



# TASMANIAN STATE SERVICE NOTICES

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

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

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

## Vacancies—General Information

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

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

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

**Gazette**

Email copy to

**govt.gazette@thepat.com.au**

or fax to (03) 6216 4294. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 6110.

**State Service Notices****Vacancy, Direct Selection and Staff Movement Notices**

The only way to place a State Service vacancy, direct selection and staff movement notices is through the [www.jobs.tas.gov.au](http://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](http://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](mailto:jobsadmin@dpac.tas.gov.au)

**Order Information**

When using this facility please ensure your order and a copy of the material or vacancy reference are faxed to Print Applied Technology Pty Ltd on (03) 6216 4294.

**Deadlines***Government Gazette:*—

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4 p.m. Friday** prior to publication.

*State Service Notices—Vacancy, Direct Selection and Staff Movement Notices:*—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication. Telephone (03) 6233 6687.

**Deadlines will be strictly adhered to.****Subscription or account enquiries phone (03) 6233 3148****ECONOMIC DEVELOPMENT AND TOURISM****OFFICE OF THE CEO****Manager Stakeholder Communication and Public Affairs (705958).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$79,834–\$83,597 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the corporate, industry and trade communication and stakeholder engagement programmes and activities of Tourism Tasmania. Monitor and evaluate the effectiveness of our industry engagement and communication programmes and actively develop strategies to continually improve these mechanisms. Provide specialist consultative advice to the Head of the Office of the Chief Executive. Actively participate and contribute to strategic programme development within the business unit, identifying and developing and evaluating an integrated communication programme.

Enhance the dissemination of tourism knowledge across Tourism Tasmania, to external stakeholders and other interest groups.

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

Enquiries to Adam Sproule, Head of Office of the CEO, Department of Economic Development and Tourism, phone (03) 6230 8140, email [Adam.Sproule@tourism.tas.gov.au](mailto:Adam.Sproule@tourism.tas.gov.au).

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

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

**ECONOMIC DEVELOPMENT AND TOURISM****PROPERTY AND PROCUREMENT****Senior Facilities Officer, Technopark (425032).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$51,504–\$57,221 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart Technopark.

Duties:—Contribute to the effective management of facilities and tenancy services for the Hobart Technopark through the provision of high level advice and support.

Desirable Requirements:—Current driver's licence.

Enquiries to Shaun Willie, Senior Property Officer, Department of Economic Development and Tourism, phone (03) 6233 5521, email [Shaun.Willie@development.tas.gov.au](mailto:Shaun.Willie@development.tas.gov.au).

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

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

**EDUCATION****LEARNING SERVICES***Learning Services (North)***Speech and Language Pathologist (308328).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$46,148–\$73,844 p.a.

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

Permanent full-time from As soon as possible.

Location:—North.

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

Essential Requirements:—A degree in Speech Pathology from an Australian University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. Eligibility for membership of Speech Pathology Australia. 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. Eligibility for membership of Speech Pathology Australia.

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 Stephen Murray, Department of Education, phone (03) 6336 2594, email [stephen.murray@education.tas.gov.au](mailto:stephen.murray@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Boat Harbour Primary School

#### ***Teacher, Early Childhood Education and Primary—4 Vacancies.***

Applications Close:—Friday, 6 March 2009.

Salary:—\$44,449–\$71,133 p.a.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 209012.

Permanent part-time 28 hours per fortnight from 20 April 2009.

Location:—Boat Harbour Primary School.

Vacancy No. 200029.

Permanent full-time From 15 June 2009.

Location:—Boat Harbour Primary School.

Vacancy No. 200022.

Permanent full-time From 15 June 2009.

Location:—Boat Harbour Primary School.

Vacancy No. 200023.

Permanent full-time From 15 June 2009.

Location:—Boat Harbour Primary School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress.

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; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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:—Ability to teach Primary for Vacancy No. 209012 and 200029 and Early Childhood Education for Vacancy No. 200022 and 200023. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:

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

Enquiries to Cheryl Kingston, Department of Education, phone (03) 6445 1187, email [cheryl.kingston@education.tas.gov.au](mailto:cheryl.kingston@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Latrobe High School

#### ***Teacher, Middle School (201201).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$44,449–\$71,133 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time From 20 April 2009.

Location:—Latrobe High School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress.

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; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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:—Ability to teach Middle School. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Phil McKenzie, Department of Education, phone (03) 6426 1061, email [philip.mckenzie@education.tas.gov.au](mailto:philip.mckenzie@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Riana Primary School

**Teacher, Primary—2 Vacancies.**

Applications Close:—Friday, 6 March 2009.

Salary:—\$44,449–\$71,133 pro rata.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 200956.

Permanent part-time 35 hours per fortnight.

Location:—Riana Primary School.

Vacancy No. 953285.

Permanent part-time 35 hours per fortnight.

Location:—Riana Primary School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress.

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; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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:—Ability to teach Primary. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Susan Tucker, Department of Education, phone (03) 6437 6130, email [susan.tucker@education.tas.gov.au](mailto:susan.tucker@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Dover District High School

**Principal (960515).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$81,967 p.a.

Teaching Service (TPS) Award, Band 3, Level 2.

Fixed-term full-time From As soon as possible to 31 December 2010.

Location:—Dover District High School.

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

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

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

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

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

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

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

Enquiries to Brendan Kelly, Department of Education, phone (03) 6212 3242, email [brendan.kelly@education.tas.gov.au](mailto:brendan.kelly@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Mount Faulkner Primary School

**Advanced Skills Teacher (953246).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$77,046 p.a.

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

Fixed-term full-time From As soon as possible to 17 December 2010.

Location:—Mount Faulkner Primary School.

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

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

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

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

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

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

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

Enquiries to Jenny Leppard, Department of Education, phone (03) 6249 1173, email [jenny.leppard@education.tas.gov.au](mailto:jenny.leppard@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Distance Education Tasmania

#### **Advanced Skills Teacher (963848).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$77,046 p.a.

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

Permanent full-time.

Location:—Distance Education Tasmania.

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

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

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

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

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

Applicants should forward an Application for Employment form, with a 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 Janine Bowes, Department of Education, phone (03) 6233 7786, email [janine.bowes@education.tas.gov.au](mailto:janine.bowes@education.tas.gov.au).

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

## EDUCATION

### SKILLS TASMANIA

#### *Capability Building Team*

#### **Project Officer e-Learning (963507).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$63,838–\$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

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

Location:—Hobart.

**Description of Role:**—Assist with the development, implementation, management and review of Australian Flexible Learning Framework policies and projects within Tasmania.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 Jennifer Dunbabin, Department of Education, phone (03) 6233 8487, email [jennifer.dunbabin@skills.tas.gov.au](mailto:jennifer.dunbabin@skills.tas.gov.au).

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

## EDUCATION

### SKILLS TASMANIA

#### *Purchasing, Information and Research*

##### Information and Research

#### **VET Data Collections Officer (962203).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$52,276–\$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

**Description of the Role:**—Assist the Co-ordinator VET Statistics undertake the collection of statistical data from training organisations and maintain statistical databases. Assist the Co-ordinator VET Statistics with advice to registered training organisations (RTOs) and schools about data collection and assist in providing a VET statistics consultancy service.

**Desirable Requirements:**—Current Drivers Licence.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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

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

For a copy of the Statement of Duties please contact Di House, phone (03) 6233 4873, email [dianne.house@skills.tas.gov.au](mailto:dianne.house@skills.tas.gov.au).

Enquiries to Daniel Albert, Department of Education, phone (03) 6233 4616, email [daniel.albert@skills.tas.gov.au](mailto:daniel.albert@skills.tas.gov.au).

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

## EDUCATION

### SKILLS TASMANIA

#### *Strategic Directions*

#### Strategic Directions Team

#### **Industry Liaison Officer (961903).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$63,838–\$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time From as soon as possible to 30 June 2009.

Location:—Hobart.

