



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Email copy to 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.

The only way to place a State Service vacancy, direct selection and staff movement notices is through the www.jobs.tas.gov.au system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a www.jobs.tas.gov.au system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or email: jobsadmin@dpac.tas.gov.au.

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.

Government Gazette:—

Copy must be received by Print Applied Technology Pty Ltd by prior to publication.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Brooks High School

Canteen Supervisor (305078).

Applications Close:—Wednesday, 21 January 2009.

Salary:—\$36,034 pro rata.

Operational Employees Award, Level 3.

Permanent part-time 60 hours per fortnight for 40 weeks per year.

Location:—Brooks High School.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

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

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

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

Enquiries to Leonie Johnston, Department of Education, mobile 0438 281 352, email leonie.johnston@education.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

Environmental Operations

Senior Waste Management Officer (334851).

Applications Close:—Friday, 16 January 2009.

Salary:—\$65,774–\$71,831 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—As a Senior Environmental Officer, co-ordinate and undertake the assessment and/or ongoing management of environmentally relevant activities according to the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation and policies. The key focus of the role will be the management of wastes, with a focus on controlled wastes.

Essential Requirements:—A degree in Science, Engineering or Environmental Studies or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Several years relevant post qualification experience and a current motor vehicle drivers licence.

Enquiries to Astrid Sturing for further information regarding the vacancy or for a copy of the Statement of Duties, phone (03) 6233 6511, email Astrid.Sturing@environment.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

Information Management Branch

Spatial Analysis Officer (706344).

Applications Close:—Friday, 16 January 2009.

Salary:—\$41,318–\$53,411 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 1 (A and C, Level 3-5).

Fixed-term full-time, for a period of 6 months.

Location:—Hobart.

Duties:—Provide specialist advice and support in the Department's spatial analysis and modelling service.

Perform spatial analysis and modelling and participate in all aspects of Geographic Information System (GIS) development within the Department.

Desirable Requirements:—Tertiary qualification in Spatial Science or a related discipline is highly desirable along with a current driver's licence.

Enquiries to Asger Steffensen, Knowledge Services Manager, phone (03) 6233 4933, email Asger.Steffensen@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.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Visitor Services Officer (341243).

Applications Close:—Friday, 16 January 2009.

Salary:—\$41,318–\$43,922 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 35% FTE.

Location:—Maria Island.

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

Duties:—Assist with the day to day operations of the Maria Island Field Centre including financial reporting and budgeting, collection of money and banking, administration of accommodation and campground bookings, visitor information and other general field centre duties. The role will be responsible for providing best practice customer service including interpretation.

Desirable Requirements:—A current motor vehicle drivers licence, a current Workplace Level 2 First Aid Certificate, along with an ability to pass the PWS fire fighter fitness assessment at the 'Moderate' or 'Arduous' level.

Enquiries to Janice Reid or Tanya Fra, phone (03) 6214 8100, email Janice.Reid@parks.tas.gov.au or Tanya.Fra@parks.tas.gov.au.

Applications to address the selection criteria 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, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Clinical Nurse Educator-Operating Room Suite (503870).

Applications Close:—Friday, 16 January 2009.

Salary:—\$72,136–\$77,219 per annum.

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

Permanent full-time day worker.

Location:—Surgery, Operating Room Suite.

Duties:—Provision of clinical education support to the staff employed within the Operating Room Suite at the Launceston General Hospital. Provides clinical education support for novice and intermediate Perioperative nurses to ensure they meet their portfolio requirements and competencies. Formulation, development and implementation of clinical education and professional development programmes for staff employed in the Operating Room Suite of the Launceston General Hospital. Provides clinical education support for participants in the Graduate Nurse Development Programme to ensure they meet their portfolio

requirements and competencies during their placement in the suite. Encourages exposure to the Perioperative environment for undergraduate students of nursing to facilitate succession planning for future Perioperative nurses.

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

Enquiries to Cassandra Sampson, Department of Health and Human Services, phone (03) 6348 8707, email cassandra.sampson@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

CSSD Technician (518181).

Applications Close:—Friday, 16 January 2009.

Salary:—\$36,204–\$38,977 per annum.

