



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1-10  
INCLUDING G.S.T.

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

## Vacancies—General Information

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

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

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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



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For further information or to apply, contact your nearest Home Finance Manager:

Hobart:	Ryan Manning	Mob: 0418 915 589
	Suzie Bennetto	Mob: 0418 122 400
Launceston:	Matt Eiszele	Mob: 0417 067 430
	Tony Manson	Mob: 0418 302 658
Burnie/Devonport:	Scott Malone	Mob: 0418 148 641
	Carina Cooper	Mob: 0417 564 263

\* Conditions apply

## 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**

### EDUCATION

#### CORPORATE SERVICES

*Finance, Facilities and Business Support*

Capital Planning and Development

#### **Finance Manager, Facilities and Capital Planning (964088).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time from ASAP for 2 years.

Location:—Hobart.

Description of the Role:—Provide a high level consultancy service on all aspects relating to the management of budget allocation and monitoring services in the Facilities and Capital Planning branch including planning, evaluation and reporting processes. Develop appropriate policies, procedures and information systems.

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:—Membership of a relevant professional organisation and/or relevant academic qualifications.

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

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

Enquiries to Andrew Finch, Department of Education, phone (03) 6233 7096, email *andrew.finch@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)*

Mowbray Heights Primary School

#### **Canteen Supervisor (963041)—Readvertised.**

Applications Close:—Friday, 8 May 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time from ASAP for 2 years, 36 hours per fortnight for 40 weeks per year.

Location:—Mowbray Heights 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 Maree Phillips, Department of Education, phone (03) 6326 1892, email *maree.phillips@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)*

## Gagebrook Primary School

***Teacher Aide Special (954767).***

Applications Close:—Friday, 8 May 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight for up to 42 week per year from 15 June 2009.

Location:—Gagebrook Primary School.

Description of the role:—Provide assistance to the teacher(s) by assisting with the management and learning of students.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—College or TAFE studies in health and/or education.

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

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

Enquiries to Wendy Ole, Department of Education, phone (03) 6263 6762, email [wendy.ole@education.tas.gov.au](mailto:wendy.ole@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](mailto:recruitment@education.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## ARTS TASMANIA

***Roving Curator (705682/706179).***

Applications Close:—Friday, 8 May 2009.

Salary:—\$47,437 – \$63,838 p.a.

Tasmanian State Service Award, Professional Stream, Band 1.

Permanent part-time, 2 x 0.5 FTE roles.

Location:—Launceston.

Please Note:—Pro-rata salary is based on the above full-time rates.

Special Employment Conditions:—The Tasmanian State Service Award 2008 includes an Advancement Assessment Point (AAP) to progress from Band 1 to Band 2.

An employee assigned duties to this role may be remunerated in Band 2 (salary range \$66,761–\$79,912 pro-rata p.a.) provided they satisfy the requirements of the AAP, have appropriate experience and are assigned duties at a higher or more specialist level than Band 1 as required by the relevant business unit.

Duties:—To assess requests for assistance under the Roving Curator Programme for significant cultural heritage collections in Tasmania, and then undertaking the agreed projects.

To provide advice and support that assists Small Museums and Collections of cultural heritage to raise their standards of collection management practice.

Essential Requirement:—A graduate qualification relevant to the professional duties to be undertaken is required by the employer, as provided by a university, in a discipline relevant to curatorial practices in a museum environment.

Desirable Requirements:—Band 1 and Band 2 – A working knowledge of the moveable cultural heritage sector.

Band 2 only – Three or more years post graduate experience relevant to the role.

Enquiries to Jennifer Cane, Administrative Assistant, phone (03) 6233 7308, email [Jennifer.Cane@arts.tas.gov.au](mailto:Jennifer.Cane@arts.tas.gov.au).

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

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## PARKS AND WILDLIFE SERVICE

*Operations and Performance*

## North West Region

***Visitor Services Coordinator (706035).***

Applications Close:—Friday, 8 May 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Lake St Clair.

Duties:—Coordinate the business activities and day to day operations of Lake St Clair Enterprise including the supervision of staff to ensure sustainable use and the delivery of a quality visitor experience.

Desirable Requirements:—A current motor vehicle driver's licence, and an Advanced Certificate or Diploma in Office or Business Administration or Equivalent.

Enquiries to Eddie Staier, Parks and Reserves Manager for further information regarding the role or for a copy of the Statement of Duties, phone (03) 6492 1133, email [Eddie.Staier@parks.tas.gov.au](mailto:Eddie.Staier@parks.tas.gov.au).

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

## HEALTH AND HUMAN SERVICES

***Allied Health Professional, Safe at Home Special Needs Liaison Officer (515609).***

Applications Close:—Friday, 8 May 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:—Disability Services, Hobart.

Duties:—In accordance with primary care principles, Agency policy and direction, legal requirements and professional competencies ensure the delivery of quality care services to clients who are involved in the Safe at Home system. Promote community awareness of mental health, disability and drug and alcohol issues and the way in which they may interrelate with

family violence. Provide assessment, intervention and referral services to individuals who have single, dual or multiple alcohol and/or drug, mental health and/or disability issues and who have been charged under the Family Violence Bill 2005.

Ensure the provision of specialist liaison and consultation about mental health, disability and alcohol and drug matters and management of associated problems to Magistrates, Solicitors, Police, Department of Justice and Community Corrections staff.

