



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
SALES \$1.10
INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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.

Assertiveness & conflict resolution

Standing up for yourself

- Learn how to express your ideas logically
- How to buy time to think under pressure
- How to respond calmly to personal criticism

What makes people tick?

- What are Jung's personality types?
- What is your personality type? (questionnaire)
- How to persuade different personality types

Negotiating with bosses & co-workers

- How to look confident when you feel nervous
- How to handle tactics and bullies confidently
- How to make people stop and listen to you
- How to say 'no' without feeling guilty

Hobart: 26 & 27 Feb 21 & 22 May
 Launceston: 15 & 16 Apr
 Public course: \$495 per person
 In-house: \$1795 per day (for up to 16 people)

Speaking confidently to groups

We can't teach you Barack's charisma but we can teach you many of the simple techniques he employs.

Looking confident

- Proven techniques to control your nerves
- How to look confident when you feel anxious
- How to manage your eye contact in groups

Making powerful points

- How to grab people's attention without a joke
- Discover the power of succinct phrases to sum up your arguments in meetings: 'Yes we can'

Answering tricky questions

- How to stay calm if you 'go blank'
- How to reply calmly to hostile questions
- How to explain technical facts in plain English
- How to buy 'time to think' under pressure

Hobart: 24 & 25 Feb 2 & 3 Jul
 Launceston: 28 & 29 Apr
 Public course: \$495 per person
 In-house: \$1795 per day (for up to 16 people)



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au
 Website: www.developingpotential.com.au

Phone: 6224 1066

Gazette

Email copy to

govt.gazette@thepat.com.au

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

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

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

Order Information

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

Deadlines*Government Gazette:—*

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4 p.m. Friday** prior to publication. *State Service Notices—Vacancy, Direct Selection and Staff Movement Notices:—*Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication. Telephone (03) 6233 6687.

Deadlines will be strictly adhered to.**Subscription or account enquiries phone (03) 6233 3148**

Development and Tourism, G.P.O. Box 646, Hobart, 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM**SPORT AND RECREATION TASMANIA***Sport and Recreation Services***Client Manager (4244418).**

Applications Close:—Friday, 6 February 2009.

Salary:—\$61,012–\$62,895 per annum.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Provide client management services, policy and project advice to the sport and recreation sector, including peak and state organisations. As a member of Sport and Recreation Services liaise with members of other teams to identify and develop strategies to address emerging sport and recreation issues.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations. A current driver's licence.

Enquiries to Joy Maher for a copy of the Statement of Duties on (03) 6233 5926 or email joy.maher@development.tas.gov.au. For further information about the position please contact Alison Gaden, Manager South, Department of Economic Development and Tourism, phone (03) 6233 5315, email Alison.Gaden@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, email applications@development.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS**ENVIRONMENT***Environmental Operations***Senior Environmental Officer (Wastewater Management) (701127).**

Applications Close:—Friday, 6 February 2009.

Salary:—\$65,774–\$71,831 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—As a Senior Environmental Officer, the occupant will undertake the ongoing management of a broad range of environmentally relevant activities, as well as responding to environmental incidents and complaints in accordance with the objectives, principles and requirements of the Resource Management and Planning System, Environmental Management and Pollution Control Act 1994 and other relevant legislation, policies and regulations.

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

ECONOMIC DEVELOPMENT AND TOURISM**Graduate Project Officer, Generic (Generic).**

Applications Close:—Friday, 5 February 2010.

Salary:—\$46,736–\$56,270 per annum.

Tasmanian State Service Award, General Stream.

Register Fixed-term, Full-time for up to 12 months.

Location:—Hobart, Launceston or Burnie.

Duties:—As a member of a team, undertake research, analysis and interpretation of information, assist in the preparation of proposals and recommendations. Assist with the initiation, co-ordination, implementation and monitoring of industry, community and business policies and programmes. To liaise with other agencies, industry and business on relevant issues from time to time. Provide research and support services for the Department on inter-agency committees, as required. Undertake specific projects as required. Prepare correspondence, reports and briefing notes as required. Provide support to senior staff and the various functional areas of the Department. Undertake other tasks as required by the Secretary. Assist in the preparation of briefing notes and advice on the financial implications and viability of development projects and the Government's industry policies and plans.

Essential Requirements:—A degree or tertiary qualification in a relevant discipline.

Enquiries to or for further information including for a copy of the Statement of Duties on (03) 6233 5893 or email David.Sproule@development.tas.gov.au. For further information about the position please contact, Senior HR Officer, Department of Economic Development and Tourism, phone (03) 6233 9537, email Elissa.Ferguson@development.tas.gov.au.

Applications to Applications, Department of Economic

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

Enquiries to Steve Gallagher for further information regarding the role or for a copy of the Statement of Duties, phone (03) 6233 3601, email Stephen.Gallagher@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

ENVIRONMENT

Environmental Operations

Senior Waste Management Officer (706303).