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

Permanent full-time day worker. Occasional overtime may be required.

Location:—Mersey Community Hospital.

Duties:—Maintain a high regard for the principles of infection control ensuring a high standard of hygiene both personal and environmental and to apply universal precautions ensuring sterility and availability of supplies. As a member of the health care team the CSD Technician decontaminates and processes equipment and sterile supplies appropriate to specialist and general areas and maintains clean and hygienic surroundings to facilitate the control of infection in CSD.

Desirable Requirements:—Knowledge of and experience in the utilisation of sterilising technology and/or qualifications in, or willingness to undertake, a Sterilising Technology Course, or equivalent. Ability to initiate appropriate action and obtain a thorough knowledge of instruments/equipment and supplies processed in CSSD, and protocols for the decontamination and sterilisation of equipment. Demonstrate the ability to work individually or as a member of a team, together with sound communication and interpersonal skills.

Enquiries to Grace Kamphuis, Department of Health and Human Services, phone (03) 6426 5206, email grace.kamphuis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Senior Occupational Therapist (514474).

Applications Close:—Friday, 16 January 2009.

Salary:—\$69,974–\$80,262 per annum.

Tasmanian Public Sector Allied Health Professionals

Industrial Agreement 2005, Allied Health Professional, Level 3.

Permanent full-time day work.

Location:—Allied Health, Occupational Therapy Services.

Duties:—Responsible to the Manager Occupational Therapy Services for the provision of inpatient and outpatient occupational therapy services including clinical and educational functions, ensuring compliance with legal requirements, professional ethics, departmental and hospital policies. Assist the Manager to ensure that the occupational therapy service complements and integrates with other public and private allied health services in the North West Region.

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

North West Regional Hospital

Outpatient Clinic Receptionist (518452).

Applications Close:—Friday, 16 January 2009.

Salary:—\$40,815–\$43,348 per annum.

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

Permanent full-time day worker.

Location:—Corporate Services, PIMS.

Duties:—Provide and maintain a high standard of customer focused reception and administrative services to clients, staff and consultants within the outpatient clinic areas at North West Regional Hospital. Maintain confidentiality and work according to all Agency and Hospital policies, procedures and guidelines.

Desirable Requirements:—High level of oral communication and interpersonal skills and a demonstrated ability to interact with public and staff and 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 and appointment scheduling or a demonstrated ability to acquire.

Enquiries to Geraldine Hanigan, Department of Health and Human Services, phone (03) 6430 6527, mobile 0409 173 260, email geraldine.hanigan@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 (504700).

Applications Close:—Friday, 16 January 2009.

Salary:—\$40,815–\$43,348 per annum.

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

Permanent full-time (Part-time will be considered).

Location:—Primary Health North.

Duties:—To provide effective and efficient administrative and clerical support service to Launceston Community Nursing Service.

Desirable Requirements:—A sound knowledge of office management principles and capacity to effectively manage the day-to-day operation of the Launceston Community Nursing Service, demonstrated understanding of meeting procedures and the ability to provide secretarial and administrative support to committees, and well developed computer skills including the ability to efficiently operate word processing, spreadsheet, calendar, mail and database systems and the internet.

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

You are encouraged to apply 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

Community Nurse—2 Vacancies.

Applications Close:—Friday, 30 January 2009.

Salary:—\$56,230–\$67,183 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 504711.

Permanent full-time or permanent part-time daywork.

Location:—St Helens and St Marys Community Nursing Service.

Vacancy No. 504713.

Permanent full-time or permanent part-time daywork.

Location:—St Helens and St Marys Community Nursing Service.

Duties:—Provide the Community Nursing Service throughout the Break O Day Municipality and work from both St Helens and St Marys.

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

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check 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 or Miriam Deacon, Department of Health and Human Services, phone (03) 6376 5222, email miriam.deacon@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

Kitchen Hand (504554).

Applications Close:—Friday, 16 January 2009.

Salary:—\$34,214–\$34,965 per annum.

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

Permanent full-time shift work.

Location:—Scottsdale.

