



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 9 DECEMBER 2009

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

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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



Just to let you know

Over the festive season our trading hours are
8am - 12 noon Thursday 24 December 2009
Closed 25th December 2009 to 10th of January 2010
We resume normal working hours from 11th January 2010

Tasmanian Government Gazette

Email text 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 4pm 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

Tasmanian Government Gazette & Tasmanian State Service Notices.

Publication and copy closure dates.

Christmas 2009.

COPY for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* to be published on Wednesday 23 December 2009:—.

Copy for the General Gazette must be received by 12 noon on Friday 18 December 2009.

COPY for the *Tasmanian Government Gazette* to be published on Wednesday 30 December 2009:—.

Copy for the General Gazette must be received by 12 noon on Tuesday 22 December 2009.

Note: There will be no State Service section on this date.

COPY for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* to be published on Wednesday 6 January 2010:—.

Copy for the General Gazette must be received by 4pm on Monday 4 January 2010.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Information Technology

Application Developer (705491).

Applications Close:—Friday, 18 December 2009.

Salary:—\$43,406 – \$63,737 p.a.

Tasmanian State Service Award, ICT, Level 1 Technician.

Permanent full-time.

Location:—Hobart.

Duties:—The Application Developer will assist with the design, development and maintenance of the Multi Tier and Web based applications within the Department of Economic

Development, Tourism and the Arts. In conjunction with Business Analysts, Senior Application Developers and infrastructure specialists contribute to the development of application requirements and technical specifications.

Desirable Requirements:—A degree in Computer Science or equivalent. A current Tasmanian Drivers Licence.

Enquiries to Russell Kennedy, Acting Business Systems Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5578, email Russell.Kennedy@development.tas.gov.au

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5864, fax (03) 6233 5703, email applications@development.tas.gov.au

Applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Arts Tasmania

Programme Officer (424168).

Applications Close:—Friday, 18 December 2009.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time (0.6 FTE) until 23 December 2010.

Location:—Hobart.

Duties:—To provide high, Level policy advice to inform and administer Arts Tasmania's programmes of assistance to the arts across all artforms, especially in relation to the performing arts and other artforms as directed; To determine the development needs of artists and arts organisations and assist them in expanding opportunities locally, nationally and internationally; and; To formulate and administer programmes and projects relating to Arts and Disability in line with the National Arts and Disability Strategy.

Desirable Requirements:—Tertiary qualification or commensurate professional experience in business or arts management. Current drivers licence. Working knowledge of the arts and cultural history.

Enquiries to Laura Harper for a copy of the Statement of Duties, phone (03) 6233 6302 or email Laura.Harper@arts.tas.gov.au For further information about the position please contact Steve Kyne, Deputy Director Arts Tasmania, Department of Economic Development, Tourism and the Arts, phone (03) 6233 7306, email Steve.Kyne@arts.tas.gov.au

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646 Hobart 7001, phone (03) 6233 9685, fax (03) 6233 5703, email applications@development.tas.gov.au

Applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

EDUCATION

LEARNING SERVICES.

Learning Services (North).

Network Support Officer—2 Vacancies.

Applications Close:—Friday, 18 December 2009.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 961359.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (North).

Vacancy No. 963542.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (North).

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative functions.

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

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

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

Enquiries to Ray Johnston, Department of Education, phone (03) 6332 7720, email ray.johnston@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES.

Learning Services (North-West).

Network Support Officer – 2 Vacancies.

Applications Close:—Friday, 18 December 2009.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 961349.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (North West).

Vacancy No. 961350.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (North West).

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative functions.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West).

School Psychologist—2 Vacancies.

Applications Close:—Friday, 18 December 2009.

Salary:—\$47,067 – \$75,323 pro rata.

Teaching Service (TPS) Award, Guidance Officer.

Vacancy No. 950954.

Fixed-term part-time or full-time, from 8 February 2010 to 17 December 2010, up to 70 hours per fortnight.

Location:—Devonport area.

Vacancy No. 962240.

Fixed-term part-time from 8 February 2010 to 3 September 2010, 56 hours per fortnight.

Location:—Latrobe High School.

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

Essential Requirements:—Registration as a Psychologist within Tasmania in accordance with the provisions of the Psychologists Registration Act 1976 or Possession of a degree with a fourth year qualification in Psychology which will enable registration following two years of supervised practice as a School Psychologist. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: Crimes of violence, Sex related offences, Serious drug offences.

Desirable Requirements:—A current driver's licence. Eligible for membership of the Australian Psychological Society.

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 Heather Rutherford, Department of Education, phone 0407 340 287, email heather.rutherford@education.tas.gov.au

Applications to HR Staffing & 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)

IT Support Officer—2 Vacancies.

Applications Close:—Friday, 18 December 2009.

Salary:—\$43,406 – \$63,737 p.a.

Tasmanian State Service Award, ICT, Level 1 Technician.

Vacancy No. 962507.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (South).

Vacancy No. 962516.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (South).

Description of the Role:—To provide customer focused information technology support services and assist with the support and development of departmental computer infrastructure. Plan and implement troubleshooting, hardware support and software management strategies. Provide supervision and training for other ICT support staff.

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:—Appropriate post secondary qualification and/or industry experience relevant to the position. At least two years experience in the delivery of ICT support and infrastructure services. A current driver's licence. Department of Education ITS Accreditation.

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 Neville Laird, Department of Education, phone (03) 6233 6880, email neville.laird@education.tas.gov.au

Applications to HR Staffing & 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)***Network Support Officer—2 Vacancies.**

Applications Close:—Friday, 18 December 2009.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 962571.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (South).

Vacancy No. 961376.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (South).

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative functions.