Applications Close:—Friday, 6 February 2009.

Salary:—\$65,774–\$71,831 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior environmental officer, assist in implementation of both the Waste Management and Controlled Waste Strategies for Tasmania, provision of advice for environmentally relevant activities, particularly in areas relating to waste management and controlled (hazardous) waste management according to the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation and policies.

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.

HEALTH AND HUMAN SERVICES

CARE REFORM

Human Resources

HR Relationship Management Team, Human Services

HR Advisor, Human Services (516318).

Applications Close:—Friday, 6 February 2009.

Salary:—\$60,227–\$62,110 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Using a portfolio management approach, to be proactive in the development and implementation of the Department's human resource practices, policies and procedures and provide sound advice and support to the HR Relationship

Manager -Human Services, HR Consultant, as well as line managers and employees on contemporary employee management issues, including award matters, industrial relations, legislative requirements, performance management and diversity.

Desirable Requirements:—A sound knowledge of and experience of contemporary human resource issues and the ability to apply this in the Tasmanian State Service Context; together with a sound understanding of the principles of procedural fairness and their practical application in a contemporary HR service, particularly in relation to investigations and advocacy. Demonstrated understanding of industrial relations processes, including a working knowledge of Federal and State employment legislation combined with an ability to accurately interpret awards, agreements and policy documents. Sound written, verbal and interpersonal communication skills and the ability to negotiate effective outcomes with a wide range of stakeholders including managers, employees and their representatives. Ability to work constructively as a member of a dynamic multi-skilled team.

Enquiries to Michael Bennett, Department of Health and Human Services, phone (03) 6233 2415, email michael.bennett@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

Executive Assistant (501102).

Applications Close:—Friday, 13 February 2009.

Salary:—\$46,109–\$48,920 per annum.

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

Permanent full-time day work.

Location:—25 Argyle Street, Hobart.

Duties:—Do you have proven experience as a Personal Assistant or Executive Assistant? Do you like a challenge? Do you have excellent time management and organisational skills, being able to multi-task, cope with pressure and juggle competing priorities? Do you like working with a diverse range of people?

Cancer Screening and Control Services has a vacancy for an experienced and professional Executive Assistant to provide high level administrative support to the State Manager and Senior Management Team. Then this could be the right job for YOU!

Desirable Requirements:—Knowledge of, and experience in, day to day office management activities within a senior management environment. High-level written, verbal, interpersonal and communication skills, with the proven ability to negotiate and liaise with a wide range of clients, including health care professionals, radiographers, radiologists and general practitioners in a sensitive and confidential manner. Experience in the use of computers and use of the Microsoft suite of products, on-line data base applications and digital transcription software. Experience in the management of departmental files, manuals and finance systems.

Enquiries to Gail Raw, Department of Health and Human Services, phone (03) 6216 4301, email gail.raw@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

Executive Officer (514235).

Applications Close:—Friday, 6 February 2009.

Salary:—\$50,816–\$56,463 per annum.

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

Permanent full-time day work.

Location:—25 Argyle Street, Hobart.

Duties:—As a member of the Business Support Team for Cancer Screening and Control Services, perform project management and associated support activities for individual projects. Provide advice on planning, risk analysis, communication strategies, policy development, performance management and associated human resource issues.

Desirable Requirements:—Demonstrated high level organisational and co-ordination skills, including experience in planning, reporting and performance monitoring and an understanding of project management principles. Strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues. A proven ability to work constructively as a member of a high performing team, including an ability to be adaptable and flexible, working within an environment subject to work pressure, competing priorities, ambiguity and change.

Enquiries to Gail Raw, Department of Health and Human Services, phone (03) 6216 4301, email gail.raw@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

Oral Health Services Tasmania North West

Dental Attendant—2 Vacancies.

Applications Close:—Friday, 6 February 2009.

Salary:—\$36,204–\$38,977 per annum.

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

Vacancy No. 516854.

Permanent full-time day work.

Location:—North-Western Region.

Vacancy No. 501196.

Permanent full-time day work.

Location:—North-Western Region.

Duties:—Assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. Take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Expertise in, and significant knowledge of, Dental Attendant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation.

Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public.

Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such.

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

HEALTH SERVICES

Health and Well Being Services

Oral Health Services Tasmania South

Senior Dental Assistant—2 Vacancies.

Applications Close:—Friday, 6 February 2009.

Salary:—\$47,054 pro rata.

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

Vacancy No. 517234.

Fixed-term part-time day work, working 60.8 hours per fortnight, commencing As soon as possible until 30 June 2010.

Location:—Oral Health Services South.

Vacancy No. 518417.