Duties:—To carry out a range of duties associated with the preparation and delivery of meals to hospital patients and staff, James Scott Wing Nursing Home, Day Centre and Aminya Hostel, as part of the Hospitals continuous quality and consumer safety programme, support senior catering staff and the Admin co-ordinator in ensuring that work practices comply with Foodsafe and infection control requirements, including monitoring work practices and the use and storage of food, perishable goods and other consumables, and attend staff meetings and participate in the Hospitals quality improvement and consumer safety programme.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check 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 Wootton, Department of Health and Human Services, phone (03) 6352 5523, email chris.wootton@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

Registered Nurse (504193).

Applications Close:—Friday, 16 January 2009.

Salary:—\$47,472–\$62,348 pro rata.

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

Fixed-term casual as and when required, commencing as soon as possible to 31 December 2010.

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

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 Miriam Deacon, Department of Health and Human Services, phone (03) 6376 5222, email miriam.deacon@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

Senior Physiotherapist (504754).

Applications Close:—Friday, 16 January 2009.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Primary Health North.

Duties:—To work an effective member of the community physiotherapy team in the assessment, planning and delivery of physiotherapy services for clients and their carers in Northern Tasmania, in consultation with the Area Services Co-ordinator North, to take a lead role in co-ordinating community physiotherapy services in the region including ensuring that services are delivered according to best practice standards and in accordance with organisational policies and professional codes of conduct and contribute to health promotion and prevention initiatives within the region.

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check 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 Patricia Wrigley, Department of Health and Human Services, phone (03) 6336 4128, email pat.wrigley@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 (512079).

Applications Close:—Friday, 23 January 2009.

Salary:—\$47,472–\$62,348 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Campbell Street, Hobart.

Duties:—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, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes utilising Psychosocial Rehabilitation and Recovery principles and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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 Tom O'Brien, Department of Health and Human Services, phone (03) 6233 8993, mobile 0419 106 254, email tom.o'brien@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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INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Traffic and Infrastructure

Manager Planning and Design (371844).

Applications Close:—Friday, 16 January 2009.

Salary:—\$86,107–\$89,246 per annum.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Strategic and operational planning of the State Road Network based on agreed land transportation planning priorities and objectives, emerging transport issues, and aligned with Government and Corporate transport policies and directions.

Desirable Requirements:—Qualifications and/or substantial experience in transport planning or an associated discipline. Current Driver's Licence.

Enquiries to Simon Buxton, Director Traffic and Infrastructure, Department of Infrastructure, Energy and Resources, phone (03) 6233 5276, email simon.buxton@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 5004, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

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

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

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Education Officer (EO070109).

Applications Close:—Monday, 19 January 2009.

Salary:—\$52,459 per annum.

Port Arthur Historic Site Staff Agreement 2004, Professional Stream, Level 1, Level 4.

Fixed-term full-time 2 year contract.

Location:—Port Arthur.

Duties:—Develop, manage and deliver effective education programmes for the formal (schools) and informal (lifelong) learning sectors. Co-ordinate the distribution and ongoing management of Port Arthur Historic Site Management Authority's Key to Port Arthur resource to all Tasmanian schools. Develop effective relationships with educators and the Tasmanian Department of Education for the promotion, development and delivery of education programmes both on and off site.

Desirable Requirements:—Tertiary qualifications in a relevant discipline.

Current Drivers Licence.

Enquiries to Veronica Macno, Interpretation Manager, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2368, fax (03) 6251 2322, mobile 0400 082 036, email veronica.macno@portarthur.org.au.

Applications to Jane Bale, HR Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur, phone (03) 6251 2357, fax (03) 6251 2322, email jane.bale@portarthur.org.au.

PREMIER AND CABINET

PUBLIC SECTOR MANAGEMENT OFFICE

Consultant (001559).

Applications Close:—Friday, 16 January 2009.

Salary:—\$61,012–\$62,895 per annum.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Support the progression of the strategic direction of the State Service (People Directions Framework) through the development of a public sector workplace health and wellbeing programme. Provide advice and support in the administration of specific health and wellbeing programme activity.

Enquiries to Brook Teale, Senior Consultant, Department of Premier and Cabinet, phone (03) 6232 7211, email Brook.Teale@dpac.tas.gov.au.