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

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

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

Enquiries to Neville Laird, Department of Education, phone (03) 6233 6880, email neville.laird@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

*Learning Services (South-East)***Manager Learning (South-East) (963262).**

Applications Close:—Friday, 18 December 2009.

Salary:—\$115,766 p.a.

Teaching Service (TPS) Award, Band 3, Level 8.

Fixed-term full-time (Non teaching conditions apply) from 1 January 2010 to 31 December 2012.

Location:—Learning Services (South-East).

Description of the Role:—Collaborate with principals in supporting education improvement in all schools and colleges. In so doing, respond to school and college improvement needs with flexible, relevant, and leading-edge learning services. Provide high-level educational leadership to school and college communities.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: Crimes of violence, Sex related offences, Serious drug offences.

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

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

Enquiries to Bob Phillips, Department of Education, phone (03) 6212 3117, email bob.phillips@education.tas.gov.au

Applications to HR Staffing & Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

*Learning Services (South-East)***Network Support Officer—2 Vacancies.**

Applications Close:—Friday, 18 December 2009.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 961366.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (South-East).

Vacancy No. 961529.

Permanent full-time 73.5 hours per fortnight.

Location:—Vacancy based in schools within Learning Services (South-East).

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative functions.

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

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

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

Enquiries to Paul Enkelaar, Department of Education, phone (03) 6233 2290, email paul.enkelaar@education.tas.gov.au

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

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

Liaison and Children's Projects

Children and Family Centres Project

Social Inclusion Community Liaison Officer (964167).

Applications Close:—Friday, 18 December 2009.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from as soon as possible to 30 June 2010.

Location:—Ravenswood.

Description of the Role:—Work with other project members to ensure networks and relationships in communities are established to increase social inclusion for excluded groups and individuals in designated areas by identifying the barriers to participation through community engagement. Assist with the establishment of Tasmanian Government social infrastructure including, in particular the Children and Family Centres (CFCs).

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.

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 Melissa Gray, Department of Premier and Cabinet, phone (03) 6232 7141, email melissa.gray@dpac.tas.gov.au

Applications to HR Staffing & 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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Client Support Officer (501495).

Applications Close:—Friday, 18 December 2009.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent full-time day work.

Location:—Children & Family Services, North West.

Duties:—In a multi skilled environment, provide a high, Level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective delivery of Child and Family Services.

Desirable Requirements:—A high, Level of communication and interpersonal skills, with the ability to maintain a calm, efficient manner during sensitive and demanding situations. Demonstrated capacity to exercise initiative and discretion in a team environment. Demonstrated ability to undertake computer related tasks including word processing, spreadsheets and databases.

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 in the following areas: Crimes of violence; Sex related offences; Serious drug offences; and Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Selina McGuire, Department of Health and Human Services, phone (30) 6434 6404, email selina.mcguire@dhhs.tas.gov.au

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

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Tenancy Officer (516998).

Applications Close:—Friday, 18 December 2009.

Salary:—\$48,439 – \$52,727 p.a.

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

Fixed-term full-time day work commencing as soon as possible until 07 May 2010.

Location:—Housing Tasmania, South East.

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties 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 to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines. 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.

Enquiries to Liz Murray, Department of Health and Human Services, phone (03) 6233 3649, email liz.murray@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

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Communication Support Officer (514993).

Applications Close:—Friday, 18 December 2009.

Salary:—\$48,439 – \$52,727 pro rata.

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

Fixed-term casual shift worker working as and when required, notwithstanding hours per fortnight may be negotiated with the successful applicant from as soon as possible for a period of 1 year.

Location:—Mersey Community Hospital.

Duties:—In a multi-skilled environment, provide clients with a professional and confidential service, through the Switchboard, Main Reception and Emergency Department Reception. To provide an efficient and effective switchboard, reception and emergency reception service, including immediate attention to patients presenting for treatment and undertaking all administrative functions associated with the processing of emergency admissions, maternity admissions and after hours direct admissions.

Desirable Requirements:—A thorough knowledge of the operation of a large communication network and attendant console. Sound knowledge or ability to acquire a sound knowledge of the hospital's admission and discharge policy. Demonstrated capacity to communicate effectively at all, Levels and to handle sensitive situations with diplomacy and confidentiality in all situations.

Enquiries to Jennifer Jenkins, Department of Health and Human Services, phone (03) 6426 5155, email jennifer.jenkins@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

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

PIMS Clerk (514500).

Applications Close:—Friday, 18 December 2009.

Salary:—\$42,877 – \$46,722 p.a.

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

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

Location:—Patient Information Management, Mersey Community Hospital.

Duties:—Maintain the medical record and associated systems in accordance with AS2828. Perform all roles within Patient Information Management Services, inclusive of Reception Services in the Department Of Emergency Medicine and Outpatient Clinics.

Desirable Requirements:—High, Level communication and interpersonal skills and a demonstrated ability to interact with the public and staff at all, Levels. A demonstrated knowledge of clerical procedures within a hospital or health care facility and the ability to undertake complex clerical duties. Proven ability to organise and prioritise workflow according to demand with the ability to work in a multi-disciplinary team environment.

Enquiries to Emily Price, Department of Health and Human Services, phone (03) 6426 5656, email emily.price@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

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Communication Support Officer (501857).

Applications Close:—Friday, 18 December 2009.

Salary:—\$48,439 – \$52,727 pro rata.

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

Fixed-term casual shift work, as and when required, commencing 22 December 2009 to 17 December 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

Duties:—In a multi-skilled environment, to provide clients with a professional and confidential service, through the switchboard, Main Reception and Emergency Department reception service, including immediate attention to patients presenting for treatment and undertaking all administrative functions associated with the processing of emergency, admissions, maternity admissions and after hours direct admissions.

