information. The position will also be required to work on other specific projects as directed by the FD.

Desirable Requirements:—An extensive knowledge and understanding of contemporary financial management, budgeting procedures, government accounting practices and capacity to provide support, advice and guidance to senior managers. Knowledge and demonstrated experience in the use of a computer based financial management information system. Demonstrated experience in high level management planning, together with an understanding of the provision of clinical and non-clinical services in a health care organisation.

Enquiries to Sonia Purse, Department of Health and Human Services, mobile 0400 023 688, email sonia.purse@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Staff Specialist (503704).

Applications Close:—Friday, 24 April 2009.

Salary:—To be negotiated.

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

Permanent full-time day worker (with on call). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Medicine, Pathology.

Duties:—To provide specialist infectious diseases and general internal medical care to patients attending the Launceston General Hospital and the North West Regional Hospital within the limits of specified clinical privileges. To be involved in research and quality improvement activities, undergraduate and post graduate teaching at the Launceston General Hospital. To deliver in-patient services and out-patient services in infectious diseases including multi-disciplinary, clinical audit, safety and service development activities.

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

Enquiries to Dr Alasdair MacDonald, Director of Medicine, Department of Health and Human Services, phone (03) 63487578, email alasdair.macdonald@dhhs.tas.gov.au or Dr Terry Brain, Director of Pathology, Department of Health and Human Services, phone (03) 63487685, email terry.brain@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Staff Specialist-Rehabilitation (518016).

Applications Close:—Friday, 24 April 2009.

Salary:—To be negotiated.

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

Permanent full-time day worker (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Medicine/Rehabilitation.

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

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

Enquiries to Dr. Alasdair MacDonald, Director of Medicine, Department of Health and Human Services, phone (03) 63487578, email alasdair.macdonald@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Clinical Nurse (518554).

Applications Close:—Friday, 17 April 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time shift work (fully rotational), working 43 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Division of Surgery, Operating Theatre.

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

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

Enquiries to Jane Sparks, Department of Health and Human Services, phone (03) 64265206, email grace.kamphuis@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Mersey Community Hospital***Occupational Therapist (514473).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Permanent full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Allied Health, Occupational Therapy Service.

Duties:—Provide a comprehensive and effective occupational therapy service to patients of the Mersey Community Hospital.

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

Enquiries to Sue Gilham, Department of Health and Human Services, phone (03) 64265226, email susanne.gilham@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Mersey Community Hospital***Registered Nurse (514857).**

Applications Close:—Friday, 17 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift work (fully rotational), working 68 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Division of Surgery, Operating Theatre.

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 Jane Sparks, Department of Health and Human Services, phone (03) 64265206, email grace.kamphuis@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Mersey Community Hospital***Registered Nurse (514657).**

Applications Close:—Friday, 17 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift worker (fully rotational), working

72 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medical Ward.

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

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

Enquiries to Anne Cabalzar, Department of Health and Human Services, phone (03) 64 265263, mobile 0437 265 585, email anne.cabalzar@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*North West Regional Hospital***Occupational Therapy Assistant (501995).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$41,427 – \$45,142 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 5.

Permanent part-time day work, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Clinical Services, Allied Health/Occupational Therapy.

Duties:—To provide support to Occupational Therapists in the provision of clinical services to clients of the Occupational Therapy Department, NWRH. To exercise initiative and independent judgement in undertaking these tasks under the general supervision of Occupational Therapists.

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

Tasmanian Therapy Assistant Certificate or equivalent qualification. Current Driver's License.

Enquiries to Brad Birleson, Department of Health and Human Services, phone (03) 6430 6600, email brad.birleson@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*North West Regional Hospital***Occupational Therapy Assistant (514341).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$41,427 – \$45,142 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 5.

Fixed-term casual day work, working as and when required. To commence 22 June 2009 until 18 June 2010.

Location:—Clinical Services, Allied Health/Occupational Therapy.

Duties:—To provide support to Occupational Therapists in the provision of clinical services to clients of the Occupational Therapy Department, NWRH. To exercise initiative and independent judgement in undertaking these tasks under the general supervision of Occupational Therapists.

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

Tasmanian Therapy Assistant Certificate or equivalent qualification. Current Driver's License.

Enquiries to Brad Birleson, Department of Health and Human Services, phone (03) 64306600, email brad.birleson@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Community Nurse—2 Vacancies.

Applications Close:—Friday, 1 May 2009.

Salary:—\$56,230 – \$67,183 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 504711.

Permanent part-time day worker, working 27.36 hours per fortnight.

Location:—St Helens District Hospital, St Helens, Tasmania.

Vacancy No. 504713.

Permanent part-time day worker, working 15.2 hours per fortnight.

Location:—St Marys Community Health Centre.

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

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

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

Enquiries to Julie Walker, Department of Health and Human Services, phone (03) 6372 2111, email julie.walker@dhhs.tas.gov.au.

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

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

Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Health Care Assistant (515097).

Applications Close:—Friday, 17 April 2009.

Salary:—\$36,748 – \$40,884 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 4.

Fixed-term casual shift worker working as and when required from As soon as possible for a period of 2 years.

Location:—North.

Duties:—Under the supervision of a Registered/Community Nurse, the Health Care Assistant will provide assistance to clients with a range of activities of daily living that a person would normally do for themselves.

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

Enquiries to Louise Phillips, Department of Health and Human Services, phone (03) 6336 5109, email louise.phillips@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 7001.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Home Help (507295).