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

*Finance, Facilities and Business Services***Finance Systems Officer (700246).**

Applications Close:—Friday, 16 January 2009.

Salary:—\$51,504–\$57,221 per annum.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Duties:—The Finance Systems Officer supports the development and management of financial systems and procedural internal financial controls, as well as supporting the data integrity of the Department's Financial Management Information System.

Desirable Requirements:—Tertiary qualifications in Commerce or Accounting together with experience in using Financial Management Information Systems.

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

Enquiries to Malcolm Henry, phone (03) 6233 3502, email malcolm.henry@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 2660, email job.applications@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

*Water Policy and Planning***Senior Project Officer (Water Management Planning) (702949).**

Applications Close:—Friday, 16 January 2009.

Salary:—\$66,660–\$76,069 per annum.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time from 2 February 2009–30 June 2009.

Location:—Hobart or Launceston (subject to negotiation).

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

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

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Duties:—As part of a small planning team, the occupant will lead and support the development of sustainable water management frameworks, including statutory water management plans for the State and will assess the implementation of water management plans and undertake reviews of these plans.

Desirable Requirements:—Tertiary qualifications in natural resource management. A current motor vehicle drivers licence. Previous experience in GIS, environmental flow assessments and/or hydrological analysis and modelling.

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

Enquiries to Marilyn Jarrett, phone (03) 6233 8413, email Marilyn.Jarrett@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 2660, email job.applications@dpiw.tas.gov.au.

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Budget Management Branch***Senior Budget Analyst (722600).**

Applications Close:—Friday, 23 January 2009.

Salary:—\$61,012–\$62,895 per annum.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—To provide advice to Government on the development and monitoring of the State Budget; the provision of agency services and the financial performance of government agencies and budgetary and financial issues and reforms as they arise.

In the context of the selection criteria, to be successful in the position applicant will possess: sound financial analysis and accounting skills including knowledge of contemporary budget management, an ability to understand complex

issues and identify possible solutions and good verbal and written communications skills.

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

Enquiries to Frances Hall, Principal Budget Analyst, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 8785, email frances.hall@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Principal Policy Analyst (723796).

Applications Close:—Friday, 23 January 2009.

Salary:—\$66,660–\$76,069 per annum.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time until 17 August 2009.

Location:—Hobart.

Duties:—The Principal Policy Analyst, as a member of the Procurement and Risk Management Unit, will contribute towards the provision of a framework of principles, policies and high level procedures to support best practice Government procurement outcomes and the management and provisioning of the Government's insurable risk.

In the context of the selection criteria, to be successful in the position applicants will:—be able to communicate effectively and succinctly to both internal and external stakeholders, demonstrate the initiative and ability to manage own outputs and contribute to the outputs of a team, demonstrate the ability to define complex problems and identify possible solutions and demonstrate the ability to represent the interests of the team and contribute to a positive team environment.

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

Enquiries to Cheryl Johnston, Manager, Procurement and Risk, Department of Treasury and Finance, phone (03) 6233 4751, email cheryl.johnston@treasury.tas.gov.au.

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

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

Tasmanian Government Senior Executive Service

TASMANIAN SKILLS INSTITUTE

EXECUTIVE SERVICES

Organisational Development

General Manager Organisational Development (331298).

Applications Close:—Friday, 23 January 2009.

Salary:—\$114,167–\$125,584 per annum.

Senior Executive, Level 2.

Senior Executive Contract for up to 3 years.

Location:—South or North.

Commencing operations in January 2009, the Tasmanian Skills Institute will build on the work of TAFE Tasmania to significantly lift the number and level of qualifications in the Tasmanian workforce.

This position directs and leads the growth of the Institute's business activities. In this role you will develop the organisation's capability to derive a significant proportion of its overall revenue from contestable funding sources and fees for service. You will also have responsibility for the Institute's marketing, the management of major bids, business partnerships and opportunities.

Duties:—Direct and manage the formulation, development and implementation of strategic policy directions relating to marketing and business development for the Skills Institute. Build profitable business through successful relationships with employer clients and through the support of teaching delivery units across the organization to meet their revenue targets.

Desirable Requirements:—Relevant tertiary qualification such an MBA, together with proven experience in marketing and business development within a professional services or similar environment.