Description of the Role:—Access comprehensive industry intelligence and information from other education and training stakeholders in relation to demand for, and provision of, post-compulsory education and training. Assist with the development, review and implementation of Training Packages.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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

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

For a copy of the Statement of Duties please contact Bianca Davies on (03) 6233 7235 email [bianca.davies@skills.tas.gov.au](mailto:bianca.davies@skills.tas.gov.au).

Enquiries to Keith Thompson, Department of Education, phone (03) 6233 7140, email [keith.thompson@skills.tas.gov.au](mailto:keith.thompson@skills.tas.gov.au).

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

## EDUCATION

### SKILLS TASMANIA

#### *Training Consultancy and Agreements*

#### Training Agreement

#### **Executive Officer Training Agreements (961328).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$66,660–\$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Assist in the management of the section. Provide advice and support to the Manager on maintaining and improving business procedures associated with training contracts. Provide day to day supervision and team leadership for administrative staff. Ensure that specified deadlines and work priorities are achieved and maintained.

Desirable Requirements:—Drivers Licence.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 Carolyn Nichols, Department of Education, phone (03) 6233 4642, email [carolyn.nichols@skills.tas.gov.au](mailto:carolyn.nichols@skills.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### CORPORATE SERVICES

#### *Finance and Accounting*

#### Accounting Operations

#### **Finance Officer (670033).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$46,736–\$49,582 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 0.8 FTE.

Location:—Hobart.

Duties:—As a member of the Finance Branch assist with and undertake the preparation and processing of the Department's financial and accounting transactions and contribute to the provision of quality financial services, information and advice to Finance Branch clients. Assist and advise the Senior Finance Officer in undertaking the review of work practices to improve efficiency and therefore maximising savings to the Department.

Desirable Requirements:—Appropriate knowledge of and experience in transaction processing systems.

Enquiries to Katie Petterd, for further information about the vacancy or for a copy of the Statement of Duties, phone (03) 6233 5755 or email [Katie.Petterd@depha.tas.gov.au](mailto:Katie.Petterd@depha.tas.gov.au).

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

#### HEALTH AND HUMAN SERVICES

##### **Disability Officer (504965) (504965).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$40,815–\$43,348 p.a.

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

Fixed-term full-time day work (see note below).

Location:—Disability Services, North.

Duties:—Provide supervision, effective support, education, training and advocate for people with disabilities. Ensure the safety and well being of clients by planning, implementing, monitoring and reviewing individual client programmes and services.

NOTE: This role is from As soon as possible until (03) February 2010, or until the duties of Disability Officer are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Desirable Requirements:—Satisfactory completion of Certificate 4 in Community Services and Health (Disability Work) or a qualification deemed equivalent, from a recognised academic/training organisation or progress towards attaining this qualification. Successful completion of medication training from a recognised training organisation. Experience in working with people with disabilities, families, services providers, advocates and other key stakeholders.

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

Enquiries to Melinda Ferrier, Department of Health and Human Services, phone (03) 63367600, email [melinda.ferrier@dhhs.tas.gov.au](mailto:melinda.ferrier@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### **Disability Worker (3 Vacancies) (504968).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$34,214–\$34,965 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 1.

Fixed-term full-time day work (see note below).

Location:—Disability Services, North.

Duties:—Assist with the supervision, education and primary support to people with disabilities.

Note: This role is from As soon as possible until (03) February 2010, or until the duties of Disability Worker are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Desirable Requirements:—Satisfactory completion of Certificate 3 in Community Services and Health (Disability Work) or an equivalent qualification from a recognised academic/ training organisation or progress towards attaining this qualification. Experience and/or interest in working with people with disabilities, families, service providers, advocates and/or other key stakeholders. Demonstrated written and oral communication skills.

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

Enquiries to Melinda Ferrier, Department of Health and Human Services, phone (03) 6336 7600, email [melinda.ferrier@dhhs.tas.gov.au](mailto:melinda.ferrier@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### **McGrath Breast Care Clinical Nurse Consultant (518492).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$72,136–\$77,219 p.a.

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

Fixed-term full-time day work, commencing as soon as possible for a period of 4 years.

Location:—25 Argyle Street, Hobart/Royal Hobart Hospital (RHH).

PLEASE NOTE: This position is a joint arrangement between BreastScreen Tasmania and the Royal Hobart Hospital (RHH) and will be working across both sites.

Duties:—In accordance with Health Care principles, Agency policies, legal requirements and ANMC competencies, the Breast Care Nurse Consultant provides nursing care to individuals and families, participates in multidisciplinary team meetings, needs assessments and the pre and post operative support for women with breast cancer. Collaborate with other members of the health care team to ensure the delivery of high quality health care. The Breast Care Nurse provides a pivotal contact point for continuity of care for people diagnosed with breast cancer. The position supports and co-ordinates the patient's care from diagnosis through surgery, the post-operative period, discharge from hospital back to the community, and is an integral part of the multi-disciplinary team throughout the patient's treatment.

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

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

Enquiries to Jane Wood, Department of Health and Human Services, phone (03) 6216 4310, email [jane.wood@dhhs.tas.gov.au](mailto:jane.wood@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *Financial Services*

#### Finance Operations

#### **Manager Finance Operations (500280).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$79,047–\$82,814 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work.

Location:—Hobart.

**Duties:**—The Finance Manager is a member of the Finance senior management team whose primary objective is to provide high level support and advice to the Finance Manager on the management of the Finance Operations area and to provide leadership, management, advice and support to each of the Finance Operations Teams. Finance Operations encompasses accounts payable, accounts receivables and treasury functions and is located at 5 sites across the state, including in each of the acute hospitals.

**Desirable Requirements:**—High level management and leadership experience, along with knowledge of contemporary management practice, including change management, best practice, human resource management, working with ambiguity and pressure, together with skills and experience in supervising and motivating both individuals and teams. Highly developed written, oral and interpersonal communication, conflict resolution and negotiation skills, including the ability to negotiate and work collaboratively with a wide range of stakeholders. High-level strategic, conceptual, analytical and creative skills, including the ability to plan and prioritise activities and to identify and make sound judgements about decisions which have an agency impact.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone (03) 6236 5893, email [eleanor.patterson@dhhs.tas.gov.au](mailto:eleanor.patterson@dhhs.tas.gov.au).

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

## HEALTH AND HUMAN SERVICES

### FINANCE AND BUSINESS PERFORMANCE

#### *Audit and Assurance*

#### **Risk and Audit Analyst (515938).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$50,816–\$56,463 p.a.

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

Permanent full-time day work.

Location:—Hobart.

**Duties:**—Support the efficient and effective day to day operation of the risk management framework and audit and assurance activities. Assist the Principal Policy Analyst and the Senior Consultant in risk presentations and workshops.

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

Enquiries to Helen Platten, Department of Health and Human Services, phone (03) 6236 5839, email [helen.platten@dhhs.tas.gov.au](mailto:helen.platten@dhhs.tas.gov.au).

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Health and Well Being Services*

#### Cancer Screening and Control Service

#### **Project Officer (517143).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$50,816–\$56,463 pro rata.

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

Fixed-term part-time day work, working 60.8 per fortnight, commencing as soon as possible until 30 September 2009.

Location:—25 Argyle Street, Hobart.

**Duties:**—As a member of the multi-skilled team, provide high-level project support to the Co-ordinator/Data Manager (CDM), Cervical Cancer Prevention Programme (CCPP). This project support of the CCPP and Tasmanian Cervical Cytology Register (TCCR), includes administrative and clerical support to the team members and related committees. In accordance with Cancer Screening and Control Services agreed standards, processes and protocols and within the services' governance framework, promote adherence to the Public Health Act (PHA), National Cervical Screening Programme (NCSP) and the National Health and Medical Research Council Guidelines (NH&MRC).