Applications Close:—Friday, 17 April 2009.

Salary:—\$36,293 – \$37,180 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 3.

Fixed-term casual day work from As soon as possible for a period of 2 years.

Location:—North.

Duties:—Within a primary health care framework the provision of a range of basic home care support services for frail aged people, and people with disabilities and their carers.

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

Enquiries to Leanne Barton, Department of Health and Human Services, phone (03) 63365130, email leanne.barton@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 7001.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Physiotherapist (512587).

Applications Close:—Friday, 17 April 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Fixed-term casual day work from As soon as possible for a period of 2 years.

Location:—North.

Duties:—To work an effective member of the community physiotherapy team in the assessment, planning and delivery of physiotherapy services for clients and their carers in Northern Tasmania. To contribute to health promotion and prevention initiatives within the region.

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

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

Enquiries to Patricia Wrigley, Department of Health and Human Services, phone (03) 63364128, email pat.wrigley@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 7001.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Kitchen Hand (502503).

Applications Close:—Friday, 17 April 2009.

Salary:—\$35,040 – \$35,956 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Permanent part-time shift worker working 24 hours per fortnight.

Location:—North West.

Duties:—To carry out a range of duties associated with the preparation and delivery of meals to hospital patients, residents meals on wheels recipients and staff, West Coast District Hospital, Day Centre and Lyell House.

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

Enquiries to Jan Seen, Department of Health and Human Services, phone (03) 64722300, 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 7001.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Administrative Assistant (501100).

Applications Close:—Friday, 17 April 2009.

Salary:—\$32,183 – \$40,003 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 1.

Fixed-term full-time day work, commencing as soon as possible until 30 October 2009.

Location:—42 Canning Street, Launceston.

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

Desirable Requirements:—Proven administrative, clerical and support skills within an office environment, including well-developed keyboard, audio typing, network computer, and data entry skills. Demonstrated ability to work under routine supervision in a multidisciplinary environment. Ability to work in a supportive, non-judgmental, confidential and professional manner. An understanding of issues relating to HIV/AIDS and Sexual Health, or the ability to quickly acquire this knowledge. Good telephone, communication and interpersonal skills. Experience in understanding medical and scientific terminology, or ability to acquire such.

Enquiries to Judith Jackson, Department of Health and Human Services, phone (03)6233 3557, email judy.jackson@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Cafeteria Co-ordinator (508034).

Applications Close:—Friday, 17 April 2009.

Salary:—\$46,801 – \$50,944 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Take responsibility for the co-ordination of the day to day functions of the Royal Hobart Hospital Cafeteria ensuring the efficient use of resources and maximisation of revenue earning capacity. Ensure the Cafeteria operates efficiently and effectively on a daily basis, at a high level of service.

Enquiries to Matthew Pockett, Department of Health and Human Services, phone (03) 6222 7951, email matthew.pockett@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Hospital Aide, CASUAL POOL (509344).

Applications Close:—Friday, 17 April 2009.

Salary:—\$36,293 – \$37,180 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 3.

Fixed-term casual pool, shift work (fully rotational), commencing As soon as possible until 31 July 2009.

Location:—Hobart.

Duties:—Clean maintain and sterilise work areas and ward equipment within infection control guidelines, and provide a communication network between departments including collection and delivery as required.

Enquiries to Lorraine Iarcombe, Department of Health and Human Services, phone (03) 6222 8767, email lorraine.iarcombe@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Neuropsychologist (518687).

Applications Close:—Friday, 17 April 2009.

Salary:—\$80,262 – \$88,771 pro rata.

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

Permanent part-time day work (38 hours per fortnight).

Location:—Hobart.

Duties:—To provide a highly specialised Clinical Neuropsychology assessment service and cognitive rehabilitation programme to RHH patients with known or suspected brain injuries and dementias within the Aged Care services.

To contribute to clinical best practice for neuropsychology services provided within RHH Aged Care settings in accordance with the Code of the Psychologists Registration Board of Tasmania and the organisational policies and the professional code of conduct of the Australian Psychological Society.

To participate as a member of relevant Aged Care management teams in the provision and evaluation of neurological rehabilitation services across the continuum of care in the Royal Hobart Hospital.

Provide consultancy input for management of patients with a known or suspected brain injury or dementia to RHH medical teams beyond Aged Care as appropriate.

Essential Requirements:—Eligible for registration as a Psychologist in Tasmania; and an accredited and approved Masters Degree or Clinical Doctorate in Clinical Neuropsychology or Clinical Psychology, or equivalent qualification.

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

Enquiries to Toby Croft, Manager, Psychology Services, Department of Health and Human Services, phone (03) 6222 7840, email toby.croft@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Nurse, Endoscopy Liaison Booking Nurse (518759).

Applications Close:—Friday, 17 April 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time day work for 70 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Functions as a clinical practitioner within Endoscopy Unit and provides management support to the Nurse Unit Manager (NUM) in management and booking of patients from Endoscopy waiting list. Endoscopy Liaison Nurse is responsible for planning and overseeing the patient flow through from referral to admission for endoscopy procedure.

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

Enquiries to Michelle Muir, Department of Health and Human Services, phone (03) 6222 7365, email michelle.muir@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

Royal Hobart Hospital

Clinical Nurse, Transition Care Unit (515251).

Applications Close:—Friday, 17 April 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time shift worker (fully rotational).

Location:—Hobart.