Enquiries to Malcolm White, Chief Executive Officer, Tasmanian Skills Institute, phone (03) 6336 4244.

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

Applications to Denise Collighan, Tasmanian Skills Institute, P.O. Box 1308, Launceston Tas 7250, phone (03) 6336 4244, fax (03) 6336 4333, email info@skillsinstitute.tas.edu.au. Please mark applications 'confidential'.

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

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	Production Liaison Officer	J. Stapleton	6 months	12.01.09
Economic Development & Tourism	Project Officer	J. McLeod	6 months	06.01.09
Economic Development & Tourism	Program Manager	J. Hurst	6 months	12.01.09
Education	Network Support Officer	T Price	6 months	01.12.08
Education	Internal Auditor	F Haley	6 months	15.12.08
Education	Speech & Language Pathologist	N Murphy	6 months	18.11.08
Education	Budget Officer	S Dale	6 months	11.12.08
Education	Laboratory Technician	R Idstom	6 months	22.12.08
Education	School Executive Officer	R Francis	6 months	05.01.09
Education	Data Officer	Z Desai	6 months	05.01.09
Environment, Parks, Heritage & the Arts	Systems Officer	R. Prestedge	6 months	05.01.09
Environment, Parks, Heritage & the Arts	Receptionist	A. Hawkes	6 months	05.01.09
Environment, Parks, Heritage & the Arts	Deputy Director Public Programs	P. Dowell-Hentall	6 months	07.12.08
Health & Human Services	Registered Nurse	L. Pattison	6 months	28.12.08
Health & Human Services	Ambulance Officer	L. Baxter	6 months	05.01.09
Health & Human Services	Radiographer	R Koch	6 months	29.12.08
Health & Human Services	Child and Family Health Nurse	S.Nettle	6 months	05.01.09
Health & Human Services	Registered Nurse	B. Fordham	6 months	17.11.08
Health & Human Services	Therapy Assistant	G. Dutkiewicz	6 Months	17.12.08
Health & Human Services	Support Worker, Child and Family Services	O.Boer	6 months	23.12.08
Health & Human Services	Registered Nurse	G. Clarke	6 months	22.12.08
Health & Human Services	Clinical Nurse (Community)	J. Scolyer	6 Months	24.12.08
Health & Human Services	Registered Nurse	T. Carr	6 months	04.01.09
Health & Human Services	Customer Service Officer	A Teweson	6 months	22.12.08
Health & Human Services	Ambulance Officer ALS	P. Wellings	6 months	29.12.08
Health & Human Services	Program Manager - Move Well Eat Well	S. Moir	6 months	20.12.08
Justice	Manager Supreme Court	I Roberts	6 Months	05.01.09
Police & Emergency Management	Property Officer	X. Clifford	6 months	05.01.09
Primary Industries & Water	Executive Officer	M. Klein	6 months	07.01.09
Treasury & Finance	Contracts Officer	C. Strike	6 months	19.12.08

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries & Water	Project Officer (Groundwater Business Process & Drillers Licensing)	J. Bayly-Stark	02/01/09 - 01/07/2010	02.01.09