**Desirable Requirements:**—Experience and/or qualifications in a health related field including knowledge and understanding of the operations of the Tasmanian Cervical Cytology Register or the ability to rapidly acquire this. Experience in project planning and evaluation processes in a health related field. Proven high level competency and experience in health related project development, implementation and evaluation support including high proficiency in the use of Microsoft suite of products. Demonstrated high level conceptual, analytical and creative skills including the ability to use considerable initiative and judgement and to identify and implement relevant solutions and priorities to meet deadlines efficiently and effectively.

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

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

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Health and Well Being Services*

## Cancer Screening and Control Service

**Screening Support Officer (513068).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$40,815–\$43,348 p.a.

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

Permanent full-time day work.

Location:—Mobile Screening Unit (Bus), Travels statewide.

Duties:—Provide efficient and effective administrative support to the BreastScreen Tasmania Mobile Screening Unit, ensuring timely and accurate processing of client data, files and radiographic images for reading. Provide high level service delivery to clients and staff of the BreastScreen Tasmania programme. Provide administrative support to the BreastScreen Tasmania programme and other units within Cancer Screening and Control Services.

Desirable Requirements:—Experience in working in a health service delivery environment, together with knowledge of medical data entry or the ability to acquire such knowledge. Experience in the use of computers and Windows-based software, including Word and on-line data base applications. Demonstrated ability to work effectively and efficiently in a well organised manner while focusing on detail, in an environment subject to rapid change, work pressures and deadlines. A high level of communication skills, the ability to interact with and relate well with clients, the general public, professional staff and external stakeholders, and the ability to work in a team environment.

Enquiries to Jane Wood, Department of Health and Human Services, phone (03) 6216 4310, email jane.wood@dhhs.tas.gov.au.

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

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Manager House Services (503514).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$65,874–\$75,280 p.a.

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

Permanent full-time day work.

Location:—Corporate, House Services.

Duties:—Undertake the management and direction of the House Services Department (Domestic Services, Waste Management, Security, Communications, Staff Accommodation, Car Parking, Television and Medical Orderlies). To plan, budget, manage and review services to facilitate the effective, efficient and economic provision of House Services. Establish and maintain co-operative relationships with LGH Managers and senior staff to ensure the provision of effective, high quality services to patients, staff and general public.

Desirable Requirements:—Demonstrate extensive knowledge and proven experience in Services Management within a hospital environment, including strategic and business planning processes. Demonstrated leadership and management skills with an ability to plan and prioritise complex and diverse activities. Demonstrated high level communication, negotiation and conflict resolution skills.

Enquiries to Cameron Matthews, Department of Health and Human Services, phone (03) 63487434, email [cameron.matthews@dhhs.tas.gov.au](mailto:cameron.matthews@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Mersey Community Hospital***Blood Transfusion Nurse (518006).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$72,136–\$77,219 pro rata.

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

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

Location:—Mersey Community Hospital.

Duties:—To assist formulate, develop and evaluated procedures for implementation of the National Blood Transfusion guidelines for blood transfusion practice at the Mersey Community Hospital. To promote knowledge on implementation of the guidelines to all medical, nursing, scientific and other hospital staff. To function as part of a multi-disciplinary team working to promote safe and informed use of blood products.

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

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

Enquiries to Anne Cabalzar, Department of Health and Human Services, phone (03) 64265263, email [anne.cabalzar@dhhs.tas.gov.au](mailto:anne.cabalzar@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*North West Regional Hospital***Ward Clerk (501864).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$40,815–\$43,348 pro rata.

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

Fixed-term casual day work, working as and when required. To commence as soon as possible until 20 February 2010.

Location:—Nursing Services, Ward Clerk/Aide.

Duties:—Provide and maintain a high standard of customer focused clerical, administrative and reception services to inpatient units at the North West Regional Hospital. To maintain confidentiality and work according to all Agency and Hospital policies, procedures and guidelines.

Desirable Requirements:—High level of oral and written communication and interpersonal skills with a demonstrated ability to interact with public and staff at all levels. Demonstrated high level skills and application in word processing, development and maintenance of spreadsheets and databases. Knowledge and application of skills in the use of mainframe information systems or a demonstrated ability to acquire.

Enquiries to Deirdre Saltmarsh, Department of Health and Human Services, phone (03) 64306507, email [deirdre.saltmarsh@dhhs.tas.gov.au](mailto:deirdre.saltmarsh@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health North

#### **Administrative Assistant (Casual) (507238).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$40,815–\$43,348 pro rata.

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

Fixed-term casual day work, as and when required, commencing as soon as possible to 22 February 2011.

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

Duties:—The provision of efficient and effective administrative and clerical support to the St. Helens District Hospital and Community Health Service.

Enquiries to Susan Hulbert, Department of Health and Human Services, phone (03) 6376 5222, email [susan.hulbert@dhhs.tas.gov.au](mailto:susan.hulbert@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health North

#### **Hospital Aide (504333).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$36,204–\$38,977 pro rata.

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

Fixed-term casual shift work, as and when required, commencing as soon as possible to 9 March 2011.

Location:—Deloraine District Hospital.

Duties:—To provide a high standard of support services to patients and staff in the day to day operation of Deloraine District Hospital.

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

Enquiries to Brigid Riall, Department of Health and Human Services, phone (03) 6362 5000, email [brigid.riall@dhhs.tas.gov.au](mailto:brigid.riall@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health North

#### **Registered Nurse (518670).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$47,472–\$62,348 pro rata.

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

Permanent part-time shift work, working 58 hours per fortnight.

Location:—George Town Hospital and 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 and 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](mailto: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

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health North

#### **Registered Nurse (518669).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$47,472–\$62,348 p.a.

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

Permanent full-time shift work.

Location:—George Town Hospital and 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 and 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

##### HEALTH SERVICES

##### *Primary Health Services*

##### Primary Health North

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

Applications Close:—Friday, 6 March 2009.

Salary:—\$47,472–\$62,348 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—St Marys Community Health 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.

Part-time employment will also be considered.

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

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

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 2111, email smchc.manager@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

#### HEALTH AND HUMAN SERVICES

##### HEALTH SERVICES

##### *Primary Health Services*

##### Primary Health North West

#### **Community and Regional Health Services Manager (HealthWest) (514086).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$65,874–\$75,280 p.a.

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

Permanent full-time day work.

Location:—Primary Health, HealthWest.

Duties:—Within a Primary Health Care framework and in accordance with Agency policies and legal requirements, provide effective and efficient management of the human, fiscal and material resources for HealthWest Community Services and Regional Health Services programmes.

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

Enquiries to Karen Schnitzerling, Department of Health and Human Services, phone (03) 6472 2300, email karen.schnitzerling@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

#### HEALTH AND HUMAN SERVICES

##### HEALTH SERVICES

##### *Primary Health Services*

##### Primary Health South

#### **Assistant Director of Nursing-Bruny Island (506143).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$83,606 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 1.

Permanent full-time day work.

Location:—Bruny Island Community Health Centre.

Duties:—The Tasmanian Department of Health and Human Services seeks to appoint an energetic and experienced Assistant Director of Nursing to join the team at the Bruny Island Community Health Centre. This exciting opportunity will appeal to those with a depth of experience and strong nursing skills, which are also goal oriented with natural leadership abilities. This position is based at the Bruny Island Community Health Centre which is located at Alonnah less than an hour from Hobart. The Centre provides residents and visitors with the opportunity to access quality health and community services. There are two part-time GPs that work at the Centre and 14 part-time community nurses. A nursing clinic is provided at the Centre and there is also a 24 hour, 7 day a week emergency response service staffed by the nurses on the Island, with assistance from the Volunteer Ambulance Officers.

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

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

Enquiries to Gary Armstrong, Department of Health and Human Services, phone (03) 6222 7237, mobile 0419 519 682, email gary.armstrong@dhhs.tas.gov.au.

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health South

#### **Business Analyst/Accountant (510385).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$50,816–\$56,463 p.a.

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

Permanent full-time day work.

Location:—Upper Statton Building Repat.