Desirable Requirements:—A thorough knowledge of, and skills relevant to, the operations of a communication network and support services provided by TASINET, and a sound knowledge or ability to acquire a sound knowledge of the hospitals admission and discharge policy.

Enquiries to Robert Haslock, Department of Health and Human Services, phone (03) 6430 6942, email robert.haslock@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

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

CSD Technician (516963).

Applications Close:—Friday, 18 December 2009.

Salary:—\$42,877 – \$46,722 pro rata.

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

Permanent part-time day work, working 11 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

Duties:—As a member of the health care team the CSD Technician decontaminates and processes equipment and sterile supplies appropriate to specialist and general areas and maintains clean and hygienic surroundings to facilitate the control of infection in CSD.

Desirable Requirements:—Knowledge and experience of sterilising technology and/or qualifications in, or willingness to undertake a Sterilising Technology Course or equivalent, and demonstrated ability to maintain the cleanliness of equipment and the environment according to Infection Control principles.

Enquiries to Bill Kerr, Department of Health and Human Services, phone (03) 6430 6652, email bill.kerr@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

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Clinical Nurse, Operating Room (503916).

Applications Close:—Friday, 18 December 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time day work, 72 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with successful applicant.

Location:—Launceston General Hospital.

Must have a high, Level of proficiency in gynaecology and obstetric perioperative nursing with a minimum of two years of Operating Room experience. The successful applicant will actively participate in the orientation of staff, preceptorship training and performance development programmes utilising specialised knowledge and expertise, and be required to assist with management of the portfolio of Gynaecology and Obstetrics.

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

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 6348 7626, email rsmace@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

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Registered Nurse (506324).

Applications Close:—Friday, 18 December 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift work, working 20 hours per fortnight.

Location:—George Town Hospital & Community Centre.

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. Disciplinary action in previous employment check.

Enquiries to Beth Smith, Department of Health and Human Services, phone (03) 6380 3620, email beth.smith@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
SOUTHERN TASMANIA AREA HEALTH SERVICE
Royal Hobart Hospital

ADON, Primary Health Transition (519097).

Applications Close:—Friday, 18 December 2009.

Salary:—\$89,994 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 2.

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

Location:—Repatriation Centre, Hobart.

Duties:—In conjunction with stakeholders review the service delivery model for Primary Health Community Nursing in the Southern Area and provide senior nursing leadership in order to develop models to meet emerging service demands. Undertake line management of Hobart and Clarence Community Nursing Services and other delegated services. Ensure a Clinical Governance transition plan is developed and implemented in order to ensure the smooth transition and maintenance of Primary Health Safety and Quality programme during full integration with STAHS. The position reports to the Executive Director of Nursing STAHS during the transition period, working closely with and accepting operational direction from the Executive Director Primary Health STAHS.

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

Enquiries to Susan Price, Department of Health and Human Services, phone (03) 6222 7885, email susan.price@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
SOUTHERN TASMANIA AREA HEALTH SERVICE
Royal Hobart Hospital

Clinical Nurse Consultant, Perioperative Services (516396).

Applications Close:—Friday, 8 January 2010.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent part-time Shift Work (Fully Rotational) working 40 hours per fortnight.

Location:—South.

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

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

Enquiries to Cheryl Carr, Department of Health and Human Services, phone (03) 6222 7159, email cheryl.carr@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
SOUTHERN TASMANIA AREA HEALTH SERVICE
Royal Hobart Hospital

Laboratory Technician (510267).

Applications Close:—Friday, 25 December 2009.

Salary:—\$53,384 – \$62,872 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—The job performs testing of routine and specialist hormones using the automated immunoassay analyser (Immulite 2500) and by a variety of manual techniques in the radioimmunoassay (RIA) laboratory.

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

Enquiries to Dr Venkat Parameswaran, Department of Health and Human Services, phone (03) 6222 7991, email venkat.parameswaran@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
SOUTHERN TASMANIA AREA HEALTH SERVICE
Royal Hobart Hospital

Maintenance and Service Co-ordinator (519160).

Applications Close:—Friday, 18 December 2009.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—South.

Duties:—To provide a technical help desk and first response service for the Facilities Management and Engineering Services Department. In cooperation with the Maintenance Engineer, co-ordinate trade and operational staff to ensure that an effective efficient and timely response to maintenance works requests is provided. Co-ordinate trade staff to carry out programmed and statutory maintenance in accordance with the maintenance plan

and schedules and maintenance of specialised equipment and specialised health facility systems in accordance with statutory requirements. Monitor the performance of specialist contractors for compliance with the requirements of their contracts in relation to programmed, statutory and corrective maintenance.

Enquiries to Geoff Howard, Department of Health and Human Services, phone (03) 6222 8897, email geoff.howard@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

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Nurse Unit Manager (517199).

Applications Close:—Friday, 8 January 2010.

Salary:—\$77,219 – \$79,045 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day worker.

Location:—South.

Duties:—Provide leadership to the Neonatal Paediatric Intensive Care Unit. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Neonatal Paediatric Intensive Care Unit.

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

Enquiries to Nursing & Services Director, Department of Health and Human Services, phone (03) 6222 8766, email rh.nursecodirectorwacs@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

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Registered Nurse (509853).

Applications Close:—Friday, 18 December 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent part-time Shift Work (Fully Rotational) working 40 hours per fortnight.

Location:—Maternity Unit, Royal Hobart Hospital.

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 Becky French, Department of Health and Human Services, phone (03) 6222 8299, email matgynae@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

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Social Worker, Aged Co-ordination and Evaluation Team (ACET) (514411).

Applications Close:—Friday, 18 December 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Fixed-term part-time day work, for 45.6 hours per fortnight from 15 February 2010 – 31 December 2010.

Location:—Royal Hobart Hospital.