Duties:—Functions as an advanced clinical practitioner within the Transition Care Unit, ensuring efficient and effective provision of care based on best practice principles within a collaborative and multidisciplinary practice framework. Provides management support to the Nurse Unit Manager (NUM) including participation in staff education and the management of staff performance.

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

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

Enquiries to Jenny Batt, Department of Health and Human Services, phone (03) 6222 7829, email jennifer.batt@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Customer Service Officer (508196).

Applications Close:—Friday, 17 April 2009.

Salary:—\$41,427 – \$45,142 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2.

Fixed-term full-time daywork, commencing as soon as possible to 25 March 2011.

Location:—Patient Information Management Services (PIMS), Royal Hobart Hospital.

Duties:—The customer service officer, PIMS provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Desirable Requirements:—Demonstrated clerical experience with the ability to work within set Departmental policies and procedures. Demonstrated ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage. Demonstrated ability to set priorities and work with flexibility, speed and accuracy in a public environment with a demanding schedule.

Enquiries to Donald Reid, Department of Health and Human Services, phone (03) 6222 8921, email donald.reid@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Customer Service Officer, PIMS (514153).

Applications Close:—Friday, 17 April 2009.

Salary:—\$41,427 – \$45,142 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 1.

Fixed-term part-time daywork, 45.6 hours per fortnight commencing As soon as possible for a period of 12 months.

Location:—Royal Hobart Hospital.

Duties:—The customer service officer provides clerical support throughout all areas of Patient information service and involves a high standard of customer focused reception skills and a wide range of clerical functions in support of patient care.

Desirable Requirements:—Demonstrated clerical experience with the ability to work within set Departmental policies and procedures. Demonstrated ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage. Demonstrated ability to set priorities and work with flexibility, speed and accuracy in a public environment with a demanding schedule.

Enquiries to Don Reid, Department of Health and Human Services, phone (03) 6222 8921, email donald.reid@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Food Services Officer (508026).

Applications Close:—Friday, 17 April 2009.

Salary:—\$35,040 – \$35,956 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Fixed-term part-time day work, 36 hours per fortnight, commencing 26 April, 2009 to 24 October 2009.

Location:—Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice. Perform receipt and storage duties associated with food supplies. Perform general food preparation, service, menu related and cash handling duties.

Enquiries to Matthew Pockett, Department of Health and Human Services, phone (03) 6222 7951, email matthew.pockett@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Food Services Officer—3 Vacancies.**

Applications Close:—Friday, 17 April 2009.

Salary:—\$35,040 – \$35,956 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Vacancy No. 507962.

Permanent part-time shift work, 30 hours per fortnight.

Location:—Royal Hobart Hospital.

Vacancy No. 507972.

Permanent part-time shift work, 30 hours per fortnight.

Location:—Royal Hobart Hospital.

Vacancy No. 507976.

Permanent part-time shift work, 30 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice. Perform receipt and storage duties associated with food supplies. Perform general food preparation, service, menu related and cash handling duties.

Enquiries to Gwen Bloomfield, Department of Health and Human Services, phone (03) 6222 8544, email gwen.bloomfield@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Food Services Officer—2 Vacancies.**

Applications Close:—Friday, 17 April 2009.

Salary:—\$35,040 – \$35,956 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Vacancy No. 508041.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Vacancy No. 507991.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice. Perform receipt and storage duties associated with food supplies. Perform general food preparation, service, menu related and cash handling duties.

Enquiries to Ian Norris, Department of Health and Human Services, phone (03) 6222 7192, email ian.norris@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Graduate Midwife—3 Vacancies.**

Applications Close:—Friday, 1 May 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Vacancy No. 511892.

Fixed-term part-time shift work (fully rotational), 40 hours per fortnight, commencing 7 June 2009 until 5 December 2009.

Location:—Hobart.

Vacancy No. 515699.

Fixed-term part-time shift work (fully rotational), 40 hours per fortnight, commencing 7 June 2009 until 5 December 2009.

Location:—Hobart.

Vacancy No. 510027.

Fixed-term part-time shift work (fully rotational), 40 hours per fortnight, commencing 7 June 2009 until 5 December 2009.

Location:—Hobart.

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

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

Enquiries to Becky French, Department of Health and Human Services, phone (03) 6222 8299, email becky.french@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Nurse Unit Manager, Surgical Access RHH (518762).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$77,219 – \$79,045 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—The Nurse Unit Manager Surgical Access provides leadership to the nursing and clerical staff of the Surgical Services Waiting List Co-ordination Team, to ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions.

The Nurse Unit Manager Surgical Access is responsible for ensuring that the flow of surgical patients within the Royal Hobart Hospital is optimised and has key duties related to management, monitoring, strategy and planning with improved outcomes as the main goal.

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

Enquiries to Mary Condon-Williams, Department of Health and Human Services, phone (03) 6222 8419, email rhhtheatremanager@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Pharmacist—4 Vacancies.

Applications Close:—Friday, 17 April 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Vacancy No. 508347.

Permanent full-time day work (with oncall).

Location:—Hobart.

Vacancy No. 512184.

Permanent full-time day work (with oncall).

Location:—Hobart.

Vacancy No. 515225.

Permanent full-time day work (with oncall).

Location:—Hobart.

Vacancy No. 508348.

Permanent part-time day work (with oncall) 53.2 hours per fortnight.

Location:—Hobart.

Duties:—To work as part of the Pharmacy Department team providing a comprehensive pharmacy service to the Clinical Services of the Royal Hobart Hospital, and other centres as required.