Duties:—Provide business support at a regional level by assisting the Finance Manager to ensure that financial targets are achieved, managing issues at site level including rural hospitals and community health centres within the region. This work will involve financial monitoring, problem solving, analysis of complex issues, investigation and research into finance issues and liaison with line managers on the broad range of finance issues.

Desirable Requirements:—Current Drivers License.

Enquiries to Dan Longstaff, Department of Health and Human Services, phone (03) 6336 5596, email dan.longstaff@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health South

##### Primary Health Rumney

#### **Administrative Assistant (513300).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$40,815–\$43,348 pro rata.

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

Permanent part-time day work, working 28 hours per fortnight.

Location:—Clarence Plains Community and Health Centre.

Duties:—A job share opportunity exists for a client service focussed individual with a passion for working in a community setting. Our vacancy is located within the Clarence Plains Community and Health Centre and has a pivotal role in the effective operation of our team. The successful applicant will maintain a high level of reception, clerical and administrative support to all service providers and service users of the Centre. You will have the opportunity to work in a small, outcome directed team, focussed on developing community networks and services. If you want to make a difference within this community Apply Now!

Desirable Requirements:—High level Administrative Skills, Individuals who demonstrate this capacity are able to: maintain office management systems both manual and computerised; demonstrate sound computer skills including the use of email, Microsoft Office programmes and Outlook diary; and provide a competent typing service. Verbal Communication, Individuals will have a demonstrated capability to: effectively relate with a diverse client group; relate in a sensitive and confidential manner; relate to a diverse range of cultures and backgrounds and to be able to see issues from the client's perspective. Initiative, Individuals will demonstrate capability to be adaptable, respond and adjust easily to change, show initiative, be proactive, seize opportunities and be self starting.

Enquiries to Marina Campbell, Department of Health and Human Services, phone (03) 6211 4523, email marina.campbell@dhhs.tas.gov.au.

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health South

##### Primary Health Faulkner

#### **Primary Health Co-ordinator South (Faulkner) (516647).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$79,047–\$82,814 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work.

Location:—Glenorchy Community Health Centre.

Duties:—As part of a Primary Health and Area management team lead the development of co-ordinated and integrated primary health services within the designated municipal areas. Work with local councils and other key stakeholders to develop a planned and co-ordinated approach to providing primary health services.

Desirable Requirements:—Experience in the management and delivery of contemporary primary health services with a demonstrated capacity to effectively support, develop and mentor service managers and clinical staff. Well developed planning, conceptual, analytical and research skills and the capacity to work collaboratively to develop comprehensive service delivery plans and programmes. High level

interpersonal, communication, collaboration, negotiation and conflict resolution skills, including the capacity to manage stakeholders and facilitate the development of partnerships, networks and innovative service delivery models.

Enquiries to Fred Howard, Department of Health and Human Services, phone (03) 6222 7370, email fred.howard@dhhs.tas.gov.

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### Primary Health Wellington

#### ***Administrative Assistant (Relief) (506639).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$40,815–\$43,348 pro rata.

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

Fixed-term casual day work (as and when required), commencing As soon as possible for a period of two years.

Location:—Various locations in the Wellington area.

Duties:—Responsible for the provision of administrative and clerical support and reception duties. To provide advice and assistance to the Nurse Unit Manager/Site Manager located at Community Health Centres and sites within Primary Health Wellington and a support service for designated Primary Health staff.

Desirable Requirements:—Demonstrated ability to provide administrative and organisational support duties. A good understanding of information technology and an in-depth knowledge of a range of computer applications. The ability to quickly learn new information technology applications as the need arises. Demonstrated ability to organise, prioritise and work in an environment subject to variable demands and constant change and the ability to exercise judgment, initiative and discretion in a team environment. Experience and understanding of operations in a range of health care settings including Community Health Centres.

Enquiries to Cyndy Traynor, Department of Health and Human Services, phone (03) 6222 7269, email cyndy.traynor@dhhs.tas.gov.au.

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### Primary Health Wellington

#### ***Cleaner (506574).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$34,214–\$34,965 pro rata.

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

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

Location:—Kingston Community Health Centre.

Duties:—To clean allocated areas in compliance with established protocols and standards.

Desirable Requirements:—Previous experience and demonstrated knowledge of cleaning procedures in a health related facility. Demonstrated effective communication and interpersonal skills. Capacity to work in a team environment. Knowledge of and the ability to comply with the Workplace Health and Safety Act (1995) and occupational health and safety policy and procedure.

Enquiries to Cyndy Traynor, Department of Health and Human Services, phone (03) 6222 7269, email cyndy.traynor@dhhs.tas.gov.au.

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Administrative Officer (518680).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$46,109–\$48,920 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 for two years.

Location:—Royal Hobart Hospital.

Duties:—Provide general business and support to staff to maintain the efficient and effective operation of the Unit, including the maintenance of stores and resource material. Assist the manager undertake basic research, draft routine correspondence and format reports and information. Set up, maintain and ensure the integrity of databases and spreadsheets as required for administrative and quality improvement activities.

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

Enquiries to Peter Maree, Department of Health and Human Services, email [peter.maree@dhhs.tas.gov.au](mailto:peter.maree@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Assistant Director of Nursing (Acute Medicine) (518590).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$89,994 p.a.

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

Permanent full-time day worker with on call.

Location:—Hobart.

The Royal Hobart Hospital (RHH) is the principal tertiary referral hospital for Tasmania and a major teaching and research hospital with linkages to the University of Tasmania. RHH provides a comprehensive range of statewide services and is also the regional provider of acute services for southern Tasmania. RHH's services are characterized by excellence in the delivery of acute health care and leadership in developing Tasmania's future health care delivery, particularly in providing research, education and learning opportunities to support the development of its future health care professionals. The hospital's action orientated Executive Management structure provides a strong strategically innovative Executive team with a strong focus on change, effectiveness and safety and quality. The successful applicant will be part of this high performing leadership team and will contribute so that the acute operational areas of the Royal Hobart Hospital will improve the health experiences for the community.

**Duties:** The Assistant Director of Nursing provides effective leadership and management in a complex multi-disciplinary environment to achieve the defined objectives of the clinical services within Acute Operations Medicine. Provides the Medicine Nursing and Services Director with high quality and authoritative advice and support.

As a member of the senior nursing team within Acute Operations Medicine, provide a high level of operational leadership and direction, ensuring resources are efficiently utilised, services are effectively integrated within the Hospital and community, and the highest standards of service delivery are achieved in accordance with Hospital policy directions, service standards and financial performance targets.

In order to achieve quality patient outcomes, the Assistant Director of Nursing ensures the integration of Royal Hobart Hospital's Safety and Quality, Learning and Research, and Service Redesign priorities into the day to day operations of their area. This includes the development of integrated multi-disciplinary models of care and patient focused pathways across sectors, agencies and divisions to optimise patient outcomes and experience.

To achieve nursing excellence and ensure a sustainable nursing service for our community, the Assistant Director of Nursing works as a member of the hospital wide Senior Nursing Leadership team: accepting a professional portfolio as agreed with the Executive Director of Nursing to ensure effective professional governance and partnerships, and quality teaching and practice development; and to collaboratively progress and maximise strategic nursing initiatives including the development of a sustainable workforce.

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

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

Enquiries to Julie Vicieli, Acting Executive Director Acute Operations, Department of Health and Human Services, phone (03) 6222 8766, email [RHH.Executive.Director.Acute.Operations@dhhs.tas.gov.au](mailto:RHH.Executive.Director.Acute.Operations@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Assistant Director of Nursing (Surgical Services) (518591).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$89,994 p.a.

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

Permanent full-time day worker with on call.

Location:—Hobart.