Duties:—In association with other members of the Aged Co-ordination and Evaluation Team (ACET) provide a focal point of integrated care between acute and community health services for patients presenting to Emergency Department (ED). Assist in discharge planning for patients presenting to ED and provide care options to ensure patients receive appropriate treatment, equipment and home modifications and/or community support following discharge. Undertake specialised clinical assessment and interventions in a discrete work area using specialist knowledge of the clinical caseload while ensuring optimum patient care.

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. Disciplinary action in previous employment check.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Clinical Nurse Community Liaison (519060).

Applications Close:—Friday, 8 January 2010.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time day work.

Location:—St Marys Community Health Centre.

Duties:—Are you seeking to progress and diversify your nursing career in a picturesque location with an enviable, relaxed lifestyle? The Tasmanian Department of Health and Human Services is introducing a Clinical Nurse Community Liaison role which will support and drive the implementation of a new joint initiative by both the Mental Health and Alcohol and Drug Services in Northern Tasmania. This position will suit a dedicated, flexible and resourceful health professional who is able to forge a path forward in a unique role which is the first for Tasmania. You will be required to develop collaborative working relationships across government and private sectors through the provision of consultation services and active participation in the delivery of clinical services. You will also be required to initiate intervention strategies to identify, assess and manage clients with mental illness and/or alcohol and drug issues, including illicit drug diversion. Ensuring that clients with complex needs have access to more comprehensive and appropriate treatment centres is also a responsibility. You will be part of a highly skilled multidisciplinary team and will be based in the St Marys Community Health Centre, and will serve both the Break O'Day and Fingal Municipalities where mental health services are limited. If you're looking to make a real difference, build relationships and networks and play a pivotal role in scoping out a new model, then enquire today and find out more.

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. Disciplinary action in previous employment check.

Enquiries to Raelene Tabor, Department of Health and Human Services, phone (03) 6336 2185, email raelene.tabor@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Community Mental Health Nurse, (CAT) (506250).

Applications Close:—Friday, 18 December 2009.

Salary:—\$56,230 – \$67,183 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual shift work (as and when required) commencing as soon as possible for a period of 2 years.

Location:—Frankland Street, Launceston.

Duties:—As a member of a multidisciplinary Crisis Assessment and Treatment (CAT) team with Adult Community Mental Health Services (ACMHS) the Community Mental Health Nurse will be expected to deliver high quality specialist mental health services, provide crisis assessment and community based treatment that is client and carer focused. You will be expected to provide intense support to mental health services clients and assist case managers during a client's acute episode. Participate in quality improvement, service development, health promotion and community development activities relevant to Mental Health Services.

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 practicing 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. Disciplinary action in previous employment check.

Enquiries to Raelene Tabor, Department of Health and Human Services, phone (03) 6336 2185, email raelene.tabor@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Alcohol and Drug Services***Manager Alcohol & Drug Service South (500982).**

Applications Close:—Friday, 8 January 2010.

Salary:—\$105,318 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 3.

Permanent full-time day work.

Location:—St Johns Park, New Town.

PLEASE NOTE: This vacancy is also advertised as Manager, Alcohol and Drug Services South (500982d), Registered Nurse, Level 4., Grade 3. There is only one vacancy and one vacancy will be filled based on merit.

Duties:—As a member of the Alcohol and Drug Service Senior Management Team you will provide high, Level advice and leadership in delivering specialist alcohol and other drugs services. You will also deliver best practice change management and service development in line with Alcohol and Drug Service principles, National ATODS Standards, Agency policy, legal requirements and professional competencies. You will work in partnership with the Alcohol and Drug Service Clinical Director and State Manager to provide a range of effective, efficient and contemporary clinical services and programmes as well as appropriate clinical governance structures.

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. Disciplinary action in previous employment check.

Enquiries to John Alderdice, Department of Health and Human Services, phone (03) 6230 7802, mobile 0417 327 637, email john.alderdice@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Alcohol and Drug Services

Manager Alcohol and Drug Service South (500982d).

Applications Close:—Friday, 8 January 2010.

Salary:—\$96,382 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 3.

Permanent full-time day work.

Location:—St Johns Park, New Town.

PLEASE NOTE: This vacancy is also advertised as Manager, Alcohol and Drug Service South (500982) Allied Health Professional Manager, Level 5., Grade 3. There is only one vacancy and one vacancy will be filled based on merit.

Duties:—As a member of the Alcohol and Drug Service Senior Management Team you will provide high-level advice and leadership in delivering specialist alcohol and other drugs services. You will also deliver best practice change management and service development in line with Alcohol and Drug Service principles, National ATODS Standards, Agency policy, legal requirements and professional competencies. You will work in partnership with the Alcohol and Drug Service Clinical Director and State Manager to provide a range of effective, efficient and contemporary clinical services and programmes as well as appropriate clinical governance structures.

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. Disciplinary action in previous employment check.

Enquiries to John Alderdice, Department of Health and Human Services, phone (03) 6230 7802, mobile 0417 327 637, email john.alderdice@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Cancer Screening & Control Service

Data Administration Officer—2 Vacancies.

Applications Close:—Friday, 18 December 2009.

Salary:—\$48,439 – \$52,727 pro rata.

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

Vacancy No. 501103.

Permanent part-time day work, working 60.8 hours per fortnight.

Location:—2A Archer Street, New Town.

Vacancy No. 501104.

Permanent part-time day work, working 60.8 hours per fortnight.

Location:—2A Archer Street, New Town.

Duties:—As a member of the multi-skilled Tasmanian Cervical Cytology Register (TCCR) team, the Data Administration Officer will provide high-level administrative and clerical support to the Cervical Cancer Prevention Programme (CCPP) for Cancer Screening and Control Services (CS&CS). In accordance with Cancer Screening and Control Services agreed standards, processes and protocols and within the service's governance framework you will promote adherence to the Public Health Act (PHA), National Cervical Screening Programme (NCSP) and National Health & Medical Research Council Guidelines (NH&MRC).