**Desirable Requirements:**—Extensive clinical experience in mental health and experience in one or more of the following specialised areas is desirable: forensic mental health, disabilities and drug and alcohol. High level of decision making and assessment skills, including capacity to identify single, dual or multiple mental health, disability and alcohol and/or drug issues and self harm and suicide risk. Understanding of the issues associated with family violence, its impact and principles for responding to offenders and victims including, knowledge of the Family Violence Bill 2005 and its implications for service delivery.

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

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

Enquiries to Mr Kelly Ryan, Department of Health and Human Services, phone (03) 6233 4561, email kelly.ryan@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

### HEALTH SERVICES

#### ***Supervisory Occupational Therapist, Neurology (518619).***

Applications Close:—Friday, 8 May 2009.

Salary:—\$80,262 – \$88,771 p.a.

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

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

Location:—Clinical Services, Allied Health.

**Duties:**—Leadership and direction in the provision of occupational therapy to enable patients in Rehabilitation, Stroke unit and related areas of the LGH to achieve optimal occupational performance and engagement in their roles. Coordinate efficient and effective Occupational Therapy services in these wards and associated areas, to enable provision of service across the continuum of care. Contribute to the evaluation and development of the service at the unit and organisational level.

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

**Highly desirable:**—Post-graduate qualifications in this specialty, or demonstration of extensive postgraduate education and development which supports the job. Current Driver's Licence.

Enquiries to Cindy Hollings, Department of Health and Human Services, phone (03) 6348 7221, email cindy.hollings@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Health and Well Being Services*

#### Cancer Screening and Control Service

#### ***Specialist Radiographer (514014).***

Applications Close:—Friday, 8 May 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:—25 Argyle Street, Hobart.

Please Note: Part time hours will be considered.

This role is part of a dedicated team at BreastScreen Tasmania screening and assessment clinics. The role offers the opportunity to enhance your expertise in mammography, including the use of state of the art digital equipment.

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

Enquiries to Jenny Huntley, Senior Specialist Radiographer, Department of Health and Human Services, phone (03) 6216 4324, email jenny.huntley@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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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### ***Chef, (A/L Function Relief) (503394).***

Applications Close:—Friday, 8 May 2009.

Salary:—\$46,801 – \$50,944 pro rata.

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

Permanent part-time day work, working 32 hours per fortnight, not working weekends but working public holidays. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Corporate, Food Services.

To prepare and produce all food and nutritional requirements for patients and staff at the Launceston General Hospital, delivered meal recipients and satellite divisions.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to Rohan Beardwood, Department of Health and Human Services, phone (03) 6348 7531, email [lgh.foodservices@dhhs.tas.gov.au](mailto:lgh.foodservices@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Enrolled Nurse (503228a).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 5 August 2010.

Location:—Nursing Services, Nursing Pool.

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

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

Enquiries to Robyn Liddington, Department of Health and Human Services, phone (03) 6348 7903, email [robyn.liddington@dhhs.tas.gov.au](mailto:robyn.liddington@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse CASUAL POOL (503226).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 5 August 2010.

Location:—Nursing Services, Nursing Pool.

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 Robyn Liddington, Department of Health and Human Services, phone (03) 6348 7903, email [robyn.liddington@dhhs.tas.gov.au](mailto:robyn.liddington@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Senior Dietitian Rehabilitation (518624).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Fixed-term full-time day work. To commence as soon as possible until 8 January 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Clinical Services, Allied Health.

Duties:—The Senior Specialist Dietitian: Provides clinical dietetic services to allocated LGH Rehabilitation services. Advocates for appropriate nutrition for clients and staff of the Department of Health and Human Services. Assists the Manager, Nutrition Department in performing management and administrative tasks.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

Enquiries to Tracey Denmen, Department of Health and Human Services, phone (03) 63487493, email [tracey.denmen@dhhs.tas.gov.au](mailto:tracey.denmen@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Senior Speech Pathologist (518629).**

Applications Close:—Friday, 8 May 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Clinical Services, Allied Health.

**Duties:**—To provide specialised clinical assessment and intervention for the requirements of the Speech Pathology service to inpatients and outpatients of the Launceston General Hospital. To assist the Manager, Speech Pathology Service, in providing clinical leadership, professional support and ensuring best practice standards for Speech Pathology Services provided by the Launceston General Hospital, in accordance with organisational policies and the professional code of conduct. Provide professional guidance and support to level 1 and 2 Speech Pathologists.

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

Enquiries to Michael Wingrove, Department of Health and Human Services, phone (03) 63487230, email michael.wingrove@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Telephonist/Enquiries Officer (Relief) (503302).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Fixed-term casual shift work, working as and when required. To commence as soon as possible until 19 April 2010.

**Location:**—Corporate-House Services Switchboard/Enquiries.

**Duties:**—Responsible for providing efficient services relating to incoming/ outgoing call through the LGH Switchboard.

**Desirable Requirements:**—A thorough knowledge or demonstrated capacity to gain knowledge of the operations of a large intelligent network and attendant console. Sound knowledge of or an ability to acquire the knowledge of the communication network and support service provided by TASINET. Demonstrated capacity to communicate effectively at all levels and to handle sensitive situations with diplomacy and confidentiality with enquiries from external and internal clients.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, email colleen.horton@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### **CSSD Technician (518181).**

Applications Close:—Friday, 8 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 worker, working 28 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

**Location:**—Division of Surgery, CSSD.

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

**Desirable Requirements:**—Knowledge of, and experience in, sterilising technology and/or qualifications in, or willingness to undertake, a Sterilising Technology Course or equivalent. Ability to obtain a thorough knowledge of instruments/equipment and supplies processed in CSSD, and to initiate appropriate action and follow protocols for the decontamination and sterilisation of equipment. Demonstrate the ability to work individually or as a member of a team and assist in the training of new staff, under the direction of the Nurse Unit Manager.