The Royal Hobart Hospital (RHH) is the principal tertiary referral hospital for Tasmania and a major teaching and research hospital with linkages to the University of Tasmania. RHH provides a comprehensive range of statewide services and is also the regional provider of acute services for southern Tasmania. RHH's services are characterized by excellence in the delivery of acute health care and leadership in developing Tasmania's future health care delivery, particularly in providing research, education and learning opportunities to support the development of its future health care professionals. The hospital's action orientated Executive Management structure provides a strong strategically innovative Executive team with a strong focus on change, effectiveness and safety and quality. The successful applicant will be part of this high performing leadership team and will contribute so that the acute operational areas of the Royal Hobart Hospital will improve the health experiences for the community.

**Duties:** The Assistant Director of Nursing provides effective leadership and management in a complex multi-disciplinary environment to achieve the defined objectives of the clinical services within Acute Operations Surgical. Provides the Surgical Nursing and Services Director with high quality and authoritative advice and support.

As a member of the senior nursing team within Acute Operations Surgical, provide a high level of operational leadership and direction, ensuring resources are efficiently utilised, services are effectively integrated within the Hospital and community, and the highest standards of service delivery are achieved in accordance with Hospital policy directions, service standards and financial performance targets.

In order to achieve quality patient outcomes, the Assistant Director of Nursing ensures the integration of Royal Hobart Hospital's Safety and Quality, Learning and Research, and Service Redesign priorities into the day to day operations of their area. This includes the development of integrated multi-disciplinary models of care and patient focused pathways across

sectors, agencies and divisions to optimise patient outcomes and experience.

To achieve nursing excellence and ensure a sustainable nursing service for our community, the Assistant Director of Nursing works as a member of the hospital wide Senior Nursing Leadership team: accepting a professional portfolio as agreed with the Executive Director of Nursing to ensure effective professional governance and partnerships, and quality teaching and practice development; and to collaboratively progress and maximise strategic nursing initiatives including the development of a sustainable workforce.

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

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

Enquiries to Julie Vicieli, Acting Executive Director Acute Operations, Department of Health and Human Services, phone (03) 6222 8766, email RHH Executive Director Acute Operations@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Clinical Nurse, Radiation Oncology (508417).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$62,802–\$67,183 p.a.

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

Permanent full-time or Permanent part-time (various hours) opportunities available (salary pro-rata for part-time).

Location:—Hobart.

**Duties:**—The Radiation Oncology Clinical Nurse coordinates and delivers advanced nursing care to patients undergoing radiotherapy within the Department of Radiation Oncology at the Royal Hobart Hospital. In partnership with the Radiation Oncologists, Nurse Unit Manager and the oncology multidisciplinary team the Radiation Oncology Clinical Nurse is responsible for implementing policies, procedures and clinical protocols that oversee patient care throughout and post radiation cancer treatment.

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

Enquiries to Louise Nicholson, Department of Health and Human Services, phone (03) 6222 8238, email [louise.nicholson@dhhs.tas.gov.au](mailto:louise.nicholson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Hospital Aide (508420).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$35,421–\$35,990 pro rata.

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

Permanent part-time day work, 32 hours per fortnight.

Location:—Royal Hobart Hospital.

**Duties:**—Clean, maintain and sterilise of work areas and ward equipment within infection control guidelines. Provide a communication network between departments including delivery and collection service as required. Communicate effectively with patients, relatives and staff.

Enquiries to Kate Montgomerie, Department of Health and Human Services, phone (03) 6222 8881, email [katherine.montgomerie@dhhs.tas.gov.au](mailto:katherine.montgomerie@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Manager Innovation and Redesign Services (518618).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$98,116 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 1.

Permanent full-time day work.

Location:—Hobart.

**Duties:**—Within a tertiary hospital setting and in accordance with Agency policy and legal requirements provide leadership and direction in the strategic development and management of Redesign Services at the Royal Hobart Hospital (RHH) and off-site facilities. Provide effective management of human, physical and financial resources of the redesign team at the RHH. Provide leadership in Redesign related education, teaching and research activity. Develop effective linkages with other hospital, state and interstate agencies performing similar functions. Provide effective strategic advice and work with the Executive Director of Nursing in the implementation of strategic direction, review and evaluation of services, development of policies and business improvement of business practices. Maintain an active role to support existing divisions and interdisciplinary teams with the redesign and implementation of improvements to service delivery, system effectiveness and patient outcomes.

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

Enquiries to Susan Price, Executive Director Nursing Services, Department of Health and Human Services, phone (03) 6222 7885, email [susan.price@dhhs.tas.gov.au](mailto:susan.price@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Senior Occupational Therapist (516221).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$69,974–\$80,262 p.a.

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

Fixed-term full-time day worker, commencing As soon as possible until 18 September 2009.

Location:—Hobart.

Duties:—Undertake specialised occupational therapy clinical assessment and treatment of acute rehabilitation with specialist knowledge of the clinical caseload while ensuring optimum patient care within a multidisciplinary team setting.

Provide clinical direction, support and resource development in this clinical area to level one /two occupational therapists.

Assist the specialist occupational therapist with the development of the occupational therapy acute rehabilitation service through planning, evidence based practice, quality improvement and research activities and clinical placements for undergraduate students.

Maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

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

Highly Desirable:—Possession of a current drivers licence.

Enquiries to Jolene May, Department of Health and Human Services, phone (03) 6222 7346, email [jolene.may@dhhs.tas.gov.au](mailto:jolene.may@dhhs.tas.gov.au) or Nicky Kay, Department of Health and Human Services, phone (03) 6222 7346, email [nicky.kay@dhhs.tas.gov.au](mailto:nicky.kay@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service***Supervisor Operations—2 Vacancies.**

Applications Close:—Friday, 6 March 2009.

Salary:—\$67,056 p.a.

Tasmanian Ambulance Service Award, Supervisor.

Vacancy No. 518691.

Permanent full-time shift work (fully rotational).

Location:—Tasmanian Ambulance Service, Launceston.

Vacancy No. 518693.

Permanent full-time shift work (fully rotational).

Location:—Tasmanian Ambulance Service, Launceston.

Duties:—Responsible to the Superintendent for all aspects of day to day Ambulance Service delivery in the North-West Region of Tasmania. Responsible for the supervision of human and physical resources of the operational region. Provide tactical and short term strategic planning. Deployment of emergency resources including medical air evacuation and development and maintenance of links with other health professionals and emergency services.

Essential Requirements:—Recognised as a qualified Ambulance Officer under the Tasmanian Ambulance Service Award 2000 or qualifications deemed suitable by the Director of Ambulance Services. Current Drivers Licence.

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

Enquiries to Wolfgang Rechberger, Department of Health and Human Services, phone (03) 63365770, email [wolfgang.rechberger@dhhs.tas.gov.au](mailto:wolfgang.rechberger@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services***Reception and Administration Officer (515200).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$40,815–\$43,348 p.a.

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

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

Location:—Children and Family Services, North West.

Duties:—Provide a high level of reception and administrative support to the Family Violence Service and its clients.

Desirable Requirements:—Demonstrated ability to communicate, negotiate and liaise with a wide range of people effectively in a sensitive and confidential manner, in both the Government and non-Government sectors. Knowledge and experience in sound office management practices, including accurate keyboard skills, together with significant skills and ability in using Microsoft Windows based products for diary management, word processing and spreadsheets, along with a high standard of administration skills. High level organisational skills, including the ability to complete tasks to a high degree of accuracy and to prioritise workloads within set deadlines.

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

Enquiries to Jane Fleming, Department of Health and Human Services, phone (03) 6336 2283, mobile 0417560457, email [jane.fleming@dhhs.tas.gov.au](mailto:jane.fleming@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Disability Services****Disability Officer (5 Vacancies).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$40,815–\$43,348 p.a.

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

Vacancy No. 505839,505840,505842,505845,505847.

Fixed-term full-time shift work (see note below), all vacancies.

Location:—Disability Services, South.

Duties:—Provide supervision, effective support, education, training and advocate for people with disabilities. Ensure the safety and well being of clients by planning, implementing, monitoring and reviewing individual client programmes and services.