Desirable Requirements:—Proven high, Level competency and experience in the operation of a confidential health related client record system and in the operation of data Quality Assurance, validation, and processing skills, of such a client record system. Proven high, Level competency and experience in the use of software packages for the operation and production of reports, spreadsheets and databases, and the ability to learn new software applications. Demonstrated ability to collate, co-ordinate, interpret and analyse information and to problem solve within the CCPP governance framework. Demonstrated capacity to use these skills to generate and present information to a range of stakeholders.

Enquiries to Lorraine Wright, Department of Health and Human Services, phone (03) 6216 4305, email lorraine.wright@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant (513998).

Applications Close:—Friday, 18 December 2009.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent full-time day work.

Location:—North West Region.

Duties:—The Dental Assistant will assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. You will take a lead role in training, assisting and orientating less experienced staff. You will prepare existing and new materials and equipment for clinical procedures and assist the Dental Officer with procedures carried out under general anaesthetic in the operating theatre.

Desirable Requirements:—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such. Acceptable experience in Cardio Pulmonary Resuscitation and emergency first aid techniques.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

Attendant (503169).

Applications Close:—Friday, 18 December 2009.

Salary:—\$38,264 – \$42,315 pro rata.

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

Fixed-term casual shift work (fully rotational), commencing as soon as possible for a period of two years.

Location:—Spencer Clinic, North West Regional Hospital.

Duties:—The Attendant will provide psychiatric nursing staff with assistance and support in relation to the care and safety of patients. You will also be expected to assist nursing staff with general patient care and supervision. Assisting patients with activities of daily living, eg nutrition, personal hygiene and provide recreational and diversional activities as some of your duties.

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 in the following areas: Crimes of violence; Sex related offences; Serious drug offences; and Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Oggy Thynne, Department of Health and Human Services, mobile 0438 075 780, email alden.thynne@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

North West Area Manager Mental Health Services (516575).

Applications Close:—Friday, 18 December 2009.

Salary:—\$102,233 p.a.

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

Permanent full-time day work.

Location:—North West Region.

PLEASE NOTE: This vacancy is also advertised as North West Area Manager, Mental Health Services (516575d) Registered Nurse, Level 4., Grade 2. There is only one vacancy and one vacancy will be filled based on merit.

Duties:—An exciting opportunity exists for a suitably qualified person to provide leadership and direction in the development and management of a comprehensive and integrated mental health service in North West Tasmania. The successful applicant will have strong management skills and a commitment to working collaboratively with internal and external stakeholders in the development of a broad range of recovery focused mental health services.

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. Disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

North West Area Manager Mental Health Services (516575d).

Applications Close:—Friday, 8 January 2010.

Salary:—\$89,994 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 2.

Permanent full-time day work.

Location:—North West Region.

PLEASE NOTE: This vacancy is also advertised as North West Area Manager, Mental Health Services (516575) Allied Health Professional Manager, Level 5, Grade 2. There is only one vacancy and one vacancy will be filled on merit.

Duties:—An exciting opportunity exists for a suitably qualified person to provide leadership and direction in the development and management of a comprehensive and integrated mental health service in North West Tasmania. The successful applicant will have strong management skills and a commitment to working collaboratively with internal and external stakeholders in the development of a broad range of recovery focused mental health services.

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 practicing 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. Disciplinary action in previous employment check.

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

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS & TRAFFIC

Operations

Graduate Engineer (372332, 372333, 372330, 372329).

Applications Close:—Monday, 4 January 2010.

Salary:—\$49,830 – \$74,171 p.a.

DIER Roads and Traffic Engineers Industrial Agreement 2008, Band A.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart x 2 Launceston x 2.

Duties:—Provide professional engineering support and advice to various work groups across the Division who are responsible for the delivery of road safety improvements, road network road and bridge construction projects and all road network maintenance activities.

Essential Requirements:—Satisfactory completion of a relevant 4 year (minimum) university degree in engineering that is accredited by Engineers Australia; or satisfactory completion of academic qualifications in Engineering that are recognised by Engineers Australia as being an equivalent qualification.

Current Driver's Licence.

Enquiries to Madeline Wilbow, Senior Executive Assistant, Department of Infrastructure, Energy and Resources, phone (03) 6233 3337, email madeline.wilbow@dier.tas.gov.au

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

JUSTICE

MAGISTRATES COURT

Hobart

Administrative Support Officer (356185).

Applications Close:—Friday, 18 December 2009.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 29.40 hours per fortnight, for a period of 12 months.

Location:—Hobart.

Duties:—Receive and respond to all general enquiries for the Civil Division, via the front counter, telephone and electronically. Receive and respond to finance related enquiries for the Civil Division, both at the front counter and via telephone. Undertake administrative duties, including the preparation of the registry file for progress and enter details in CIMS when required.

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 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. Identification check.

Enquiries to Andrew Cox, Assistant Manager Civil Division, Magistrates Court, Department of Justice, phone (03) 6233 3607, email andrew.cox@justice.tas.gov.au

Applications to Daphne Webb, Human Resources, Department of Justice, G.P.O. Box 825 Hobart 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Andrew Cox on (03) 6233 3607.

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

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

FireComm

Communications Officer (520379).

Applications Close:—Monday, 21 December 2009.

Salary:—\$46,127 – \$61,502 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, Communications Officer.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of a team, monitor and operate emergency dispatch systems to provide a highly efficient communications centre for the Tasmania Fire Service.

