



TASMANIAN STATE SERVICE NOTICES

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INCLUDING G.S.T.

CONTENTS.

VACANCIES—

| | |
|------------------------------------|-----|
| Education | 642 |
| Health and Human Services | 643 |
| Justice | 647 |
| Primary Industries and Water | 647 |
| The Public Trustee | 648 |
| Treasury and Finance | 648 |

STAFF MOVEMENTS—

| | |
|--------------------|-----|
| Appointments | 649 |
| Promotions | 650 |
| Resignations | 650 |
| Retirements | 650 |

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

The 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.

Training



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Gazette

Email copy to

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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**

EDUCATION

LEARNING SERVICES

Learning Services (North)

Deloraine Primary School

Canteen Supervisor (962127).

Applications Close:—Friday, 1 May 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time from ASAP, 32 hours per fortnight for 40 weeks per year.

Location:—Deloraine Primary School.

Description of the Role:—Supervise, 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. The following checks are to be conducted: conviction check for: crimes of violence, sex related offences, serious drug offences.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or

RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Peter Daniel, Department of Education, phone (03) 6362 2012, email peter.daniel@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

King Island District High School

Advanced Skills Teacher (299243).

Applications Close:—Friday, 1 May 2009.

Salary:—\$81,584 p.a.

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

Fixed-term full-time from 15 June 2009 to 17 December 2010.

Location:—King Island District High School.

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

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

Applicants should forward an Application for Employment form, with a 1000 word statement, 2 page CV and nominate 2 referees.

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 Leanne Obrien, Department of Education, phone (03) 6462 1366, email leanne.obrien@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Dodges Ferry Primary School

Principal (201606).

Applications Close:—Friday, 1 May 2009.

Salary:—\$104,133 p.a.

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

Fixed-term full-time from 15 June 2009 to 31 December 2010.

Location:—Dodges Ferry Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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 Irene Gray, Department of Education, phone (03) 6212 3117, email irene.gray@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

East Derwent Primary School

Advanced Skills Teacher (202885).

Applications Close:—Friday, 1 May 2009.

Salary:—\$81,584 p.a.

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

Fixed-term full-time from 15 June 2009 to 17 December 2010.

Location:—East Derwent Primary School.

Description of the Role:—To implement and manage

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

To co-ordinate staff in the management of special and additional needs student across the school, manage case conferences and liaise with all relevant support staff and assist with the implementation of the Positive Behaviour Support programme.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

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

Enquiries to Peter d'Plesse, Department of Education, phone (03) 6263 7688, mobile 0428 325 169, email peter.dplesse@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Mersey Community Hospital***Clinical Nurse (514910).**

Applications Close:—Friday, 1 May 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

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:—In consultation with the NUM undertakes the management and delivery of quality patient care, through efficient and effective utilisation of human and material resources in conjunction with other members of the health care team in the perioperative suite.

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

Enquiries to Grace Kamphuis, Department of Health and Human Services, phone (03) 64265340, 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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Clinical Nurse Floor Manager (517770).

Applications Close:—Friday, 1 May 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time day work.

Location:—Division of Surgery, Operating Theatre.

Duties:—Manages the resource requirements and the logistics of Perioperative Services on an ongoing basis to maximize the efficiency of case throughput, supported by the Nurse Unit Manager. Applies high level of analytical, problem solving and interpersonal skills within a dynamic, multidisciplinary environment to ensure the facilitation of surgery and the associated care required through all areas of the main theatre complex. Ensures effective communication with all relevant personnel regarding the provision of resources to the suite.

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

Enquiries to Grace Kamphuis, Department of Health and Human Services, phone (03) 64265340, 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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Theatre Attendant (514617).

Applications Close:—Friday, 1 May 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 work, working as and when required. To commence as soon as possible until 20 April 2010.

Location:—Operating Theatre, Mersey Community Hospital.

Duties:—Provide support to the nursing/medical staff in undertaking general porting/orderly duties throughout the organisation. As part of the Emergency Response team, the attendant will assist with hospital wide security and participate in all emergency codes. The attendant will promote the principles of quality health care and customer service and foster a positive environment for patient outcomes.