NOTE: This role is from 08 March 2009 until 06 March 2010, or until the duties of Disability Officer are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Desirable Requirements:—Satisfactory completion of Certificate 4 in Community Services and Health (Disability Work) or a qualification deemed equivalent, from a recognised academic/training organisation or progress towards attaining this qualification. Successful completion of medication training from a recognised training organisation. Experience in working with people with disabilities, families, services providers, advocates and other key stakeholders.

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

Enquiries to Teena Tranter, Department of Health and Human Services, phone (03) 6230 7600, email [teena.tranter@dhhs.tas.gov.au](mailto:teena.tranter@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Youth Justice Services****Area Co-ordinator Youth Justice (501672).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$69,974–\$80,262 p.a.

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

Permanent full-time day work.

Location:—Youth Justice Services, Hobart.

Duties:—Supervise a team of professional staff to ensure the provision of high quality professional services to clients, which are consistent with Agency policies, statutory requirements and programme objectives.

Manage the development of the Areas practice team

including the design, implementation, management, quality review and evaluation of the professional team and the services provided by that team including clients? case planning, case management, court documentation and servicing.

As part of the Community Youth Justice Management team, contribute to broader management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

Desirable Requirements:—Demonstrated expertise in the delivery of high quality youth justice services including expertise in working with a professional workforce, young people and a broad cross section of related stakeholders, possession of a well developed framework for professional practice in a statutory environment and knowledge or the ability to rapidly acquire knowledge of relevant youth justice legislation, Agency policies and practices.

Well developed written and interpersonal communication skills including demonstrated ability to communicate effectively and sensitively with a range of stakeholders including young people, community organisations and government agencies.

An understanding of contemporary management techniques, with the capacity to contribute to change management, operational planning and critical strategic analysis processes and a high level of ability to lead a team of professional staff to achieve quality outcomes for clients, provide high level advice on case management and practice issues.

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

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

Enquiries to Mark Jessop, Department of Health and Human Services, phone (03) 6230 7634, mobile 0439202417, email [mark.jessop@dhhs.tas.gov.au](mailto:mark.jessop@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## POPULATION HEALTH

*Population and Health Priorities****Population Health Planning and Evaluation Consultant (516629).***

Applications Close:—Friday, 13 March 2009.

Salary:—\$79,047–\$82,814 pro rata.

Health and Human Services (Tasmanian State Service)  
Award, General Stream, Band 7.

Fixed-term part-time day work, working 30.4 hours per fortnight, commencing As soon as possible for a period of twelve months.

Location:—25 Argyle Street, Hobart.

Duties:—The successful applicant to this fixed term position will work as part of the Population Health Unit to provide leadership, advice and support for population health programme planning, implementation and evaluation, with a particular focus on programmes that are effective in reducing the common risk factors for chronic conditions. If you have experience in evaluation and planning; enjoy facilitating the growth of other people and organisations and are committed to supporting

evidence informed practice, please contact Sue Frendin on (03) 6222 7774 for more information regarding this position.

**Desirable Requirements:**—High level population health/health promotion planning, evaluation and implementation skills, particularly in relation to common risk and protective factors for chronic conditions.

High level leadership skills and experience in population health, including the ability to successfully influence and advocate for population health approaches including the proven ability to work in partnership with others.

High level written and oral communication skills, including the ability to prepare, present and evaluate reports, briefings and other documents, to translate complex material to a broad audience.

Enquiries to Sue Frendin, Department of Health and Human Services, phone (03) 6222 7774, mobile 0400 079 121, email sue.frendin@dhhs.tas.gov.au.

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

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

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#### HEALTH AND HUMAN SERVICES

##### STATEWIDE SYSTEMS DEVELOPMENT

###### *Mental Health Services*

#### **Occupational Therapist (513422).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$69,974–\$80,262 pro rata.

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

Permanent part-time day work, working 55 hours per fortnight.

Location:—North West Regional Hospital–Spencer Clinic Inpatient Unit.

**Duties:**—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Occupational Therapist undertakes the delivery of quality clinical services utilising evidence based best practice and recovery principles within a collaborative and multi-disciplinary framework.

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

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

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

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

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Please do not send applications to the contact person.

#### HEALTH AND HUMAN SERVICES

##### STATEWIDE SYSTEMS DEVELOPMENT

###### *Mental Health Services*

#### **Psychologist (502830).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$80,262–\$88,771 p.a.

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

Permanent full-time day work (with oncall).

Location:—Mental Health Services North West.

**Duties:**—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Senior Clinical Psychologist provides a specialist clinical psychological assessment, treatment and assertive case management service to clients of the regional Adult Community Mental Health Service utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework.

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

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

Enquiries to Christine Lander, Department of Health and Human Services, phone (03) 6434 4070, email christine.lander@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

#### HEALTH AND HUMAN SERVICES

##### STATEWIDE SYSTEMS DEVELOPMENT

###### *Mental Health Services*

#### **Registered Nurse (502793).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$47,472–\$62,348 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—North West Regional Hospital, Spencer Clinic Inpatient Unit.

**Duties:**—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies,

the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients.

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

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

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

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### Forensic Mental Health Services

#### Community Forensic Mental Health Services

#### **Community Nurse (512555).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$56,230–\$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Southern Region.

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

**Duties:**—In accordance with primary health care principles, Agency policy and direction, legal requirements, Service policies and procedures and professional competencies, undertake the delivery of quality patient care service, based on best practice and within a collaborative and multidisciplinary framework.

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

A current drivers licence.

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

Enquiries to Scott Beswick, Department of Health and Human Services, phone (03) 6336 2627, email scott.beswick@dhhs.tas.gov.au.

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health

and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### STRATEGY PLANNING AND PERFORMANCE

#### *Strategy Co-ordination and Implementation Design*

#### **Elective Surgery Access Manager (518608).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$83,606 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 1.

Fixed-term full-time day work, commencing as soon as possible until 3 August 2010.

Location:—4/34 Davey Street.

**Duties:**—Build effective relationships with Elective Surgery Access Co-ordinators and appropriate staff within hospitals to implement and establish the Elective Surgery Co-ordination Service to provide support, facilitation and co-ordination within the DHHS to hospitals and other key stakeholders in reference to elective surgery. Undertake a lead role in the development of strategies across the State to reduce waiting time for elective surgery through policy development, and to effect the co-ordination and streamlining of elective surgery management.

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

Enquiries to Jill Harley, Department of Health and Human Services, phone (03) 6233 3989, email jill.harley@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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## JUSTICE

### MAGISTRATES COURT

#### *Hobart*

#### **Civil Court Officer (350190).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$47,437–\$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

**Duties:**—Co-ordinate the listing of minor civil claims, liaising with court staff and clients as required. Receive, verify and respond to specific enquiries for the Civil Division, via the front counter, telephone and electronic mediums and seeking advice where appropriate. Provide procedural advice and assistance to Court users in relation to the progress of civil and tribunal matters.

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

and justice, crimes against executive or the legislative power, crimes involving conspiracy. Disciplinary action in previous employment check and identification check.

Enquiries to Evelyn Robertson, Manager, Civil Division, Magistrates Court, Department of Justice, phone (03)6233 3620, email [evelyn.robertson@justice.tas.gov.au](mailto:evelyn.robertson@justice.tas.gov.au).

Applications to Ms Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03)6233 9265, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Andrew Cox on (03)62233 3607 or [Andrew.Cox@justice.tas.gov.au](mailto:Andrew.Cox@justice.tas.gov.au).

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

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

## JUSTICE

### MAGISTRATES COURT

#### *Hobart*

#### ***Conciliator/Court Officer (354939).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$52,276–\$61,582 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 44.10 hours per fortnight working every Wednesday, Thursday and Friday.

Location:—Hobart.

Duties:—Facilitate and conduct conciliations of civil and other matters. Provide high-level advice and assistance to Court users in relation to the progress of matters. Receive and respond to complex enquiries for the Civil Division via the front counter, telephone and electronic medium. Prepare and disseminate correspondence in relation to court matters.