Desirable Requirements:—Previous experience in a similar communications receipt and dispatch environment. Have no criminal convictions (excluding minor traffic offences). To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Jeremy Smith on (03) 6230 8403 or from www.jobs.tas.gov.au

Enquires to Jeremy Smith on (03) 6230 8403.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart 7001 or fax (03) 6234 6647 or email fire@fire.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

AGRICULTURAL POLICY GROUP

Innovation Branch

Policy Analyst, Innovation (703052).

Applications Close:—Friday, 18 December 2009.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—New Town.

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

Duties:—Initiate, develop and implement policies that take account of the Government's priorities in innovation relating to agriculture and food.

Desirable Requirements:—A current motor vehicle driver's licence. A tertiary qualification in a relevant discipline, such as Economics, Science or Law.

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

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Client Service Officer (341069).

Applications Close:—Friday, 18 December 2009.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time for 14.7 hours per week.

Location:—Devonport/North West Region.

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

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

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services on behalf of the three tiers of Government. These service delivery activities will include the collection and receipt of monies and the provision of information.

Essential Requirements:—The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: Crimes Involving Dishonesty.

Desirable Requirements:—12 months experience in a customer service environment, or administrative and clerical environment involving cash handling and reconciliation of monies and the use of current technology.

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

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

Enquiries to Kevin McCrossen, phone (03) 6429 8412, email kevin.mccrossen@dpiipwe.tas.gov.au

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

WATER AND MARINE RESOURCES

Water Management

Water Management Officer (703054).

Applications Close:—Friday, 18 December 2009.

Salary:—\$49,097 – \$79,912 p.a.

Tasmanian State Service Award, Professional Stream, Band 1/2.

Fixed-term part-time (20hrs per week) for two years.

Location:—Hobart or Launceston.

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

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

Duties:—Carry out assessments of and make recommendations on conditions for approvals associated with water licences and water transfers. Provide advice to water management personnel and stakeholders in relation to water licences and allocations, including bulk licences, and water transfers and ensure that these meet policy guidelines and the requirements of the Water Management Act 1999.

Essential Requirements:—A Degree in Science or Engineering, relevant to the professional duties to be undertaken, as provided by a University.

Desirable Requirements:—Several years experience in water resource management. A current motor vehicle driver's licence. Relevant post graduate studies.

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

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

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

TASMANIAN ACADEMY

2010 Post-Year 10 Fixed-term, Sessional and Relief Employment Register (Various).

Applications Close:—Friday, 10 December 2010.

Salary:—To be negotiated.

Register.

Location:—Statewide.

The Tasmanian Polytechnic, Tasmanian Academy and Tasmanian Skills Institute (PY10 entities) will from time to time require the services of employees for specified fixed terms and on a sessional or relief basis in a number of skill areas and disciplines. Such appointments fill a valuable role in complementing the existing permanent workforce.

Accordingly, persons interested in full-time, part-time, sessional or relief employment in the following categories should record their details on the above 2010 Register: Teacher; Administrative Support; Student Support (Participation Assistant, VET Student Assistant, Teacher Aide); IT Customer Support; Technical Support (Technical Employee, Library Technician); Professional Support (Librarian); Operational Support (Operational Employee, Education Facility Attendant, cleaner, groundsperson, utility & cafeteria assistant), Specialist Support (Instrumental Musician, Indigenous Tutorial Assistance Scheme (ITAS) Tutors).

A web based system is used for the Post Year 10 Fixed Term, Sessional and Relief Employment Register that enables a person to self lodge their application. As such, applicants wishing to be registered for employment for the 2010 calendar year need to register on line at <http://appregister.sharedservices.tas.edu.au/> Applicants will be assessed for suitability against outlined criteria prior to being placed on the register, and confirmation details will be individually provided.

Current applicants from 2009 register:—Please note that persons registered in the 2009 web based Register and wanting to be considered for vacancies in 2010 must re-register and update any information applicable to their application via the 2010 Post-Year 10 Fixed-term, Sessional and Relief Employment Register.

Essential Requirements:—It is now a requirement for any person offered employment within the Tasmanian Academy, Polytechnic or Skills Institute to undergo a pre-employment check prior to commencing any work.

The pre-employment check is a current national police check.

Technical and Professional Support vacancies require additional essential requirements. These are listed when applicants register for these roles through the Post Year 10 Fixed Term, Sessional and Relief Employment Register.

Selection from the Register:—Where a suitable vacancy is identified, the 2010 Fixed Term, Sessional and Relief Employment Register will be examined to identify those persons who possess the necessary knowledge, skills, currency and qualifications to undertake the duties of the vacancy and who will be available to work when the particular vacancy occurs. Where vacancies are identified and more than one applicant is regarded as being suitable to undertake the particular appointment, a merit based selection process will be undertaken to determine the most meritorious applicant for that particular vacancy. The selection process may involve formal interviews.

Vacancies will be filled progressively and early submission of applications is strongly recommended. Please note that admission to the register does not guarantee, nor does it imply, that employment will be offered. Towards the end of the 2010 year a new Fixed Term, Sessional and Relief Employment register will be advertised for the following calendar year.

Enquiries to Organisational Design and Recruitment, Human Resource Services, Shared Services, 75 Campbell Street, Hobart 7000, phone 6233 4668, fax 6231 2254, email recruitment@sharedservices.tas.edu.au

TASMANIAN POLYTECHNIC

2010 Post-Year 10 Fixed-term, Sessional and Relief Employment Register (Various).

Applications Close:—Friday, 10 December 2010.

Salary:—To be negotiated.

Register.

Location:—Statewide.

The Tasmanian Polytechnic, Tasmanian Academy and Tasmanian Skills Institute (PY10 entities) will from time to time require the services of employees for specified fixed terms and on a sessional or relief basis in a number of skill areas and disciplines. Such appointments fill a valuable role in complementing the existing permanent workforce.