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

Enquiries to Maurice Curtis, Department of Health and Human Services, phone (03) 6222 6933, email maurice.curtis@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Pharmacy Technician (518769).

Applications Close:—Friday, 17 April 2009.

Salary:—\$46,801 – \$50,944 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Permanent part-time shift work, working 15.2 hours per fortnight (Saturdays only).

Location:—Hobart.

Duties:—To work as part of the Pharmacy Department team providing a comprehensive pharmaceutical service to wards and units in the Royal Hobart Hospital and external clients.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:.

An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work, or.

Relevant Training and/or experience determined in accordance with the provisions of Section 37 of the Tasmanian State Service Act 1984 appropriate to the nature of the work.

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

Enquiries to Maurice Curtis, Department of Health and Human Services, phone (03) 6222 6693, email maurice.curtis@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Physiotherapist (515710).

Applications Close:—Friday, 17 April 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide Physiotherapy assessments and interventions to patients referred to the Physiotherapy Service. Participate in Physiotherapy Department quality improvement activities to ensure safe and effective delivery of patient care.

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

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

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Registered Nurse, Midwife (509844).

Applications Close:—Friday, 17 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-term part-time Monday to Friday, fixed shifts up to 32 hours per fortnight, (working public holidays) commencing As soon as possible for a period of six months. Please note several fixed term contracts will be available.

Location:—Hobart.

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

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

Enquiries to Becky French, Department of Health and Human Services, phone (03) 6222 8299, email becky.french@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Registered Nurse-Midwife (509827).

Applications Close:—Friday, 17 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift work (fully rotational), 48 hours per fortnight.

Location:—Hobart.

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

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

Enquiries to Becky French, Department of Health and Human Services, phone (03) 6222 8299, email becky.french@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Senior Counsellor/ Educator (513424).

Applications Close:—Friday, 17 April 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—60 Collins Street Hobart.

Duties:—Develop, provide and evaluate counselling services for clients of the Sexual Health Service. Plan, implement and evaluate education and health promotion programmes of the Sexual Health Service as part of a multidisciplinary education team.

Current drivers licence.

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

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

Enquiries to Dr Maree O'Sullivan, Department of Health and Human Services, phone (03) 6233 3557, email maree.o'sullivan@dhhs.tas.gov.au or Dr Louise Cooley, Department of Health and Human Services, phone (03) 6222 8255, email louise.cooley@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Specialist Radiographer, CT or MRI (510160).

Applications Close:—Friday, 17 April 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time shift work (negotiable).

Location:—Hobart.

Duties:—Responsible for performing basic medical imaging examinations, procedures and specialised C/T or MRI procedures and associated administrative tasks.

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

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

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Staff Specialist Renal and General Medicine (518626).**

Applications Close:—Friday, 1 May 2009.

Salary:—See Below.

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.

For enquiries please contact:—Dr. Nicole Hancock (for General Medicine), Department of Health and Human Services, phone (03) 6222 7022, email nicole.hancock@dhhs.tas.gov.au or Dr. Matthew Jose (for Renal Medicine), Department of Health and Human Services, phone (03) 6222 7190, email matthew.jose@dhhs.tas.gov.au.

Description:—The Royal Hobart Hospital (RHH) is the principal tertiary referral hospital for Tasmania and a major teaching and research hospital with linkages to the University of Tasmania. RHH provides a comprehensive range of statewide services and is also the regional provider of acute services for southern Tasmania. RHH's services are characterized by excellence in the delivery of acute health care and leadership in developing Tasmania's future health care delivery, particularly in providing research, education and learning opportunities to support the development of its future health care professionals. The hospital's action orientated Executive Management structure provides a strong strategically innovative Executive Team with a strong focus on change, effectiveness and safety and quality.

Duties:—Provide a consultant role in General Internal Medicine (0.5) and Renal Medicine (0.5). Provide inpatient and outpatient care to public and private patients of the Royal Hobart Hospital in General Internal Medicine and Renal Medicine. Be involved in undergraduate and postgraduate teaching, and to be actively involved in research. Undertake quality improvement activities.

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

Enquiries to (see above for details), Department of Health and Human Services.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Technical Officer, Respiratory Function Unit (510817).**

Applications Close:—Friday, 17 April 2009.

Salary:—\$46,801 – \$50,944 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Permanent part-time daywork, 38 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Perform a wide range of diagnostic tests relating to respiratory function under the general supervision of the Senior Technical Officer.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work, or relevant Training and/or experience determined in accordance with the provisions of Section 37 of the Tasmanian State Service Act 1984 appropriate to the nature of the work.

Enquiries to Richard Wood-Baker, Department of Health and Human Services, phone (03) 6222 7353, email Richard.Wood-Baker@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Disability Services***Service Co-ordinator (505658).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$51,579 – \$60,746 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4.

Fixed-term full-time day work (See Note below).

Location:—Disability Services, South.

Note: This role is from 27 April 2009 until 25 June 2010, or until the duties of Service Co-ordinator (515658) are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Duties:—Plan, organise, co-ordinate, and monitor services provided to the client that effectively meet individual client needs.

Desirable Requirements:—Sound knowledge or the ability to quickly acquire this of the disability field and service co-ordination practices, together with demonstrated ability in working with people with disabilities, their families, service providers, advocates and other key stakeholders. Demonstrated commitment and ability to enhance the image of and opportunities for people with disabilities. Well-developed written, oral communication and interpersonal skills, together with the demonstrated capacity to utilise various Microsoft word processing, excel and database software packages.