**Highly Desirable:**—Completion of or working towards Certificate III in Health Service Assistance (Sterilisation Services) or similar qualifications.

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*

#### **Manager, Business and Facilities (517475).**

Applications Close:—Friday, 8 May 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:**—Mersey Community Hospital.

**Duties:**—Provide high level support and assistance in the development of devolved budgets within the Hospital and on the maintenance of systems which capture and report accurate comparisons between actual and projected performance. Coordination of all logistics, communications, accommodation and facility utilisation for the Hospital.

**Desirable Requirements:**—Demonstrated management skills including the ability to monitor human, financial and physical resources, to monitor effectiveness and efficiency and an understanding of contemporary management techniques. Knowledge of or demonstrated ability to quickly attain knowledge of the corporate support systems operating in the Hospital and the ability to manage the optimal use of these systems in the management of the Hospital. Well developed oral and written communication skills, including the capacity to prepare reports and submissions for resources and organisational change, together with a high level of interpersonal skills including communication, negotiation, and conflict resolution skills.

Enquiries to Wayne de Gruchy, Department of Health and Human Services, phone (03) 6426 5644, mobile 0400647601, email wayne.degruchy@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*

##### Palliative Care

#### **Clinical Nurse (502893).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time day worker (with oncall), working 64 hours per fortnight.

Location:—Palliative Care North West.

Duties:—In accordance with Agency policy and legal requirements, the Clinical Nurse assists with planning, co-ordinating and evaluation of service provision to palliative care clients and their families/carers. Collaborates with other members of the health care team to ensure the delivery of high quality health care. The nursing practice will reflect a specialist interdisciplinary approach.

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 Viki Elphinstone, Department of Health and Human Services, phone (03) 6440 7111, email [viki.elphinstone@dhhs.tas.gov.au](mailto:viki.elphinstone@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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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

##### Primary Health North

#### **Registered Nurse (513505).**

Applications Close:—Friday, 29 May 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shiftwork, (part-time hours will be considered).

Location:—St Marys Community Health Service.

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

##### Primary Health North

#### **Registered Nurse (512414).**

Applications Close:—Friday, 15 May 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shiftwork (part-time hours will be considered).

Location:—St Marys Community Health Service.

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health South

## Primary Health Faulkner

***Nurse Unit Manager (518780).***

Applications Close:—Friday, 15 May 2009.

Salary:—\$77,219 – \$79,045 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—New Norfolk District Hospital.

Duties:—Provide leadership and management to the Nursing staff of the New Norfolk District Hospital/Community Health Centre. 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, quality improvement and nursing research functions within the New Norfolk District Hospital/Community Health Centre.

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 Colleen Smith, Department of Health and Human Services, phone (03) 6262 2888, email [colleen.smith@dhhs.tas.gov.au](mailto:colleen.smith@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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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health South

## Primary Health Wellington

***Specialist Community Palliative Social Worker (506919).***

Applications Close:—Friday, 8 May 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 (as and when required) commencing ASAP for a period of 2 years.

Location:—Repatriation Centre.

Duties:—In accordance with Agency policy and legal requirements, the Palliative Care Specialist Community Social Worker assesses and responds to the palliative care needs and issues as expressed or indicated by clients, their families or

carers and other care providers including allied health, nursing and medical in a variety of settings in Tasmania. To develop, provide and evaluate contemporary palliative care social work services as part of an interdisciplinary service. To act as a consultant to external service providers as appropriate.

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

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

Enquiries to Ann Allanby, Department of Health and Human Services, phone (03) 6220 2431, email [ann.allanby@dhhs.tas.gov.au](mailto:ann.allanby@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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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service****Branch Station Officer—2 Vacancies.***

Applications Close:—Friday, 8 May 2009.

Salary:—\$60,879 p.a.

Tasmanian Ambulance Service Award, Branch Station Officer (Advanced Life Support).

Vacancy No. 518655.

Permanent full-time shift work.

Location:—Tasmanian Ambulance Service, Queenstown.

Vacancy No. 518656.

Permanent full-time shift work.

Location:—Tasmanian Ambulance Service, Queenstown.

Duties:—Provision of pre-hospital care and the transport of patients by Ambulance or other means. Operation of a country or urban Branch Station including activities associated with public education and community relations, staff supervision, recruitment, training and development of local Volunteer Ambulance Officers.

Essential Requirements:—Certificate of Applied Science (Ambulance Officer) and current accreditation in the Advanced Life Support programme, or equivalent qualifications recognised by the Director Tasmanian Ambulance Service. 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 Paul Templar, Department of Health and Human Services, phone (03) 64346970, email [paul.templar@dhhs.tas.gov.au](mailto:paul.templar@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

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

#### **Business Services Officer (516116).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$63,041 – \$65,916 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5.

Permanent full-time day worker.

Location:—Tasmanian Ambulance Service, Statewide.

Duties:—Provide high level business support and advice associated with the business and administrative functions of the Tasmanian Ambulance Service covering a broad range of areas including planning, finance, statewide services, purchasing, asset management, statistical analysis and project management to contribute to the cost effective provision and utilisation of the Service resources on a statewide perspective.