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

Desirable Requirements:—Possession of a recognised qualification in conciliation, mediation or other relevant field or an ability and preparedness to undergo required training.

Enquiries to Evelyn Robertson, Manager-Civil Court, Magistrates Court, Department of Justice, phone (03) 6233 3620, email [evelyn.robertson@justice.tas.gov.au](mailto:evelyn.robertson@justice.tas.gov.au).

Applications to Ms Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart phone (03) 6233 9265, fax (03)6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Andrew Cox on (03) 6233 3607 or [Andrew.Cox@justice.tas.gov.au](mailto:Andrew.Cox@justice.tas.gov.au).

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission.

Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

## JUSTICE

### MENTAL HEALTH TRIBUNAL, GUARDIANSHIP AND ADMINISTRATION BOARD, TASMANIAN FORENSIC TRIBUNAL

#### ***Registrar (355498).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$81,031–\$84,851 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—In consultation and co-ordination with the Presidents, provide leadership and management for all human, financial, advisory, physical and technology resources available to support the Board and the Tribunals in carrying out their statutory roles effectively and efficiently. Provide quality strategic advice and reports in relation to both policy and administrative matters which affect the Board and the Tribunals. Carry out statutory functions of the Registrar as defined in relevant legislation.

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

Enquiries to Michael Stevens, Deputy Secretary (Corporate), Department of Justice, phone (03) 6233 2366, email [Michael.Stevens@justice.tas.gov.au](mailto:Michael.Stevens@justice.tas.gov.au).

Applications to Ms Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03) 6233 9265, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Daphne Webb at [Daphne.Webb@justice.tas.gov.au](mailto:Daphne.Webb@justice.tas.gov.au) or telephone (03) 6233 6809.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### *Inmate Services*

#### Visitor Reception Centre

#### ***Prison Administration Clerk (355618).***

Applications Close:—Friday, 6 March 2009.

Salary:—\$41,938–\$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 73.50 hours per fortnight, commencing As soon as possible until 12 February 2010.

Location:—Risdon Prison.

Duties:—Undertake reception duties at the Visitors Centre, including telephone reception, booking visits, receipting of inmate monies and property and providing general customer service to clients. Administrative functions including drafting of correspondence, co-ordination of electronic diaries, filing and collation of documentation.

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

Enquiries to Lynn Larkins, Structured Day Co-ordinator, Tasmania Prison Service, Department of Justice, phone (03) 6216 8184, email [Lynn.Larkins@justice.tas.gov.au](mailto:Lynn.Larkins@justice.tas.gov.au).

Applications to Ms Lee Steedman, Administrative Support Officer Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03) 6233 9265, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Lynn Larkins on (03) 6216 8184, email [Lynn.larkins@justice.tas.gov.au](mailto:Lynn.larkins@justice.tas.gov.au).

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

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

## POLICE AND EMERGENCY MANAGEMENT

### SOUTHERN DISTRICT

#### *Southern Regional Prosecution Services*

#### **File Disclosure Officer (001291).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$46,736–\$49,582 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Responsible for day to day co-ordination of File Disclosure activities in Southern Regional Prosecution Services (SRPS).

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, crimes involving dishonesty, serious traffic offences.

Desirable Requirements:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 or equivalent level.

Enquiries to Ms Caroline Playsted, Supervisor, Southern Regional Prosecution Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 7001, phone

(03) 6230 2309, fax (03) 6230 2119, email [caroline.playsted@police.tas.gov.au](mailto:caroline.playsted@police.tas.gov.au).

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119, email [applications@police.tas.gov.au](mailto:applications@police.tas.gov.au).

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format).

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Corporate Services*

#### **Computer Systems Developer (521239).**

Applications Close:—Tuesday, 10 March 2009.

Salary:—\$64,673–\$66,669 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Cnr Argyle and Melville Streets.

Duties:—Develop and maintain applications for Tasmania Fire Service (TFS), and provide support and administration of the IT infrastructure.

Desirable Requirements:—Highly desirable to have professional IT knowledge gained through satisfactory completion of a relevant course of study at a tertiary institution and appropriate industry certificates. Experience with Sybase, PowerBuilder, critical 24x7 operational applications, .Net, , database triggers and procedures, Solaris, C programming on UNIX and ITIL methodology would be an advantage.

Current driver's licence.

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 Iain Larnar on (03) 6230 8671 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Iain Larnar on (03) 6230 8671.

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Operations*

#### **Firefighter (various).**

Applications Close:—Friday, 6 March 2009.

Salary:—\$46,127–\$64,577 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, Trainee Firefighter.

Permanent full-time.

Location:—Statewide.

Duties:—Gain the necessary knowledge, skills and attributes to enable eligibility for appointment to a position of Firefighter.

Essential Requirements:—Meet the medical requirements of the Tasmania Fire Service.

Have a high standard of health and fitness.

Able to work as heights and in confined spaces.

Hold a current driver's licence to drive a manual vehicle.

The State Service Commissioner has determined that a person nominated for appointment as a Trainee Firefighter is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following conviction checks are to be conducted:—arson and fire setting, sexual offences, crimes involving dishonesty (e.g. theft, burglary, breaking and entering, fraud), crimes involving deception (e.g. obtaining an advantage by deception), making false declaration, violent crimes and crimes against the person and malicious damage and destruction to property.

Accordingly a person nominated for appointment to a position of Trainee Firefighter will be required to provide a Record of Convictions in relation to the above from Tasmania Police prior to appointment.

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

Enquires to Lyn Rainbird 6230 8600.

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

#### TREASURY AND FINANCE

##### REVENUE, GAMING AND LICENSING DIVISION

###### *Liquor and Gaming Branch*

#### **Compliance Inspector (722903).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$51,504–\$57,221 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time until 2 December 2009.

Location:—Hobart.

Duties:—To assist in ensuring high levels of compliance by licensed premises, gaming venues and casinos with the requirements of the Liquor Licensing Act 1990 and the Gaming Control Act 1993 by means of inspections, investigations, audits and the provision of relevant information.

In the context of the selection criteria, to be successful in the position applicants will have the ability to:—provide advice in relation to compliance activities and, in conjunction with the Manager Compliance and Compliance Team Leader (South), contribute to the development and implementation of policies and procedures for the inspection and investigation of licensed premises and licensed gaming operations which may be conducting unlawful activities and liaise effectively with a wide range of stakeholders.

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

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 and alcohol related offences, crimes involving dishonesty, serious traffic offences and identification check for: finger prints, palm prints, photograph and credit check.

Enquiries to Paul Smith, Compliance Team Leader (South), Liquor and Gaming Branch, Department of Treasury and Finance, phone (03) 6233 6141, email [paul.smith@treasury.tas.gov.au](mailto:paul.smith@treasury.tas.gov.au).

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

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

## Tasmanian Government Senior Executive Service

#### TREASURY AND FINANCE

##### CORPORATE SUPPORT DIVISION

###### *Information Systems Branch*

#### **Director, Information Systems (723769).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$96,798–\$106,478 p.a.

Senior Executive, Level 1.

Senior Executive contract position for a period of up to 5 years.

Location:—Hobart.

Duties:—Want to step up to a challenging and diverse IT leadership role?

As our Director of Information Systems you will:—lead our Information Systems Branch including staff, contractors and IT strategy, be responsible for the full range of diverse IT systems within Treasury, supporting a variety of business functions and have major input to upcoming business improvement projects that will improve financial and economic outcomes for Tasmania.

At the Tasmanian Department of Treasury and Finance, you will be supported by our values-based environment, characterised by integrity, high motivation and excellence. A good balance between your work and personal commitments will enable you to enjoy an excellent lifestyle.

We are looking for people who have:—strong leadership skills, a passion for business improvement through technology, a high level of experience in managing staff, budgets and IT assets and the capacity to provide credible strategic advice at a senior executive level.

We have a strong commitment to best-practice IT. This role will enable you to spread your wings and contribute to major government decisions and activities.