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

Enquiries to Karen Keogh, Department of Health and Human Services, phone (03) 6230 7600, email karen.keogh@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Disability, Child, Youth and Family Services***Professional Officer, Speech Pathologist (515583).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Fixed-term part-time day work (60.8 hours per fortnight), (See Note below).

Location:—Disability Services, South.

Note:—This role is from As soon as possible until 02 April 2010, or until the duties of Professional Officer, Speech Pathologist are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Duties:—Provide specialist habilitation Speech Pathology services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community. Initiate and facilitate the establishment and development of services and resources for consumers. Initiate and develop professional and policy advice on specialist Speech Pathology services and related issues for senior and corporate management.

Desirable Requirements:—Relevant post-graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programmes. Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people with disabilities. Demonstrated specialist skills in the disability field and contemporary knowledge of speech pathology.

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

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. Disciplinary action in previous employment check.

Enquiries to Wendy Wolf, Department of Health and Human Services, phone (03) 6230 7600, email Co-ordinator.ResourceTeam@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Alcohol and Drug Services***Clinical Nurse, Pharmacotherapy—2 Vacancies.**

Applications Close:—Friday, 24 April 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Vacancy No. 518219.

Permanent full-time shift work.

Location:—St Johns Park, New Town.

Vacancy No. 518220.

Permanent full-time shift work.

Location:—St Johns Park, New Town.

Duties:—The Alcohol and Drug Service South is looking for motivated and enthusiastic nurses who like challenges to join their Pharmacotherapy team in the Southern Region. These roles would involve working with individuals within a case management framework who are physically dependent on opioid substances. There will also be a consultation and liaison role with General Practitioners and pharmacies and opportunities to supervise students on placement with the service. Clinical supervision and training will be provided. If you like working in a supportive, friendly and professional workplace, then consider coming to work with us.

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. Disciplinary action in previous employment check.

Enquiries to Marianne Hagge, Department of Health and Human Services, phone (03) 6230 7972, email marianne.hagge@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, Tasmania 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 and Statewide Services

Mental Health Services

Executive Assistant (516066).

Applications Close:—Friday, 17 April 2009.

Salary:—\$46,801 – \$50,944 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3.

Permanent full-time day work.

Location:—St Johns, Park New Town.

Duties:—As part of a team delivering high quality mental health services in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy and legal requirements provide comprehensive executive support to the Manager, Clinical Standards and Improvement/ Director of Nursing and the Office of the Chief Psychiatrist, Mental Health Services.

Desirable Requirements:—Highly developed interpersonal communication skills, including the proven ability to undertake duties in a professional manner and with a high level of discretion, effectively liaise with internal and external clients while maintaining a high level of stakeholder satisfaction. Proven proficiency at an intermediate to high level in the use of information technology including, but not limited to, Microsoft Office suite, Microsoft Word, Microsoft Excel, Microsoft Outlook and the use of basic office equipment such as fax machines, photocopiers and printers. High level of

keyboard skills (e.g. speed and accuracy) and experience in the production of general office correspondence, with a high degree of attention to detail, including accurate spelling and correct use of grammar. Well developed written communication skills and the ability to prepare office correspondence, reports and other general documents including the ability to take and transcribe, written and audio recorded meeting minutes.

Enquiries to Coral Muskett, Department of Health and Human Services, phone (03) 6230 7704, email coral.muskett@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, Tasmania 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 and Statewide Services

Mental Health Services

Occupational Therapist (504899).

Applications Close:—Friday, 24 April 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—CAMHS (North).

Duties:—The Occupational Therapist undertakes the delivery of quality client care services utilising evidence-based, best practice and recovery principles within a collaborative and multi-disciplinary framework.

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

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

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

System Development

Administrative Assistant (514801).

Applications Close:—Friday, 17 April 2009.

Salary:—\$41,427 – \$45,142 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2.

Permanent part-time day work for 40 hours per fortnight.

Location:—North West.

Duties:—The Administrative Assistant provides day to day administrative support to a designated team/unit and contributes towards optimal administrative and business support processes at the local level.

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. Disciplinary action in previous employment check.

Enquiries to Amanda Pearce, Department of Health and Human Services, phone (03) 64344070, email amanda.pearce@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 7001.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer, George Town (904010).

Applications Close:—Friday, 17 April 2009.

Salary:—\$37,931 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 15 hours per week.

Location:—George Town.

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

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

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

Enquiries to David McIntee, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6336 2115, email david.mcintee@der.tas.gov.au.

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

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

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

JUSTICE

MONETARY PENALTIES ENFORCEMENT SERVICE

Enforcement Officer—2 Vacancies.

Applications Close:—Friday, 17 April 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 356060.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Vacancy No. 356061.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Attend to telephone and counter enquiries from members of the general public and other agencies and organisations in relation to the recovery of infringements and fines. Undertake routine investigation into Monetary Penalties Enforcement Service queries.

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

Enquiries to Charles McClung, Supervisor, Enforcement, Department of Justice, phone (03) 6233 2231.

Applications to Ms. Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03) 6233 9265, 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 Charlie McClung at justice.tas.gov.au on (03) 6233 2231.

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

CONSERVATION AND INFRASTRUCTURE

Cleaner (080409CL).

Applications Close:—Monday, 20 April 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Port Arthur Historic Site Staff Agreement 2009, General Stream, Band 2.