Desirable Requirements:—Sound knowledge, or ability to acquire that knowledge, of the Tasmanian Government financial framework, associated legislation and Government accounting procedures with a capacity to provide support, advice and make recommendations to senior management as required. Demonstrated advanced financial analysis skills with the ability to research and interpret information and to recommend appropriate action. Well developed conceptual, analytical, creative, and problem solving skills, with the ability to provide advice within the context of the political, social and organizational environment in which the Service operates.

Enquiries to Janny O'Keefe, Department of Health and Human Services, phone (03) 6336 5773, email [janny.okeefe@dhhs.tas.gov.au](mailto:janny.okeefe@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Housing Access Officer (517021).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

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

Location:—Housing Tasmania, Hobart.

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

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability, both individually and as a member of a team, to plan, organise,

set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards. Demonstrated ability to, use initiative and utilise problem solving skills.

Enquiries to Gail Parker, Department of Health and Human Services, phone (03) 6216 4492, email [gail.parker@dhhs.tas.gov.au](mailto:gail.parker@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### POPULATION HEALTH

#### *Population and Health Priorities*

#### **Policy and Planning Officer, Health Priorities (518001).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$66,862 – \$79,193 pro rata.

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

Permanent part-time day work, working 38 hours per fortnight.

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

Duties:—As a member of the Population and Health Priorities Unit facilitate the development, implementation and evaluation of population health initiatives, policies and programmes within the workplace, to maximise the health and wellbeing of the Tasmanian population.

Work closely with other government agencies, non-government agencies and other stakeholders to identify and develop strategies to progress state and national workplace health and wellbeing priorities.

Desirable Requirements:—Relevant tertiary qualifications and experience in health services policy, planning and/or delivery.

Demonstrated understanding of the political, social and organisational issues that may impact on the provision of workplace health and wellbeing initiatives at a service and community level.

Demonstrated skills and experience in planning, developing, implementing, evaluating and reporting on workplace health and wellbeing/health promotion programmes or projects.

Enquiries to Carole Owen, Department of Health and Human Services, phone (03) 6222 7383, email [carole.owen@dhhs.tas.gov.au](mailto:carole.owen@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEM DEVELOPMENT

*Mental Health and Statewide Services***Clinical Nurse Specialist (518428).**

Applications Close:—Friday, 15 May 2009.

Salary:—\$71,562 – \$72,245 p.a.

Nurses (TPS) Award, Clinical Nurse Specialist.

Permanent full-time day work.

Location:—St Johns Park, New Town.

**Duties:**—Looking for a leadership opportunity? A newly created Clinical Nurse Specialist role within the Alcohol and Drug Service may be the opportunity you are looking for! This role sits within the Inpatient Withdrawal Unit located at St Johns Park, Newtown. You will provide clinical leadership in all aspects of nursing care within this multidisciplinary team. You will work closely with the Manager of the unit to further develop the team. You must be able to quickly create effective networks and positive working relationships within the team whilst displaying initiative, leadership and a greater vision for the unit.

**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 Calum Ross, Department of Health and Human Services, phone 0400 616 928, email calum.ross@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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## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEM DEVELOPMENT

*Mental Health and Statewide Services***Health Management Trainee—4 Vacancies.**

Applications Close:—Friday, 15 May 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

Vacancy No. 518798.

Fixed-term full-time day work from ASAP for a period of 2 years.

Location:—North, South and North West.

**Duties:**—Can you see yourself as future leader in health?

An exciting new opportunity exists for four highly motivated and enthusiastic individuals passionate about pursuing a career in health management with a view to shaping the health services of the future. You will need to display flexibility, creativity and initiative in developing proposals and recommendations for consideration by management.

The vacancies are available for two years and you will have the chance to undertake four six-month placements in Mental Health, Statewide Services, Tasmanian Ambulance Services, North West Area Health Service and the Agency's Strategy, Planning and Performance Unit. Applications are welcomed from Department of Health and Human Services staff and non-DHHS employees.

We offer: The chance to learn and develop your management skills through structured training and development courses including completion of a new Graduate Diploma in Health (Executive Development) through the University of Tasmania; A scholarship offered by UTAS to undertake the Graduate Diploma; Support through a structured mentoring programme; A challenging role that will allow you to apply new skills across a number of different working environments in health and Membership of the Australian College of Health Service Executives.

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

Enquiries to Nick Goddard, Department of Health and Human Services, phone (03) 6230 7721, email [nick.goddard@dhhs.tas.gov.au](mailto:nick.goddard@dhhs.tas.gov.au) or Ryanda Mee, Department of Health and Human Services, phone (03) 6233 2901, email [ryanda.mee@dhhs.tas.gov.au](mailto:ryanda.mee@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 SYSTEM DEVELOPMENT

*Mental Health and Statewide Services***Regional Cessation Coordinator (518075).**

Applications Close:—Friday, 15 May 2009.

Salary:—\$71,562 – \$72,245 p.a.

Nurses (TPS) Award, Clinical Nurse Specialist.

Permanent full-time day work.

Location:—Alcohol and Drug Service North-West.