Accordingly, persons interested in full-time, part-time, sessional or relief employment in the following categories should record their details on the above 2010 Register: Teacher; Administrative Support; Student Support (Participation Assistant, VET Student Assistant, Teacher Aide); IT Customer Support; Technical Support (Technical Employee, Library Technician); Professional Support (Librarian); Operational Support (Operational Employee, Education Facility Attendant, cleaner, groundsperson, utility & cafeteria assistant), Specialist Support (Instrumental Musician, Indigenous Tutorial Assistance Scheme (ITAS) Tutors).

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Essential Requirements:—It is now a requirement for any person offered employment within the Tasmanian Academy, Polytechnic or Skills Institute to undergo a pre-employment check prior to commencing any work.

The pre-employment check is a current national police check.

Technical and Professional Support vacancies require additional essential requirements. These are listed when applicants register for these roles through the Post Year 10 Fixed Term, Sessional and Relief Employment Register.

Selection from the Register:—Where a suitable vacancy is identified, the 2010 Fixed Term, Sessional and Relief Employment Register will be examined to identify those persons who possess the necessary knowledge, skills, currency and qualifications to undertake the duties of the vacancy and who will be available to work when the particular vacancy occurs. Where vacancies are identified and more than one applicant is regarded as being suitable to undertake the particular appointment, a merit based selection process will be undertaken to determine the most meritorious applicant for that particular vacancy. The selection process may involve formal interviews.

Vacancies will be filled progressively and early submission of applications is strongly recommended. Please note that admission to the register does not guarantee, nor does it imply, that employment will be offered. Towards the end of the 2010 year a new Fixed Term, Sessional and Relief Employment register will be advertised for the following calendar year.

Enquiries to Organisational Design and Recruitment, Human Resource Services, Shared Services, 75 Campbell Street, Hobart 7000, phone 6233 4668, fax 6231 2254, email recruitment@sharedservices.tas.edu.au

TASMANIAN POLYTECHNIC

SHARED SERVICES

Information Communication Technology

IT Customer Support Officer (000842).

Applications Close:—Friday, 18 December 2009.

Salary:—\$43,406 – \$63,737 p.a.

Tasmanian State Service Award, ICT, Level 1 Technician.

Permanent full-time.

Location:—North.

Duties:—To provide customer focused information technology support services to Shared Services' customers in the delivery of help desk services, and undertake other operational and infrastructure activities, as required in all regions of the state as a member of the Shared Services' IT Customer Support Team. The functions of this position may involve working outside of normal office hours.

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

Desirable Requirements:—Certificate III or IV in Information Technology.

Enquiries to Alan Lewis, Regional Team Leader, ICT, Tasmanian Polytechnic, phone (03) 6336 4337, email alan.lewis@polytechnic.tas.edu.au

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

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

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

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

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

TASMANIAN POLYTECHNIC

SHARED SERVICES

Information Communication Technology

Senior IT Customer Support Officer (001205).

Applications Close:—Friday, 18 December 2009.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, ICT, Level 2.

Permanent full-time.

Location:—North.

Duties:—To provide a diverse range of information technology customer support services to Tasmanian Polytechnic, Tasmanian Academy and Tasmanian Skills Institute clients on a regional and state wide basis as a member of Shared Services ICT Infrastructure Support and Development Team.

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

Desirable Requirements:—Appropriate post secondary qualification and/or industry experience relevant to the position. At least two years experience in the delivery of ICT support and infrastructure services. A current driver's licence.

Enquiries to Alan Lewis, Regional Team Leader, ICT, Tasmanian Polytechnic, phone (03) 6336 4337, email alan.lewis@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

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TASMANIAN SKILLS INSTITUTE

2010 Post-Year 10 Fixed-term, Sessional and Relief Employment Register (Various).

Applications Close:—Friday, 10 December 2010.

Salary:—To be negotiated.

Register.

Location:—Statewide.

The Tasmanian Polytechnic, Tasmanian Academy and Tasmanian Skills Institute (PY10 entities) will from time to time require the services of employees for specified fixed terms and on a sessional or relief basis in a number of skill areas and disciplines. Such appointments fill a valuable role in complementing the existing permanent workforce.

Accordingly, persons interested in full-time, part-time, sessional or relief employment in the following categories should record their details on the above 2010 Register: Teacher; Administrative Support; Student Support (Participation Assistant, VET Student Assistant, Teacher Aide); IT Customer Support; Technical Support (Technical Employee, Library Technician); Professional Support (Librarian); Operational Support (Operational Employee, Education Facility Attendant, cleaner, groundsperson, utility & cafeteria assistant), Specialist Support (Instrumental Musician, Indigenous Tutorial Assistance Scheme (ITAS) Tutors).

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Current applicants from 2009 register:—Please note that persons registered in the 2009 web based Register and wanting to be considered for vacancies in 2010 must re-register and update any information applicable to their application via the 2010 Post-Year 10 Fixed-term, Sessional and Relief Employment Register.

Essential Requirements:—It is now a requirement for any person offered employment within the Tasmanian Academy, Polytechnic or Skills Institute to undergo a pre-employment check prior to commencing any work.

The pre-employment check is a current national police check.

Technical and Professional Support vacancies require additional essential requirements. These are listed when applicants register for these roles through the Post Year 10 Fixed Term, Sessional and Relief Employment Register.

Selection from the Register:—Where a suitable vacancy is identified, the 2010 Fixed Term, Sessional and Relief Employment Register will be examined to identify those persons who possess the necessary knowledge, skills, currency and qualifications to undertake the duties of the vacancy and who will be available to work when the particular vacancy occurs. Where vacancies are identified and more than one applicant is regarded as being suitable to undertake the particular appointment, a merit based selection process will be undertaken to determine the most meritorious applicant for that particular vacancy. The selection process may involve formal interviews.