Permanent part-time.

Location:—Port Arthur.

Duties:—Undertake cleaning related activities including the collection and removal of refuse ensuring both staff and visitor areas are maintained in a clean and tidy manner meeting Port Arthur Historic Site's high standard of presentation.

Desirable Requirements:—Certificate in Asset Maintenance or experience in the cleaning industry.

Current Driver's Licence.

Enquiries to Ross Reid, Manager Grounds and Gardens, Port Arthur Historic Site Management Authority, Port Arthur, phone 6251 2335, fax 6251 2322, mobile 0417 325 345, email ross.reid@portarthur.org.au.

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

TASMANIAN POLYTECHNIC

SHARED SERVICES

Financial Services

Accountant (330797).

Applications Close:—Friday, 24 April 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (As soon as possible, 12 Months).

Location:—South.

Duties:—Manage financial tasks and projects within the Tasmanian Academy, the Tasmanian Polytechnic and the Tasmanian Skills Institute and provide support to accounting and budget operations within the Financial Services Section.

Desirable Requirements:—A degree in Commerce or Economics and membership of a nationally recognised accounting body.

Enquiries to Alison Knowles, Financial Accountant, Tasmanian Polytechnic, phone (03) 6233 4651, email Alison.Knowles@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

TASMANIAN POLYTECHNIC

STRATEGIC DEVELOPMENT

Health and Wellbeing

Teacher (Health Services)—3 Vacancies.

Applications Close:—Monday, 20 April 2009.

Salary:—\$47,939 – \$74,334 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Vacancy No. 001375.

Permanent full-time.

Location:—North.

Vacancy No. 001376.

Permanent full-time.

Location:—North.

Vacancy No. 001394.

Permanent part-time 0.5 FTE, 35 hours per fortnight.

Location:—North.

An increased salary may be negotiated in lieu of additional recreation leave entitlements.

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

It would be beneficial for applicants to have experience in Health Services areas including but not limited to Aged Care, Community Care, Acute Care or other related fields.

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

Enquiries to Fiona Ison, Workforce Learning Leader, Health and Wellbeing, Tasmanian Polytechnic, mobile 0400 943 951, email fiona.ison@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRecruitment@polytechnic.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4637.

TASMANIAN POLYTECHNIC

STRATEGIC DEVELOPMENT

Health and Wellbeing

Teacher (Outdoor Recreation) (001620).

Applications Close:—Monday, 20 April 2009.

Salary:—\$47,939 – \$74,334 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Fixed-term part-time 0.5 FTE (35 hours per fortnight) as soon as possible to 4/9/09.

Location:—North West.

An increased salary may be negotiated in lieu of additional recreation leave entitlements.

This role is primarily for teaching outdoor recreation and outdoor sport in the Health and Wellbeing team.

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

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

Enquiries to Christopher Fletcher, Team Leader, Tasmanian Polytechnic, mobile 0400 845 874, email Chris.Fletcher@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone

(03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

TASMANIAN POLYTECHNIC

STRATEGIC DEVELOPMENT

Health and Wellbeing

Workforce Learning Leader (Hair and Beauty) (001642).

Applications Close:—Monday, 20 April 2009.

Salary:—\$80,513 – \$84,174 pro rata.

Post Year 10 Teaching Staff Award, Band 2.

Fixed-term part-time as soon as possible until 17/12/09, 0.5 FTE, 35 hours per fortnight.

Location:—North or North West.

As this is a part-time role there is flexibility as to the days and hours worked.

An increased salary may be negotiated in lieu of additional recreation leave entitlements.

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

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

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

Enquiries to Michelle Eastman, Workforce Sector Leader Health and Wellbeing, Tasmanian Polytechnic, phone (03) 6421 5522, mobile 0400 699 574, email michelle.eastman@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

TASMANIAN SKILLS INSTITUTE

OPERATIONS

*Construction***Teacher (Painting and Glazing) (001646).**

Applications Close:—Monday, 20 April 2009.

Salary:—\$47,939 – \$74,334 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

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

It would be desirable for applicants to have sound industry experience in painting; but glass and glazing experience would also be beneficial.

Experience with apprentices in workplace environments would be an advantage for this role.

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

Enquiries to David Griffith, A/Unit Leader Construction, Tasmanian Skills Institute, phone (03) 6245 8037, mobile 0439 390 040, email david.griffith@skillsinstitute.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

TASMANIAN SKILLS INSTITUTE

OPERATIONS

*Natural Resources***Teacher (Fire Fighting) (100240).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,939 – \$74,334 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Fixed-term full-time As soon as possible to 1/9/09.

Location:—South.

An increased salary may be negotiated in lieu of additional recreation leave entitlements.

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

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or

commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or equivalent.

Enquiries to Roger Cripps, Unit Leader, Tasmanian Skills Institute, phone (03) 6245 8152, email Roger.Cripps@skillsinstitute.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

THE PUBLIC TRUSTEE

CORPORATE SERVICES

Assistant Finance Officer (791211).

Applications Close:—Friday, 17 April 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 3 days per week, 12 month contract.

Location:—Hobart.

Duties:—This position contributes to the efficient and effective operation of the Public Trustee by performing a range of routine accounting and clerical functions and contributing to the overall performance of the Financial Services Team.

Enquiries to Geoffrey Dunlop, Senior Finance Officer, The Public Trustee, 116 Murray Street, Hobart, 7000, phone (03) 6233 7612, email gdunlop@publictrustee.tas.gov.au.