**Duties:**—Looking to make a difference to the health of Tasmanians? A newly created Clinical Nurse Specialist role within the Alcohol and Drug Service North West may be the opportunity you are looking for. We are looking for a proactive, self motivated and enthusiastic nurse who likes a challenge! As a member of the smoking cessation team, you will be part of the roll out of a new and innovative 'ABC' approach to brief intervention for smoking cessation throughout the north west of Tasmania. No one day will be the same. You will be supported to work creatively and autonomously as a member of the exciting new statewide service. Your role will involve education, preceptorship and providing peer support for health professionals. You will have the opportunity to participate in health promotion activities, evaluation strategies and service and policy development. You will work closely with other health professionals and non government organisations ensuring the successful implementation of this new initiative. You will play an important role in helping to reduce one of the major causes of death and disease in this community. If you enjoy a challenge and like working independently in a supportive, friendly and professional service, then consider coming to work with us. You can make a difference!

**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 Gwyneth Fullard, Department of Health and Human Services, phone (03) 6214 5719, email gwyneth.fullard@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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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Alcohol and Drug Services

#### **Community Worker (500841).**

Applications Close:—Friday, 15 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 full-time day work, commencing 1 July 2009 until 30 June 2010.

Location:—Alcohol and Drug Service (North West).

Duties:—The Alcohol and Drug Service NW are looking for an allied health professional to join their team in providing services to individuals experiencing problems with alcohol and/or drug use. This would involve working as part of a multidisciplinary team to provide assessment, referral, interventions and support to individuals and/or families affected by alcohol and/or drug misuse within both clinical and outreach settings. Regular supervision is provided and access to professional development and training is encouraged. If you haven't worked in this area before, you will be assisted to acquire the knowledge and skills specific to the alcohol and drug field.

Essential Requirements:—University acquired degree or the equivalent to a university degree qualification in a health science or human service field.

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 Sally Richardson, Department of Health and Human Services, phone (03) 6429 8555, email sally.richardson@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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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Forensic Mental Health Services

##### Wilfred Lopes Centre

#### **Clinical Nurse Specialist (515395).**

Applications Close:—Friday, 15 May 2009.

Salary:—\$71,562 – \$72,245 p.a.

Nurses (TPS) Award, Clinical Nurse Specialist.

Permanent full-time day work.

Location:—Wilfred Lopes Centre, Risdon.

Duties:—Provide expert knowledge and manage an advanced clinical practice framework for the management of patients with complex needs admitted to the Inpatient Forensic Mental Health Service. Within the multi-disciplinary team, develops, implements, co-ordinates and evaluates in-patient programmes and activities to improve patient outcomes. Actively participate in developing a clinical environment, which encourages and fosters a team management approach.

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

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

Enquiries to Susan Styles, Department of Health and Human Services, phone (03) 6216 8007, email susan.styles@dhhs.tas.gov.au.

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Forensic Mental Health Services

##### Wilfred Lopes Centre

#### **Quality and Safety Coordinator (518683).**

Applications Close:—Friday, 15 May 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent full-time day work.

Location:—Wilfred Lopes Centre, Risdon, with statewide responsibilities.

Duties:—This is a challenging new role for anyone who has an interest in Quality and Safety in the workplace. You will be required to support the Wilfred Lopes Centre and Community Forensic Mental Health Services in the delivery of

the highest standards of quality care through the establishment and maintenance of clinical standards, evidence based practice, policies, procedures, protocols and partnerships with other service providers.

**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 Susan Styles, Department of Health and Human Services, phone (03) 6216 8007, email [susan.styles@dhhs.tas.gov.au](mailto:susan.styles@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Forensic Mental Health Services

##### Wilfred Lopes Centre

#### **Receptionist (515996).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Permanent full-time day work.

Location:—Wilfred Lopes Centre, Risdon.

**PLEASE NOTE:** This position attracts a 6.5% Correctional Health Allowance.

**Duties:**—Looking for a challenging receptionist role? The Wilfred Lopes Centre, a secure mental health facility, is looking for a receptionist to act as a first point of contact for the centre. In addition to reception duties, you will provide administrative support to the multi-disciplinary team, allowing you the opportunity to participate in a wide range of administrative support activities.

**Desirable Requirements:**—Demonstrated previous experience in the provision of high-level reception and administrative support functions, including well developed keyboard, word processing and computer application skills.

Well developed interpersonal and communication skills, including a proven ability to effectively communicate with stakeholders from a diverse range of backgrounds and cultures in an appropriate and professional manner.

Demonstrated commitment to delivering high quality services to clients and stakeholders in a challenging and complex environment.

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 Vanessa Clark, Department of Health and Human Services, phone (03) 6216 8001, email [vanessa.clark@dhhs.tas.gov.au](mailto:vanessa.clark@dhhs.tas.gov.au).

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

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

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

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Forensic Mental Health Services

##### Wilfred Lopes Centre

#### **Receptionist, Weekends (515997).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

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

Location:—Wilfred Lopes Centre, Risdon.

**PLEASE NOTE:** This position attracts a 6.5% Correctional Health Allowance.

**Duties:**—Looking for a challenging weekend receptionist role? The Wilfred Lopes Centre, a secure mental health facility, is looking for a weekend receptionist to act as a first point of contact for the centre. In addition to reception duties, you will provide administrative support to the multi-disciplinary team, allowing you the opportunity to participate in a wide range of administrative support activities including the maintenance of in-house databases.

**Desirable Requirements:**—Demonstrated previous experience in the provision of high-level reception and administrative support functions, including well developed keyboard, word processing and computer application skills.

Well developed interpersonal and communication skills, including a proven ability to effectively communicate with stakeholders from a diverse range of backgrounds and cultures in an appropriate and professional manner.