Desirable Requirements:—A thorough knowledge of hospital areas and an understanding of the Attendant role, or the ability to acquire that knowledge and understanding. Knowledge of manual handling techniques, Accident and Emergency procedures and Emergency response skills or the ability to

acquire such knowledge. Knowledge of, and the ability to apply, Occupational Health and Safety policies and Infection Control practices, together with knowledge of Continuous Quality Improvement processes.

Enquiries to Grace Kamphuis, Department of Health and Human Services, phone (03) 64265340, 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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

North West Regional Hospital

Cancer Clinic Co-ordinator (518654).

Applications Close:—Friday, 1 May 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time day worker, working 32 hours per fortnight.

Location:—Nursing Services, Medical Day Unit.

Duties:—To co-ordinate advanced nursing care and provide management support to the Specialist Clinics to ensure the efficient/effective provision of quality care, based on best practice principles, within a collaborative and multidisciplinary framework.

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Diversional Therapist (513143).

Applications Close:—Friday, 1 May 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 48 hours per fortnight.

Location:—Deloraine District Hospital.

Duties:—Co-ordinate the Day Centre, including being responsible for planning, implementing, and evaluating quality individual and group client programmes at the centre and in the community generally.

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

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

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

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

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Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Home Care Services Co-ordinator (518737).

Applications Close:—Friday, 1 May 2009.

Salary:—\$51,579 – \$60,746 p.a..Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4.

Permanent full-time day work.

Location:—Kings Meadows Community Health Centre.

Duties:—Undertake a service co-ordination role in respect to Home Care Services, including home help, home maintenance, home modifications and linen services within the Metropolitan area of Northern Tasmania.

Desirable Requirements:—Knowledge and experience in performing a range of business and administrative functions including the capacity to assist in the day to day administration of a large organisation with a service delivery focus, experience in the co-ordination and direction of a large team of operational staff, with a particular emphasis on the provision of home care, linen and maintenance services. An ability to implement and maintain a performance management programme, and sound knowledge of the HACCC Standards as they apply to Home Care Services and ability to develop and implement information, policy and procedures to reflect these within the work environment.

Enquiries to Maribeth Harris, Department of Health and Human Services, phone (03) 6336 5551, email maribeth.harris@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Nurse Unit Manager, General Surgical and Gynaecological (Womens Health Unit) (509225).

Applications Close:—Friday, 8 May 2009.

Salary:—\$77,219 – \$79,045 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Hobart.

Description:—The Nurse Unit Manager (NUM) manages a combined 26 bed General Surgical and Gynaecological

(Women's Health) Unit with the support of a Clinical Nurse Consultant Gynaecology and a Clinical Nurse Educator.

Duties:—Work collaboratively with Nursing, Medical and Allied Health Managers and care providers to assist in achieving service delivery and nursing care outcomes by:— Providing leadership of the General Surgical/ Gynaecological Unit within a professional, contemporary and strategic context. Ensuring the delivery of efficient and effective evidence based care to all patients within a collaborative, multidisciplinary and risk management framework. Co-co-ordinating the unit's clinical and management activities whilst supporting and facilitating education and nursing research activities.

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

Enquiries to Julie Viecieli, Department of Health and Human Services, phone (03) 6222 6803, email julie.viecieli@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Physiotherapist (512313).

Applications Close:—Friday, 1 May 2009.

Salary:—\$45,535 – \$73,058 p.a..

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

Fixed-term casual day work, as and when required, commencing ASAP for a period of 12 months.

Location:—Hobart.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Supervisor Radiation Therapist (514305).

Applications Close:—Friday, 1 May 2009.

Salary:—\$88,605 – \$92,825 p.a..

Radiation Therapists (Public Sector) Wages Agreement 2004, Radiation Therapist, Level P04(a).

Permanent full-time day work, with on call.

Location:—Royal Hobart Hospital.

Duties:—Supervise the professional and technical standards and operation of either the radiation therapy treatment or planning areas. Provide leadership and guidance to radiation therapists delivering treatment and planning ensuring high levels of patient care and staff morale.

Essential Requirements:—Entitled to be granted registration as a Radiation Therapist by the Medical Radiation Science Professionals Registration Board of Tasmania.

Enquiries to Marianne Hercus, Department of Health and Human Services, phone (03) 6222 8616, email marianne.hercus@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Support Services Officer (510116).

Applications Close:—Friday, 1 May 2009.

Salary:—\$36,748 – \$40,884 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide support services for the effective operation of the Medical Imaging Department. Maintain a co-operative attitude towards assisting other members of the support team.