Vacancies will be filled progressively and early submission of applications is strongly recommended. Please note that admission to the register does not guarantee, nor does it imply, that employment will be offered. Towards the end of the 2010 year a new Fixed Term, Sessional and Relief Employment register will be advertised for the following calendar year.

Enquiries to Organisational Design and Recruitment, Human Resource Services, Shared Services, 75 Campbell Street, Hobart 7000, phone 6233 4668, fax 6231 2254, email recruitment@sharedservices.tas.edu.au

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher Aide	M. Krieg	6 months	17.11.09
Education	Teacher	C. Genford	6 months	26.11.09
Education	School Attendant	A. Jenkins	6 months	10.12.09
Education	School Attendant	W. Kean	6 months	16.11.09
Education	Teacher	H. Barnewall	12 months	26.10.09
Education	Teacher	J. Campbell	6 months	10.12.09
Education	Teacher	M. Blake	6 months	08.02.10
Education	Teacher Aide	P. Barnhoorn	6 months	30.11.09
Education	Teacher	K. McIntyre	6 months	27.11.09
Education	Teacher	E. Hendriks	6 months	08.02.10
Education	Teacher	R. Tyers	6 months	26.11.09
Education	Teacher	C. Midgley	12 months	08.02.10
Education	Teacher	D. Page	6 months	08.02.10
Education	Teacher	B. Mackrill	6 months	26.11.09
Education	Teacher	R. Lintner	6 months	26.11.09
Education	Teacher	M. Lietzau	6 months	08.02.10
Education	School Executive Officer	M. Johnson	6 months	29.11.09
Education	Teacher	M. Stafford	6 months	26.11.09
Health & Human Services	Kitchen Hand (Relief)	M. Scott	6 months	11.11.09
Health & Human Services	Pay/Personnel Officer	H. Smith	1 month	03.12.09
Health & Human Services	Food Services Assistant (Relief)	K. Murray	6 months	11.11.09
Health & Human Services	Kitchen Hand	R. Courtney	6 months	11.11.09
Health & Human Services	Registered Nurse	C. Warner	6 months	06.12.09
Health & Human Services	Pay/Personnel Officer	M. Elliot	1 month	03.12.09
Health & Human Services	Customer Service Officer	E. Cazaly	6 months	03.12.09

Health & Human Services	Pay/Personnel Officer	E. Stewart	1 month	03.12.09
Health & Human Services	Registered Nurse	J Leed	6 months	30.11.09
Health & Human Services	Pay/Personnel Officer	R. Griggs	1 month	03.12.09
Health & Human Services	Enrolled Nurse	Y.Beams	6 months	27.12.09
Justice	Registrar Building Practitioner Accreditation	P. Rayner	1 month	11.11.09
Tasmanian Skills Institute	Senior Financial Manager	L. Leon	6 months	07.12.09

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	L. Raw	Principal	01.01.10
Education	R. Eadie	Principal	26.11.09
Education	J. Collins	School Executive Officer	17.11.09
Education	C. Sturzaker	Principal	01.01.10
Health & Human Services	G. Kiernan	Pay/Personnel Advisor	16.11.09
Health & Human Services	C. Miller	Pay/Personnel Advisor	16.11.09
Health & Human Services	N. Hill	Horticulturalist	07.12.09
Health & Human Services	M. Wilson	Pay/Personnel Advisor	02.12.09
Tasmanian Academy	C. Kerr	Academy Assistant Principal	01.12.09
Tasmanian Academy	B. Lane	Academy Assistant Principal	01.12.09

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Tasmanian Polytechnic	P. Baker	Tasmanian Academy	Academy Assistant Principal	01.12.09

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>
Economic Development, Tourism & the Arts	Front of House Assistant	H. La Palombara	21 months	01.11.09
Economic Development, Tourism & the Arts	Front of House Assistant	D. Morrison	21 months	01.11.09
Economic Development, Tourism & the Arts	Front of House Assistant & Senior Front of House Assistant	P. Hodgson	21 months	01.11.09
Economic Development, Tourism & the Arts	Design Manager	G. Donnelly	43 months	07.12.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Attendant	Z. Kasiniak	10.11.09
Education	Community Learning Coordinator Literacy	N. Pickup	04.11.09
Education	Librarian	M. Cairnduff	25.11.09
Education	Advanced Skills Teacher	Y. Wong	13.11.09
Health & Human Services	Professional Development Coordinator	K. Mace	28.11.09
Health & Human Services	Trade Manager – Painting & Decorating	J. Peck	28.11.09
Health & Human Services	Support Worker	J. Raymond	28.11.09
Health & Human Services	Child & Family Health Nurse	K. Currie	20.11.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Coordinator CLIS	C. Thomas	05.11.09
Health & Human Services	Technical Supervisor	M. Farrell	27.11.09
Health & Human Services	HR Consultant	G. Foale	27.11.09
Health & Human Services	Enrolled Nurse	A Crisp	28.11.09
Health & Human Services	Physiotherapy Assistant	A Francis	03.12.09
Health & Human Services	Senior Quality Officer	J. Hilliard	27.11.09
Health & Human Services	Disability Officer	E. Kramer	04.12.09
Health & Human Services	Registered Nurse	J Dodwell	01.12.09
Health & Human Services	Tenancy Officer	J. Williams	27.11.09
Health & Human Services	Clinical Coordinator Community Forensic MHS	K. Ryan	26.11.09
Health & Human Services	Administrative Assistant	K. Taylor	01.12.09
Health & Human Services	Clinical Nurse	D. Sharman	25.07.09
Premier & Cabinet	Senior Project Officer	K. Noyes	30.11.09
Primary Industries, Parks, Water & Environment	Administration and Help Desk Operator	M. Jones	04.12.09

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