Demonstrated commitment to delivering high quality services to clients and stakeholders in a challenging and complex environment.

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 Vanessa Clark, Department of Health and Human Services, phone (03) 6216 8001, email [vanessa.clark@dhhs.tas.gov.au](mailto:vanessa.clark@dhhs.tas.gov.au).

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

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

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#### HEALTH AND HUMAN SERVICES

##### STATEWIDE SYSTEM DEVELOPMENT

##### *Mental Health and Statewide Services*

##### Mental Health Services South

#### ***Child and Adolescent Psychiatrist (518739).***

Applications Close:—Friday, 29 May 2009.

Salary:—To be negotiated.

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

Fixed-term full-time for an initial period of three years.

Location:—Southern Region.

Duties:—The Child and Adolescent Psychiatrist works as a senior clinician within a small multidisciplinary team to provide a comprehensive child and adolescent psychiatric service to young people presenting to the Royal Hobart Hospital in the southern region of Tasmania. This includes provision of clinical services to the Royal Hobart Hospital Paediatric Ward, paediatric outpatient clinics and the Emergency Department.

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

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

Enquiries to Annabel Hanke, Department of Health and Human Services, phone (03) 6233 8612, email [annabel.hanke@dhhs.tas.gov.au](mailto:annabel.hanke@dhhs.tas.gov.au).

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

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

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#### HEALTH AND HUMAN SERVICES

##### STATEWIDE SYSTEM DEVELOPMENT

##### *Mental Health and Statewide Services*

##### Mental Health Services South

#### ***Clinical Nurse Consultant, Child and Adolescent Mental Health Services Hospital Team (518740).***

Applications Close:—Friday, 29 May 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent full-time day work.

Location:—Southern Region.

Duties:—The Clinical Nurse Consultant works as part of a small multidisciplinary team to undertake the delivery of specialist services based on best practice principles to children and adolescents who present at the Royal Hobart Hospital with mental illness and associated issues.

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

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

Enquiries to Annabel Hanke, Department of Health and Human Services, phone (03) 6233 8612, email [annabel.hanke@dhhs.tas.gov.au](mailto:annabel.hanke@dhhs.tas.gov.au).

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

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

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#### HEALTH AND HUMAN SERVICES

##### STATEWIDE SYSTEM DEVELOPMENT

##### *Mental Health and Statewide Services*

##### Mental Health Services South

#### ***Clinical Psychologist Child and Adolescent Mental Health Services Hospital Team (518741).***

Applications Close:—Friday, 29 May 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:—Southern Region.

Duties:—The Clinical Psychologist works as part of a small multidisciplinary team to provide quality psychological services to children and young people and their families and carers at the Royal Hobart Hospital utilising evidence-based best practice principles.

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

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

Enquiries to Annabel Hanke, Department of Health and Human Services, phone (03) 6233 8612, email [annabel.hanke@dhhs.tas.gov.au](mailto:annabel.hanke@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

#### State Office

#### **Health Management Trainee (518796).**

Applications Close:—Friday, 15 May 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 from ASAP for a period of 2 years.

Location:—North, South and North West.

**Duties:**—The vacancies are available for two years and you will have the chance to undertake four six-month placements in Mental Health, Statewide Services, Tasmanian Ambulance Services, North West Area Health Service and the Agency's Strategy, Planning and Performance Unit. Applications are welcomed from Department of Health and Human Services staff and non-DHHS employees.

We offer: The chance to learn and develop your management skills through structured training and development courses including completion of a new Graduate Diploma in Health (Executive Development) through the University of Tasmania; A scholarship offered by UTAS to undertake the Graduate Diploma; Support through a structured mentoring programme; A challenging role that will allow you to apply new skills across a number of different working environments in health and Membership of the Australian College of Health Service Executives.

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

Enquiries to Nick Goddard, Department of Health and Human Services, phone (03) 62307721, email [nick.goddard@dhhs.tas.gov.au](mailto:nick.goddard@dhhs.tas.gov.au) or Ryanda Mee, Department of Health and Human Services, phone (03) 6233 2901.

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.

## JUSTICE

### CROWN LAW

#### *Director of Public Prosecutions*

#### **Witness Assistance Officer (356101).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$47,437 – \$63,838 p.a.

Tasmanian State Service Award, Professional Stream, Band 1.

Permanent full-time working 73.50 hours per fortnight.

Location:—Launceston.

**Duties:**—Provide comprehensive support to witnesses to serious crimes through assessing and planning support for witnesses with assigned prosecutors; supporting witnesses at case conferences and pre-trial conferences; undertaking court preparation and debriefing of witnesses; liaising with service providers to co-ordinate support to witnesses; and assisting in the development of service linkages to improve the experience of witnesses.

**Essential Requirements:**—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. Current Motor Vehicle Licence.

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

Enquiries to Graham Davis, Manager Serious Crime Witness Assistance Service, Crown Law, Department of Justice, phone (03) 6233 6649, fax (03) 6233 8732, email [Graham.davis@justice.tas.gov.au](mailto:Graham.davis@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kerry Worsley on (03) 6233 8732.

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

### MAGISTRATES COURT

#### *Hobart*

#### **Clerical Officer (350153).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Maintain and compile all files subject to a future court appearance. Sort, file and archive court records and hard copy files. Assist with telephone enquiries relating to court attendance or the central filing system.

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:**—Clerical experience and general administrative skills relevant to the nature of the position or the capacity to develop these skills within a reasonable timeframe.