Desirable Requirements:—Demonstrated high level of organisational skills and proven ability to work in a team environment. An ability to maintain a high level of patient care and understanding of, and an ability to be reactive to, patient needs. Demonstrated ability to communicate effectively with staff, patients and members of the public. Demonstrated knowledge of, or an ability to acquire, a basic understanding of Patient Information Systems. Demonstrated ability to undertake tasks of a minor technical and/or practical nature.

Enquiries to Adam Coad, Department of Health and Human Services, phone (03) 6222 8362, email adam.coad@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Child and Family Health Nurse Home Visitor (517662).

Applications Close:—Friday, 1 May 2009.

Salary:—\$56,230 – \$67,183 p.a..

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Children and Family Services, North.

Duties:—Within a Primary Health Care framework and in

accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse Home Visitor will provide assessment, care and support to individuals and groups, undertake aspects of early identification and early intervention activities within the structured home visit programme.

Desirable Requirements:—Minimum of three years Post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of child and family health nursing with a focus on teen parents. ie. infant and child development including social and emotional, attachment principles, understanding of adult mental health issues especially postpartum.

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

Current Drivers Licence.

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

Enquiries to Libby Dawson, Department of Health and Human Services, phone (03) 6336 2143, mobile 0458 356 757, email libby.dawson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health and Statewide Services

Mental Health Services

Clinical Nurse Consultant (Perinatal Project) (518745).

Applications Close:—Friday, 8 May 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Fixed-term full-time day work, commencing ASAP until 19 November 2010.

Location:—St Johns Park, New Town.

Duties:—An exciting opportunity exists to manage the implementation of the National Perinatal Depression Initiative in Tasmania. Working with key stakeholders in acute and primary health setting across the state you will be responsible for implementation of the key elements of the initiative. These being:—routine screening for perinatal depression, community awareness activities to promote screening, accessible perinatal information and the benefits of identification and management of depression; workforce training and development, follow up support and care for perinatal mothers.

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

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

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

Enquiries to Nick Goddard, Department of Health and Human Services, phone (03) 6230 7721, email nick.goddard@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.

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JUSTICE

COMMUNITY CORRECTIONS

Northern Region

Administrative Support Officer (350820).

Applications Close:—Friday, 1 May 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time working 61 hours 45 minutes per fortnight.

Location:—Launceston.

Duties:—Clerical and general administration tasks including file management, document processing and data entry. Liaise with clients and staff, answering enquiries in person, by phone and in writing to provide quality customer service. Plan organise and set priorities in an environment subject to competing deadlines and change.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction 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 Gael Vizard, Northern Regional Manager, Community Corrections, Department of Justice, phone (03)6336 2387, email gael.vizard@justice.tas.gov.au.

Applications to Ms Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tas 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 Louise.Barker@justice.tas.gov.au or alternatively on (03)6336 2387.

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

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

JUSTICE

SUPREME COURT

Hobart

Registry Administration Officer (355916).

Applications Close:—Friday, 1 May 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 44.10 hours per fortnight commencing ASAP until 31 March 2010.

Location:—Hobart.

Duties:—Undertake administrative and clerical functions associated with the day-to-day operations of the Registry including receiving, vetting and issuing documentation lodged in the Civil Registry and dealing with associated counter and telephone enquiries.

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

Desirable Requirements:—Sound understanding and experience in court administration including knowledge of legal terminology, and an awareness of established practices and procedures, or a demonstrated capacity to develop such knowledge within a reasonable time frame.

Enquiries to Malcolm Farmer, Clerk of The Lists, Supreme Court, Department of Justice, phone (03) 6233 3699, email Malcolm.Farmer@justice.tas.gov.au.

Applications to Ms Lee Steedman, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart Tas 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 Malcolm Farmer on (03) 6233 3699.

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.

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

Fox Eradication

Project Officer (Fox Monitoring Programme) (702390).

Applications Close:—Friday, 1 May 2009.

Salary:—\$47,437 – \$63,838 p.a..

Tasmanian State Service Award, Professional Stream, Band 1.

Fixed-term full-time from 01/06/09 to 11/02/2011.

Location:—Launceston.

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

Duties:—Contribute to the design and implementation of a fox monitoring programme using the systematic collection of predator scats across the State. Provide authoritative advice to support the fox eradication programme.