Applications to Venita Holland, Human Resource Officer, The Public Trustee, G.P.O. Box 1565, Hobart, 7001, phone (03) 6233 7706, email vholland@publictrustee.tas.gov.au.

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Procurement and Property Branch***Administrative Officer (723813).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time Job share arrangement will be considered.

Location:—Hobart.

Duties:—The Administrative Officer, as a member of the Procurement and Property Branch, will provide a range of

administrative support functions including financial data input, reporting and other associated support services for the Procurement Risk and Contract Management Unit.

In the context of the selection criteria, to be successful in the position applicants will have—a willingness to learn and undertake many varied administrative functions and to identify opportunities for streamlining tasks/processes, the ability to provide efficient support services for the Branch and to demonstrate a strong customer service focus and proficient computer, data entry skills and an understanding of financial processes and systems.

Desirable Requirements:—Certificate III in a relevant area or equivalent level.

Enquiries to Jason Fyfe, Senior Contracts Officer, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 6220, email jason.fyfe@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Manager Property (724102).

Applications Close:—Friday, 24 April 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—As part of the Property Unit, the Manager Property will manage a wide range of complex property management functions covering sales, leasing, tenant management as well as participating in major property projects, as required.

In the context of the selection criteria, to be successful in the position applicants will have—experience and skills in a range of accommodation and property functions, including office portfolio management, leasing, sales and related tasks, strong skills in managing complex property sales processes and control of large works projects and strong communication and negotiation skills in the context of liaising with professionals and clients.

Desirable Requirements:—Completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation are highly desirable.

Enquiries to Gary Boud, Assistant Director, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 3403, email gary.boud@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

CORPORATE SUPPORT DIVISION

Finance and Administration Branch

Financial Accountant (724121).

Applications Close:—Friday, 24 April 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—The key function of this position is to provide specialist financial and accounting policy advice in relation to accrual and cash accounting for the Department's financial operations and prepare the Department's Financial Statements.

In the context of the selection criteria, to be successful in the position applicants will have—a high level knowledge of Treasurer's Instructions, statutory and other applicable requirements and instructions relating to financial operations the capacity to organise, schedule and deliver output with a stakeholder focus and a strong background in researching, analysing and synthesising accounting issues.

Desirable Requirements:—Completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation are highly desirable.

Enquiries to Mike Gluskie, Assistant Director, Finance and Administration Branch, Department of Treasury and Finance, phone (03) 6233 5036, email michael.gluskie@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

CORPORATE SUPPORT DIVISION

Human Resources Branch

Human Resource Officer (722114).

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of the HR Payroll/Recruitment team, undertake payroll and recruitment related functions for the Department in accordance with established procedures and deadlines. Provide authoritative advice to internal and external clients in relation to relevant legislation and departmental policies.

In the context of the selection criteria, to be successful in the position applicants will have—an understanding of HR management practices in relation to payroll and recruitment functions with a good knowledge of computerised payroll systems, well-developed interpersonal and communication skills with a strong client focus and a demonstrated commitment to working in a small team and good organisational and accuracy skills with an ability to use initiative to resolve issues.

Desirable Requirements:—Certificate III or IV in a relevant area or equivalent level.

Enquiries to Karen Coggan, Payroll and Recruitment Team Leader, Human Resources Branch, Department of Treasury

and Finance, phone (03) 6233 3445, email karen.coggan@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Administrative Officer (724187).

Applications Close:—Friday, 24 April 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the office of the Executive Director and Director (Revenue, Gaming and Licensing), providing administrative, clerical and organisational support, including researching and collating information and ensuring the efficient flow of information to and from the office.

In the context of the selection criteria, to be successful in the position applicants will have—sound communication skills, excellent organisational skills, sound computer skills and a stakeholder focus.

Desirable Requirements:—Certificate III in a relevant area or equivalent level.

Enquiries to Carol Williams, Manager Business Development, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2561, email carol.williams@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

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	G.Worthington	Child and Family Health Nurse	25.03.09
Health & Human Services	J. Morgan	Clinical Nurse - Radiation Oncology	05.04.09
Health & Human Services	T. Parsons	Clinical Nurse - Radiation Oncology	05.04.09
Health & Human Services	T. Riley	Clinical Nurse - Radiation Oncology	05.04.09
Health & Human Services	K. Tulip	Clinical Nurse - Radiation Oncology	05.04.09
Health & Human Services	J.Long	Senior Client Support Officer	06.04.09
Health & Human Services	L. Byrne	Administrative Assistant (Home Care Co-ordination)	01.04.09
Health & Human Services	S. Batt	Team Leader - Inpatient and Extended Treatment Mental Health Services	03.03.09
Health & Human Services	J. Smith	Team Leader - Older Persons Mental Health Services	13.03.09
Health & Human Services	D. Tiller	Specialist Dental Prosthetist	23.03.09
Primary Industries & Water	J. Lentern	Deputy Manager (Diagnostic Services Branch)	02.04.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Senior Project Officer	A. Mulcahy	27.03.09
Environment, Parks, Heritage & the Arts	Curator of Polychaeta & Crustacea	G Walker-Smith	03.04.09
Environment, Parks, Heritage & the Arts	Program Officer - Literature	D. Owen	07.04.09
Health & Human Services	Records Co-Ordinator	S Lucock	25.03.09
Health & Human Services	Clinical Nurse	C. Robinson	28.03.09
Health & Human Services	Registered Nurse	K. Maguire	19.03.09
Health & Human Services	Home Help Personal Carer	C. King	27.03.09
Health & Human Services	Community Health Nurse	S. Hudson	27.03.09
Justice	Advisory Officer	P. Coates	11.03.09
Port Arthur Historic Site Management Authority	Cleaner	R Pace	31.03.09