Enquiries to Jane McLeod, Senior Clerk, Magistrates Court, Department of Justice, phone (03) 6233 8796, email jane.mcleod@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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jane McLeod on (03) 6233 8796.

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

##### TASMANIA PRISON SERVICE

##### *Inmate Services*

##### Stores

#### **Property Officer (355519).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time working 73.50 hours per fortnight.

Location:—Risdon Prison.

**Duties:**—Prepare written and electronic documentation for the administration of inmate property. Action inmate property requests. Develop and maintain a property control register containing details of the storage, movement and discharge of all inmate's personal property. Arrange suitable storage requirements for the safe keeping of inmate property and undertake regular control checks of property.

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 Chris Barwick, Senior Stores Officer, Risdon Prison, Department of Justice, phone (03) 6216 8064.

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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact David Bliss on (03) 6216 8179.

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

##### TASMANIA PRISON SERVICE

##### *Integrated Offender Management*

#### **Facilitator Intervention Programmes (355575).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$47,437 – \$63,838 p.a.

Tasmanian State Service Award, Professional Stream, Band 1.

Fixed-term full-time working 73.50 hours per fortnight from ASAP until 17 April 2010.

Location:—Risdon Prison.

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

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

**Duties:**—Facilitate or co-facilitate the delivery of individual and group-based rehabilitation or intervention programmes to offenders, which may include the Sex Offender Programme. Undertake assessments of offenders to determine their suitability for participation in programmes and monitor progress as a result of such participation. Maintain offender case notes, records and administrative information and prepare formal assessments and other reports in accordance with programme standards.

**Additional Information:**—Applicants will be required to undertake, as part of the selection process, psychological assessment to determine suitability to work in a prison environment.

Enquiries to Jonathon Field, Manager Programmes Case Coordination, Offender Services Risdon Prison, Department of Justice, phone (03) 6216 8099, email Jonathon.Field@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Catherine Woolley on (03) 6216 8200.

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

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

## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### **Administrative and Clerical Officer (355693).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time working 4 hours per day Monday to Friday until 19 April 2010.

Location:—Rosny Park.

Duties:—Provide clerical, keyboard, administrative, data processing, collection, sorting, recording, compiling and dispatching publication requests and other support. Assist in preparation of documentation including draft minutes, and other correspondence and related matters through providing keyboard and other support.

Desirable Requirements:—Motor vehicle driver's licence.

Enquiries to Malcolm Armsby, Helpline Manager, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 8313, email [Malcolm.Armsby@justice.tas.gov.au](mailto:Malcolm.Armsby@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Malcolm Armsby on (03) 6233 8313.

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.

## PREMIER AND CABINET

### SOCIAL INCLUSION UNIT

#### **Administrative Assistant (001573).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—Provide reception, administrative and clerical support to the Social Inclusion Unit. This includes providing support to the Executive Officer to support the administrative requirements of staff within the Unit and the Social Inclusion Commissioner for Tasmania.

Enquiries to Fiona Benka, Executive Assistant, Department of Premier and Cabinet, phone (03) 6232 7139, email [Fiona.Benka@dpac.tas.gov.au](mailto:Fiona.Benka@dpac.tas.gov.au).

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart Tasmania 7001, phone (03) 6270 5482, fax (03) 6233 2769, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Diagnostic Services*

#### **Microbiologist (Veterinary) (000147).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$66,761 – \$75,292 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Permanent full-time.

Location:—Launceston (Mt Pleasant).

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

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

Duties:—Manage the day to day operations of the Veterinary Microbiology Laboratory and provide a high level of scientific advice to client and stakeholders.

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

Desirable Requirements:—Several years' experience in diagnostic veterinary microbiology. 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 Robyn Campain, phone (03) 6336 5406, email [robyn.campain@dpiw.tas.gov.au](mailto:robyn.campain@dpiw.tas.gov.au).

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

## TASMANIAN POLYTECHNIC

### STRATEGIC DEVELOPMENT

#### *Business and ICT*

#### **Administrative Assistant (331542).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time ASAP until 24/12/09.

Location:—South.

Duties:—Experienced clerical level involved in maintenance of the Tasmanian Polytechnic's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

Enquiries to Di Strong, Workforce Learning Leader, Tasmanian Polytechnic, phone (03) 6233 7376, email [di.strong@polytechnic.tas.edu.au](mailto:di.strong@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](http://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](mailto: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

#### *Electrotechnology*

#### **Unit Leader (Electrotechnology South) (001670).**

Applications Close:—Friday, 8 May 2009.

Salary:—\$81,584 – \$85,291 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—South.

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

Duties:—To develop, maintain awareness and facilitate the delivery of educational and training service programmes offered by the Tasmanian Skills Institute in line with identified industry/enterprise/employer needs.

To motivate and lead teaching teams and participate as a member of the management team involving staff, resource allocation, monitoring, planning and student administration within a framework defined by the commercial objectives of the Tasmanian Skills Institute and with the demands of industry.

Desirable Requirements:—Current and relevant vocational qualifications and experience. Current Drivers licence. Certificate IV in Training and Assessment, or equivalent.