Essential Requirements:—A Degree in Science, or an equivalent qualification, relevant to the professional duties to be undertaken, as provided by a university.

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

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

At DPIW, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Kristy Withers, phone (03) 6336 5324, email kristy.withers@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiw.tas.gov.au.

THE PUBLIC TRUSTEE

TRUSTEE SERVICES

Trust Officer—2 Vacancies.

Applications Close:—Friday, 8 May 2009.

Salary:—\$52,276 – \$61,582 p.a..

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 791216.

Permanent full-time.

Location:—Hobart.

Vacancy No. 791215.

Permanent full-time.

Location:—Hobart.

Duties:—The Trust Officer will provide effective management of a high level estate and trust administration caseload ensuring that trusts and estates are managed effectively in accordance with relevant legislation, procedural guidelines and client instructions.

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

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

Applications to Venita Holland, Human Resource Officer, The Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6233 7706, email vholland@publictrustee.tas.gov.au.

THE PUBLIC TRUSTEE

TRUSTEE SERVICES

Trust Officer—2 Vacancies.

Applications Close:—Friday, 8 May 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 791214.

Permanent full-time.

Location:—Hobart.

Vacancy No. 791213.

Permanent full-time.

Location:—Hobart.

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

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

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

Applications to Venita Holland, Human Resource Officer, The Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6233 7706, email vholland@publictrustee.tas.gov.au.

Senior Executives Direct Selections.

Permanent Appointments.

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

Human Resources Branch

Principal Human Resource Officer (724135).

Applications Close:—Friday, 8 May 2009.

Salary:—\$67,660 – \$79,920 p.a..

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 1 June 2009 until 28 May 2010.

Location:—Hobart.

Duties:—We are seeking a Principal Human Resources Officer to join our talented HR team. You would be involved in building OHandS strategy, developing a range of HR policies and programmes, and providing quality HR advice. This is a fixed-term role and a great opportunity to step up.

We are looking for a person with:—knowledge of contemporary HR practices, particularly in relation to occupational health, safety and wellbeing, and promoting workplace diversity, the ability to co-ordinate a range of activities and be flexible to changing priorities and the ability to build client and team relationships, and respond effectively to client needs.

At the Tasmanian Department of Treasury and Finance, you will be supported by our values-based environment, characterised by integrity, high motivation and excellence.

We have a strong commitment to strategic human resource management, effective people management and building organisational capacity. This role will enable you to broaden your skill base and deliver on key HR programmes that will make a difference to the way the department works.

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

Enquiries to Karen Martin, Manager Organisational Development, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4924, email karen.martin@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

OFFICE OF THE TASMANIAN ECONOMIC REGULATOR

Senior Policy Analyst (724130).

Applications Close:—Friday, 8 May 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position applicants will:—have responsibility for the management of licensing processes and maintenance

of regulatory codes applicable to Tasmanian gas and electricity industries and assist in the development of policy advice on—electricity market structure issues arising from the State's participation in the National Electricity Market and the development of electricity retail competition and gas market structure issues in relation to the administration and implementation of the regulatory codes applicable to Tasmanian gas industries.