Desirable Requirements:—Relevant tertiary, or industry recognised, qualifications and affiliations are highly desirable.

Enquiries to Jonathon Root, Director, Corporate Support Division, Department of Treasury and Finance, phone (03) 6233 3476, email [jonathon.root@treasury.tas.gov.au](mailto:jonathon.root@treasury.tas.gov.au).

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

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Program Manager - Trails and Bikeways	L. Chiu	6 months	09.03.09
Economic Development & Tourism	Client Manager	S. Cosgrove	6 months	18.02.09
Education	IT Officer	L. Richardson	6 months	02.02.09
Education	IT Support Officer	S. Mace	6 months	04.02.09
Education	Teacher Aide	S. Rowbottom	6 months	10.02.09
Education	Teacher Aide	T. Huett	6 months	09.02.09
Education	Teacher Aide	N. Maddick	6 months	09.02.09
Education	Teacher	S. Jones	12 months	09.02.09
Education	Teacher	M. Hinds	6 months	09.02.09
Education	Teacher	M. Hudson	6 months	09.02.09
Education	Teacher	P. Freeman	6 months	09.02.09
Education	Teacher	K. Poulton	6 months	09.02.09
Education	Teacher	A. McDougall	6 months	09.02.09
Education	Teacher Aide	F. Joyce	6 months	09.02.09
Education	Teacher Aide	D. Butt	6 months	09.02.09
Education	School Attendant	T. Fairfield	6 months	10.02.09
Education	Clerk	T. Styles	6 months	05.02.09
Education	School Library Technician	J. Dent	6 months	09.02.09
Education	Teacher Aide Special	F. White	6 months	09.02.09
Education	School Attendant	W. Seabourne	6 months	06.02.09
Education	Teacher	M. Beattie	12 months	09.02.09
Education	Teacher	S. Scott	6 months	09.02.09
Education	Teacher	S. Gifford	6 months	12.02.09
Education	Teacher	A. Bennett	6 months	10.02.09
Education	Teacher	Y. Bryant	6 months	16.02.09
Education	IT Officer	K. Lintner	6 months	02.02.09
Education	Pathway Planning Officer	R. Harrop	6 months	21.12.08
Education	Pathway Planning Officer	J. Gowland	6 months	21.12.08
Education	Pathway Planning Officer	L. Robbins	6 months	21.12.08
Education	Pathway Planning Officer	A. Barker	6 months	21.12.08
Education	Pathway Planning Officer	D. Dobner	6 months	21.12.08
Education	Pathway Planning Officer	S. Evans	6 months	21.12.08
Education	Pathway Planning Officer	K. Richter	6 months	21.12.08
Education	Pathway Planning Officer	M. Barrett	6 months	21.12.08
Education	Pathway Planning Officer	J. Wood	6 months	21.12.08
Education	Pathway Planning Officer	P. Harris	6 months	21.12.08
Education	Pathway Planning Officer	M. Hughes	6 months	21.12.08
Education	Pathway Planning Officer	P. Cooksey	6 months	21.12.08
Education	Social Worker	K. Geard	6 months	24.08.08
Environment, Parks, Heritage & the Arts	Environmental Officer	M. Bender	6 months	16.02.09
Environment, Parks, Heritage & the Arts	Section Head Waste Management	J. Clarke	6 months	23.02.09
Health & Human Services	Enrolled Nurse	D. Titmus	6 months	16.02.09
Health & Human Services	Enrolled Nurse	F. Clifford	6 months	15.02.09
Health & Human Services	Registered Nurse	M. Abels	6 months	18.02.09
Health & Human Services	Energy and Contract Performance Analyst	M. McKay	6 months	23.02.09
Health & Human Services	Registered Nurse	T. Campbell	6 months	22.02.09

*Permanent Appointments—Continued*

Health & Human Services	Registered Nurse	M. Elliott	6 months	22.02.09
Health & Human Services	Registered Nurse (Midwife)	J. Morice	6 months	04.02.09
Health & Human Services	Home Care Worker	C. Davey	6 months	16.02.09
Health & Human Services	Physiotherapist	L. Richardson	6 months	23.02.09
Health & Human Services	Physiotherapist	N. Samarasinghe	6 months	23.02.09
Health & Human Services	Clinical Nurse	P. Ramsay	6 months	11.03.09
Health & Human Services	Physiotherapist	S. Olszewski	6 months	23.02.09
Health & Human Services	Food Services Officer	L. Beveridge	6 months	22.02.09
Health & Human Services	Child Protection Worker	E. Hess	6 months	17.11.08
Health & Human Services	Child Protection Worker	G. Lewis	6 months	02.03.09
Health & Human Services	Child Protection Worker	K. Faludi-Ball	6 months	02.03.09
Health & Human Services	Registered Nurse	M. Shearn	6 months	13.02.09
Infrastructure, Energy & Resources	Expenditure Officer	M. Laurence	6 months	16.02.09
Justice	Correctional Officer	A. Trusselle	12 months	16.02.09
Police & Emergency Management	Clerical Support Officer	J. Johnston	6 months	19.02.09
Premier & Cabinet	Consultant	G. Palmer	6 Months	17.02.09
Primary Industries & Water	Valuer	F. Sablowski	6 months	17.02.09
Treasury & Finance	Senior Computer Systems Officer	D. Coyle	6 months	23.02.09

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	D. Austin	IT Officer	02.02.09
Education	D. Williamson	School Executive Officer	05.02.09
Education	C. Smith	HR Officer	05.02.09
Education	P. Wells	Principal	10.01.09
Education	S. Reibel	Advanced Skills Teacher	16.02.09
Education	A. Mercae	Advanced Skills Teacher	16.02.09
Health & Human Services	C. James	Registered Nurse Level 3	22.02.09
Health & Human Services	J. Aherne	Manager Facilities and Engineering	19.02.09
Health & Human Services	J. Walker	Nurse Unit Manager	23.02.09
Health & Human Services	K. Williams	Executive Services Officer	19.02.09
Justice	R. Geeves	Team Leader	17.02.09
Premier & Cabinet	M. Nevah	Manager Government Contact Centre	13.02.09
Primary Industries & Water	K. Robinson	Senior Valuer	13.02.09
Primary Industries & Water	I. Mason	Senior Valuer (Policy and Projects)	13.02.09
Treasury & Finance	K. Coggan	Payroll and Recruitment Team Leader	17.02.09
Treasury & Finance	T. Garrott	Senior Financial Analyst	23.02.09
Treasury & Finance	A. Huxley	Senior Financial Analyst	23.02.09
Treasury & Finance	S. Woods	Senior Financial Analyst	23.02.09



*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Client Support Officer	J Cashion	09.02.09
Education	Project Officer	D Baez	30.01.09
Health & Human Services	Radiation Therapist	S. Taylor	13.02.09
Health & Human Services	Domestic Services Officer	D. Dare	05.02.09
Health & Human Services	Customer Support Officer	B. Coleman	20.02.09
Health & Human Services	Registered Nurse	S Lowry	13.02.09
Infrastructure, Energy & Resources	Graduate Policy Officer	K. Snowball	06.02.09
Justice	Graduate Research Officer	B. Eastley	17.02.09
Primary Industries & Water	Geographic Information Systems Analyst	J.Zantuck	20.02.09
Primary Industries & Water	Hydrologist	S Witteveen	27.02.09
Primary Industries & Water	Client Service Officer	S Lunson	20.02.09
Primary Industries & Water	Client Service Officer	S Lunson	20.02.09
Port Arthur Historic Site Management Authority	Guide	C Martin	12.02.09
Port Arthur Historic Site Management Authority	Leading Hand	D McGinniss	06.02.09

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	P Tyson	12.02.09
Education	Principal	J Brown	06.02.09
Health & Human Services	Asset Development Officer	P. Salkeld	13.02.09
Infrastructure, Energy & Resources	Technical Officer	Dickens G	20.02.09
Premier & Cabinet	Courier/Driver	P. Dolan	24.02.09





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