Enquiries to Jon Grant, Group Leader, Electrotechnology, Tasmanian Skills Institute, phone (03) 6233 3093, mobile 0419 572 518, email [jon.grant@skillsinstitute.tas.edu.au](mailto:jon.grant@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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

## Staff Movements

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	K. Pritchard	Executive Officer Training Agreements	17.04.09
Health & Human Services	K. Thomas	Endoscopy Liaison Nurse	26.04.09
Health & Human Services	S. De Jersey	HR Advisor - Human Services	28.03.09
Health & Human Services	S. Mountney	Aged Care Business Officer	20.04.09
Health & Human Services	K. Mullins	Telehealth Co-ordinator - North West	20.04.09
Health & Human Services	C. Parker	Clinical Nurse Consultant	20.04.09
Health & Human Services	C. Haynes	Clinical Nurse	20.04.09
Health & Human Services	D. Webb	Manager House Services	20.04.09
Health & Human Services	J.Harbottle	Directorate Manager	17.04.09
Health & Human Services	K. Fearnley-Sander	Co-ordinator Incident Management	16.03.09
Health & Human Services	L. Englefield	Senior Consultant Rehabilitation and Aged Care	27.04.09
Treasury & Finance	R. Malcomson	Principal Policy Analyst	30.04.09
Port Arthur Historic Site Management Authority	G Plummer	Leading Hand Grounds & Gardens	20.04.09

*Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Senior Facilities Officer - Technopark	S. Kerr	6 Months	16.04.09
Education	Licensing Officer	M. Potter	6 months	20.04.09
Education	Teacher	C. Parke	6 months	16.04.09
Education	Teacher	K. Taylor	6 months	16.04.09
Education	School Attendant	L. Richardson	6 months	07.04.09
Education	Teacher	G. Mole	6 months	16.04.09
Education	Teacher	D. Groenewege	6 months	16.04.09
Education	Teacher	M. Breadmore	6 months	20.04.09
Education	Teacher	J. Wells	6 months	20.04.09
Health & Human Services	Dental Officer	E. Lourens	6 months	22.04.09
Health & Human Services	Senior Policy Analyst	H.Wray	6 months	07.05.09
Health & Human Services	Senior Policy Analyst	S.Koop	6 months	24.04.09
Health & Human Services	Registered Nurse	C. Peirce	6 months	19.04.09
Health & Human Services	Outpatient Clinic receptionist	J. Swain	6 months	27.04.09
Health & Human Services	Linen Assistant	M. McMahon	6 months	27.04.09
Health & Human Services	Linen Assistant	J. Walters	6 months	27.04.09
Health & Human Services	Linen Assistant	S. Griffin	6 months	27.04.09
Health & Human Services	Registered Nurse	A. Dyas	6 months	03.05.09
Health & Human Services	Registered Nurse	M. Lobe	6 months	03.05.09
Health & Human Services	Information Support Officer	M.Dennis	6 months	25.05.09
Health & Human Services	Registered Nurse	J. Coleman	6 months	20.04.09
Health & Human Services	Registered Nurse	C. Adams	6 months	26.04.09
Health & Human Services	Registered Nurse	R. Clarke	6 months	26.04.09
Health & Human Services	Medical Scientist	T Jacques	6 months	20.04.09
Infrastructure, Energy & Resources	Senior Land Transport Planner	M.Iles	6 months	23.04.09
Premier & Cabinet	Senior Policy Analyst	A. King	6 months	27.04.09
Treasury & Finance	Senior Computer Systems Officer	B. Giles	6 months	04.05.09

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries & Water	Environmental Consultant	G.Humphreys	19 Months	19.05.08
Treasury & Finance	Senior Compliance Data Analyst	N. Rogers	2 years	30.04.09

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	J. Arnold	14.04.09
Education	Network Support Officer	A. Cruickshank	20.04.09
Education	Manager	J. Ferguson	20.04.09
Environment, Parks, Heritage & the Arts	District Volunteer Facilitator	C.Shemwell	28.04.09
Health & Human Services	Registered Nurse	C.Halls	18.04.09
Health & Human Services	Cleaner	J Crosswell	17.04.09
Health & Human Services	Ambulance Officer	E. Saltmarsh	25.09.08
Health & Human Services	Hospital Aide	H Dwyer	12.04.09
Health & Human Services	Senior Physiotherapist	A.Wilson	17.04.09
Health & Human Services	Technical Consultant	M. Anderson	15.04.09
Health & Human Services	Dietitian	L. Soh	17.04.09
Health & Human Services	Registered Nurse	D.Lee	07.03.09
Health & Human Services	Community Health Nurse	A. How	22.04.09
Health & Human Services	Clinical Nurse Educator	J.Rafferty	21.04.09
Health & Human Services	Clinical Nurse	S. Gregor	18.04.09
Health & Human Services	Registered Nurse	D. Stoehr	20.04.09
Health & Human Services	Registered Nurse	W. Watson	21.04.09
Health & Human Services	Registered Nurse	R Ashby	17.04.09

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Principal	J. Field	01.04.09
Education	Teacher	R. Dillon	18.03.09
Education	Teacher	A. Byrne	10.12.08
Education	Clerk	K. Eyles	16.04.09
Education	Teacher	J. Morgan	17.04.09
Health & Human Services	Nurse Unit Manager	G. Gray	18.04.09
Health & Human Services	Administrative Assistant	H. Gilmour	14.04.09
Justice	Magistrate	P. Wilson	14.04.09
Primary Industries & Water	Senior Spatial Information Officer	M.Neil	24.04.09
Primary Industries & Water	Senior Game Management Services Officer	G. Hall	21.04.09
Primary Industries & Water	Technical Officer	Ian Gibson	16.04.09

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