Desirable Requirements:—completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Enquiries to Ray Chan, Assistant Director, Codes, Licences and Compliance, Department of Treasury and Finance, phone (03) 6233 6204, email ray.chan@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Probation Period</i> | <i>Date of Effect</i> |
|--------------------------------|--|-----------------|-------------------------|-----------------------|
| Economic Development & Tourism | Coordinator National Brand Marketing | R. Martin | 6 months | 27.04.09 |
| Health & Human Services | Administrative Assistant | K Ransley | 6 months | 20.04.09 |
| Health & Human Services | Administrative Assistant | A Williams | 6 months | 20.04.09 |
| Health & Human Services | Administrative Assistant | S. Goss | 6 months | 16.04.09 |
| Health & Human Services | Administrative Assistant | D. Hill | 6 months | 20.04.09 |
| Health & Human Services | Administrative Assistant | R. Pfundt | 6 months | 20.04.09 |
| Health & Human Services | Child Protection Worker | S.Jones | 6 months | 09.04.09 |
| Health & Human Services | Child Protection Worker | G.Shilling | 6 months | 15.04.09 |
| Health & Human Services | Child Protection Worker | Y.Hutchison | 6 months | 09.04.09 |
| Health & Human Services | Child Protection Worker | A.Thwaites | 6 months | 09.04.09 |
| Health & Human Services | Principal Policy Officer | P. Tchia | 6 months | 06.04.09 |
| Health & Human Services | Child and Family Health Nurse - Nurse Home Visitor | A.Dunn | 6 months | 09.04.09 |
| Health & Human Services | Child and Family Health Nurse - Nurse Home Visitor | K.Hislop | 6 months | 09.04.09 |
| Health & Human Services | Customer Service Officer | L Stokell | 6 months | 08.03.09 |
| Health & Human Services | Hospital Cleaner | T Bester | 6 months | 20.04.09 |
| Health & Human Services | Registered Nurse | K. Lee | 6 months | 20.04.09 |
| Health & Human Services | Registered Nurse | D. Thompson | 6 months | 20.04.09 |
| Health & Human Services | Child Protection Worker | J.Kamara | 6 months | 27.04.09 |
| Health & Human Services | Speech Pathologist | K. Flett | 6 months | 17.04.09 |
| Health & Human Services | Registered Nurse | K. Pyne | 6 months | 26.04.09 |
| Justice | Plumbing Advisory Officer | J. Booth | 6 months | 16.04.09 |
| Primary Industries & Water | Quarantine Officer | L.Harrex | 6 Months | 20.04.09 |

Promotion of Permanent Employees

| <i>Agency</i> | <i>Employee</i> | <i>Duties Assigned</i> | <i>Date of Effect</i> |
|-------------------------------|-----------------|--|-----------------------|
| Health & Human Services | R. Robinson | Area Manager North West | 28.03.09 |
| Health & Human Services | L. Mansell | Registered Nurse Level 2 | 27.04.09 |
| Health & Human Services | K. Taylor | Executive Services Officer | 20.04.09 |
| Health & Human Services | S Hampson | Private Patient Billing and Training Clerk | 28.03.09 |
| Health & Human Services | P. Flower | Registered Nurse Level 2 | 01.05.09 |
| Justice | J. Dick | Court Clerk | 15.04.09 |
| Police & Emergency Management | J Armstrong | District Officer Arthur | 09.04.09 |

Resignation of Permanent Employees

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Date of Effect</i> |
|-------------------------|---------------------------|-------------------------|-----------------------|
| Health & Human Services | Senior Disability Officer | D McCrae | 24.01.09 |
| Health & Human Services | Child Protection Worker | S. Shugg | 03.04.09 |
| Health & Human Services | Registered Nurse | Roslyn Mitchell Collins | 18.04.09 |
| Health & Human Services | Registered Nurse | L. Pattison | 13.04.09 |
| Health & Human Services | Community Health Nurse | H Gibbs | 06.04.09 |
| Justice | Probation Officer | D Robertson | 16.04.09 |

Retirement of Permanent Employees

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Date of Effect</i> |
|-------------------------------|------------------------|-----------------|-----------------------|
| Justice | Judges' Attendant | S. Fry | 15.04.09 |
| Police & Emergency Management | Senior Firefighter | K. Jones | 31.03.09 |
| Premier & Cabinet | Senior Policy Analyst | S. Mackintosh | 17.04.09 |
| Premier & Cabinet | Head Courier | P. Finearty | 20.04.09 |
| Primary Industries & Water | Seed Analyst | L. Degetto | 22.04.09 |
| Treasury & Finance | Administrative Officer | L. Free | 17.04.09 |

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Together we're making a difference.

Tips for a green office.

Reduce the amount of paper used

- Use scrap paper for notes
- Print two pages per A4 page, if you have duplex printing, print on both sides of the page
- Only print emails or documents when necessary

Ensure access to recycling services

- Place all used paper in paper recycling bin
- Collect cardboard boxes for recycling and place into your recycling bin
- Place your plastic bottles, aluminium cans, tin cans, milk and juice cartons in a separate recycling bin

Reduce energy consumption:

- Turn off office lighting when not in use
- Activate sleep mode on your computer to switch off the screen after 10 minutes
- Switch off office equipment when leaving the office

Reducing waste

- Bring a mug to work and have some set aside for visitors
- Bring lunch from home or eat in a local café to avoid packaging waste generated by take away foods.

HOBART

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