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	M. Findlay	Graduate Project Officer	12.01.09
Economic Development & Tourism	A. Gordon	Support Officer IT	05.01.09
Education	D Guilbert	Principal	01.01.09
Education	C Kingston	Principal	01.01.09
Education	D Hutton	Teacher	01.01.09
Education	C Haberle	AST	06.12.08
Education	D Burton	School Office Clerk	06.12.08
Education	A Roughley	Senior IT Support Officer	10.12.08
Education	W Wheeler	Community Facilitator	11.12.08
Education	T Amerikanos	Web & Media Support Officer	10.12.08
Education	F Skingle	Budget Officer	10.12.08
Education	D Cashion	Principal	01.01.09
Education	B Smith	Facility Management Officer	11.12.08
Education	A Murphy	Marketing Programs Manager	01.01.09
Education	S Woodham	AST	22.12.08
Education	A Long	AST	20.12.08
Education	D Cashion	Principal	01.01.09
Education	K Long	Training Consultant	12.12.08
Environment, Parks, Heritage & the Arts	A. Baird	Manager Centre for Learning and Discovery	12.12.08
Environment, Parks, Heritage & the Arts	S. Gallagher	Section Head Wastewater Management	05.01.09
Health & Human Services	S Gordon-Croal	Specialist Pharmacist - Medical Team Leader	01.01.09
Health & Human Services	G Bayer	Specialist Pharmacist (Drug Information)	29.12.08
Health & Human Services	J. L. Jordan	Community Mental Health Nurse	12.01.09
Health & Human Services	R. MacLachlan	Clinical Nurse	21.12.08
Health & Human Services	A. Walter	Child and Family Health Nurse	05.01.09
Health & Human Services	N. Singline	Hotel Services Manager	22.12.08
Health & Human Services	A. O'Brien	Superintendent - Southern Region	23.12.08
Health & Human Services	S. Sims	Business Support Officer	22.12.08
Infrastructure, Energy & Resources	R. Burk	Manager Traffic Management	18.12.08
Infrastructure, Energy & Resources	P. Hubble	Manager Traffic Projects	18.12.08
Infrastructure, Energy & Resources	J. Platt	Project Manager Bridges	18.12.08
Infrastructure, Energy & Resources	M. Phillips	Manager Business Services	18.12.08
Justice	B. Elliott	Senior Administration Officer	22.12.08
Police & Emergency Management	B. Korn	Systems Administrator	19.12.08
Premier & Cabinet	S. Scattergood	Business Development Consultant	08.12.08
Primary Industries & Water	D. Ferguson	Senior Valuer	22.12.08
Primary Industries & Water	O. Espie	Team Leader (Staff Development and Training)	23.12.08
Primary Industries & Water	C. Wisniewski	Section Manager (Protection and Development)	02.01.09
Treasury & Finance	R. Sain	Senior Policy Analyst	05.01.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Librarian	D Wright	24.12.08
Education	Teacher	M Hughes	31.12.08
Education	Computer Systems Officer	T Walker	26.12.08
Education	IT Trainee	P Nowell	19.12.08
Environment, Parks, Heritage & the Arts	Administrative Assistant	S. Isham	05.12.08
Health & Human Services	Registered Nurse	K McKee	27.12.08
Health & Human Services	Child Protection Worker	B. Crowley	11.12.08
Health & Human Services	Home Help Personal Carer	L. Cock	25.12.08
Health & Human Services	Day Centre Assistant	P Klumpp	14.11.08
Health & Human Services	Senior Physiotherapist	R Gopal	19.12.08
Health & Human Services	Tenancy Officer	S. Leishman	24.12.08
Health & Human Services	Staff Specialist	S. Dhara	18.12.08
Health & Human Services	Home Help Personal Carer	J. Ruttle	24.12.08
Health & Human Services	Dental Attendant	B. Bennett	29.12.08
Health & Human Services	Dental Officer	G. Williams	02.01.09
Health & Human Services	Clinical Nurse Educator	K Herbison	25.12.08
Health & Human Services	Registered Nurse (Midwife)	J. Semmler	27.12.08
Infrastructure, Energy & Resources	Property Officer	Fellows S	02.01.09
Police & Emergency Management	Clerical Officer	A. Cordwell	31.12.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Principal	P Castle	31.12.08
Education	Teacher	C Wright	26.11.08
Education	Librarian	C Graham	31.12.08
Education	Principal	D Pearce	19.12.08
Education	Assistant Principal	J Blake	31.12.08
Education	Principal	M Sheahen	31.12.08
Education	Teacher	J Potter	19.12.08
Health & Human Services	Clinical Nurse	R Polegaj	27.12.08
Justice	Professional Supervisor	C. Bentley	31.12.08
Primary Industries & Water	Senior Valuer	L. Wright	31.12.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	C Absolom	Education	Internal Auditor	15.12.08
Primary Industries & Water	S Caporn	Education	Communications and Marketing Officer	22.12.08
Health & Human Services	B. Spinks	Environment, Parks, Heritage & the Arts	Liaison Officer	02.02.09
Treasury & Finance	C Flint	Infrastructure, Energy & Resources	Senior Policy Analyst	05.01.09

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