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Finance and Accounting Officer	M. Kitto	6 months	15.04.09
Environment, Parks, Heritage & the Arts	Visitor Reception Officer	D. Haas	6 months	02.04.09
Environment, Parks, Heritage & the Arts	Visitor Reception Officer	R. Shallard	6 months	02.04.09
Health & Human Services	Hospital Aide	J Robbins	6 months	30.03.09
Health & Human Services	Dietitian	K Costelloe	6 months	30.03.09
Health & Human Services	Dental Assistant	M. Saltmarsh	6 months	06.04.09
Health & Human Services	Dental Assistant	T. Mollema	6 months	06.04.09
Health & Human Services	AYDC Residents' Advocate	L. Ikin	6 months	08.04.09
Health & Human Services	Child and Family Health Nurse	A. Walter	6 months	25.03.09
Health & Human Services	Hospital Aide	V. Robbins	6 months	31.03.09
Health & Human Services	Senior Occupational Therapist	L Hawkins	6 months	01.01.09
Health & Human Services	Registered Nurse	J. Nicholson	6 months	06.04.09
Health & Human Services	Registered Nurse	B. Noonan	6 months	05.04.09
Health & Human Services	Registered Nurse	M. Schulz	6 months	22.03.09
Health & Human Services	Senior Physiotherapist	S de Zoete	6 months	21.03.09
Health & Human Services	Customer Service Officer	C. Roberts	6 months	30.03.09
Health & Human Services	Technical Consultant	K.Facer	6 months	06.04.09
Health & Human Services	Technical Consultant	D.Chequer	6 months	15.04.09
Health & Human Services	Enrolled Nurse	D. Dunn	6 months	06.04.09
Health & Human Services	Registered Nurse	F. Findlay	6 months	01.11.08
Health & Human Services	Registered Nurse	N. Alley	6 months	19.04.09
Health & Human Services	Physiotherapist	C Wiltshire	6 months	16.03.09
Justice	Registrar	D Robertson	6 months	01.04.09
Police & Emergency Management	Clerical Support Officer	K. Briggs	6 months	15.04.09
Primary Industries & Water	Executive Officer	S.Lethborg	6 Months	06.04.09
Treasury & Finance	Team Leader	P. Jones	6 months	27.04.09
Treasury & Finance	Policy Analyst	A. Sutherland	6 months	06.04.09
Treasury & Finance	Senior Policy Analyst	J. Wise	6 months	27.04.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Senior Librarian	P. Richardson	27.02.09
Health & Human Services	Co-ordinator Adoptions Inform	G. Moffat	26.03.09
Health & Human Services	Ward Aide	C. Woolridge	01.04.09
Infrastructure, Energy & Resources	Senior LTP Engineer	R. Bauer	03.04.09
Justice	Regional Manager (South)	R Kent	02.04.09

Disclaimer.

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

Copyright.

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

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



A bit fuzzy on your printing jargon?

Dont worry, our sales team know more than enough.

They also know one other very important fact: that it's just that - jargon.

Talk to one of our experienced

sales representatives and you'll come away with a crystal clear understanding of the ins and outs of your printing job. We know what you want because we *know the right questions to ask*.

No guesses, no hazy ideas, no

fudging...just the information needed to be assured that your publication will be a sight for sore eyes.

Call us on 6233 3168 for the bottom line on all your printing requirements.

HOBART

123 Collins Street,
Hobart TAS 7000
GPO Box307, Hobart TAS 7001
P 03 6233 3289 F 03 6216 4294
sales@thepat.com.au
www.thepat.com.au

TECHNOPARK

33 Innovation Drive,
Dowsing Point TAS 7010
GPO Box 37, Hobart TAS 7001
P 03 6233 3168 F 03 6233 5346
sales@thepat.com.au
www.thepat.com.au



print applied
TECHNOLOGY
PTY LTD

"environmentally friendly printer"



Save time, money and your voice. Make sure there is only one cursor in your office!

What could be easier? Your next print job sent at the click of a mouse. Minutes later your documents are at the printers and you haven't even left your desk.

Now if only they could invent a computer that makes you coffee...

How about skipping the middle man altogether and ordering your printing

online from your own catalogue.

It's easy, it's flexible and it's *fast*.

No more chasing proofs or checking stock levels. All your printing products can be available online, meaning others in your organisation will be able to place orders, enter variable data for items such as business cards, preview proofs and track the progress

of their orders. What's more its custom designed to suit your needs.

Call one of our sales representatives on 6233 3168 to discover why more people are using online ordering.

Now you have time to concentrate on more important things...like that coffee...

HOBART
123 Collins Street,
Hobart TAS 7000
GPO Box 307, Hobart TAS 7001
P 03 6233 3289 F 03 6216 4294
sales@thepat.com.au
www.thepat.com.au

TECHNOPARK
33 Innovation Drive,
Dowsing Point TAS 7010
GPO Box 307, Hobart TAS 7001
P 03 6233 3168 F 03 6233 5346
sales@thepat.com.au
www.thepat.com.au



print applied
TECHNOLOGY
PTY LTD

"environmentally friendly printer"