Fixed-term part-time day work, working 45.6 hours per fortnight, commencing As soon as possible until 30 June 2010.

Location:—Oral Health Services South.

Duties:—Provide co-ordination, direction and support to dental assistants within the Oral Health Service. Work closely with the senior clinicians to ensure clinical support is provided by dental assistants in a professional, effective and efficient manner. The job will have a clear liaison role between the different professional groups within Oral Health Services Tasmania and be the first point of contact for staff in relation to dental assistants. The Senior Dental Assistant models best practice and will be responsible for maintaining clinical standards in dental assisting.

Desirable Requirements:—Demonstrated high level experience in, and knowledge of, dental assistant's clinical roles and procedures, including current infection control practices.

Demonstrated understanding and experience in the provision of chairside assistance for complex clinical dental procedures and the ability to identify training needs and train other dental assistants in these procedures.

An understanding of a public health approach to the provision of oral health services and knowledge of Oral Health Services Tasmania policies and procedures, including the ability to apply this knowledge to resolve operational issues.

Enquiries to Leanne Williams, Department of Health and Human Services, phone (03) 6214 5433, email leanne.williams@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

HEALTH SERVICES

Launceston General Hospital

Clinical Nurse Educator (516773).

Applications Close:—Friday, 6 February 2009.

Salary:—\$72,136–\$77,219 per annum.

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

Permanent full-time day worker.

Location:—Ward 6D, General Medicine/Stroke/Cardiac ward.

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programmes in the clinical practice setting.

The Department of Health and Human Services has established a clinical learning and education framework for nursing and midwifery. The framework recognises that the development of the nurse is optimised when theoretical knowledge is integrated with practice within a structured education environment.

The principal outputs of the framework are education programmes including:—transition programmes, clinical practice placement programmes as a component of pre and post registration and enrolment courses and professional development programmes.

In recognition of the requirements of the different settings, the clinical nurse educator role may incorporate activities associated with some or all of the principal outputs.

The objective is achieved in accordance with Agency policy and legal requirements and performance reporting arrangements are linked to the DHHS Progress Chart.

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

Highly Desirable Qualifications:—Holds or is working towards a post graduate qualification in Stroke and /or Cardiac Nursing/Nursing Education.

Enquiries to Catherine Austen, Department of Health and Human Services, phone (03) 63487588, mobile 0408336477, email catherine.austen@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Clinical Nurse Educator (516772).

Applications Close:—Friday, 6 February 2009.

Salary:—\$72,136–\$77,219 per annum.

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

Permanent full-time day work.

Location:—Medicine, Ward 5D/Oncology.

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programmes in the clinical practice setting.

The Department of Health and Human Services has established a clinical learning and education framework for nursing and midwifery. The framework recognises that the development of the nurse is optimised when theoretical knowledge is integrated with practice within a structured education environment.

The principal outputs of the framework are education programmes including:—transition programmes, clinical practice placement programmes as a component of pre and post registration and enrolment courses and professional development programmes.

In recognition of the requirements of the different settings, the clinical nurse educator role may incorporate activities associated with some or all of the principal outputs.

The objective is achieved in accordance with Agency policy and legal requirements and performance reporting arrangements are linked to the DHHS Progress Chart.

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

Highly Desirable Qualifications:—Holds or is working towards a post graduate qualification in Cancer Nursing/Nursing Education.

Enquiries to Catherine Austen, Department of Health and Human Services, phone (03) 63487588, mobile 0408336477, email catherine.austen@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Senior Diabetes Dietitian (503513).

Applications Close:—Friday, 6 February 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 worker.

Location:—Clinical Services, Allied Health.

Utilising primary health care principles and in accordance with Agency policies and legal requirements the Dietitian will provide and maintain dietetic service to clients of the Diabetes Centre at a specialist level.

In association with other members of the multidisciplinary Diabetes Team the senior diabetes Dietitian will Provide a focal point for integrated nutrition care for clients of the Diabetes Centre and act as a resource for the community and for other health workers, Undertake specialised nutritional assessment and treatment, Manage existing nutrition related health service programmes and resources as well as planning and developing new and innovative best practice strategies within the region, Maintain specialised knowledge of the client caseload whilst ensuring optimum client services.

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Senior Dietitian Rehabilitation (518624).

Applications Close:—Friday, 6 February 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 worker.

Location:—Clinical Services, Allied Health.

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

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

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

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

Maintenance Officer Painter (517532).

Applications Close:—Friday, 6 February 2009.

Salary:—\$40,815–\$43,348 per annum.

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

Permanent full-time day work.

Location:—Hotel and Contracts, Engineering and Maintenance.

As part of a multi disciplinary team the Maintenance Officer-Painter is responsible for the repair of painting equipment, services and facilities throughout the Mersey Community Hospital.

Desirable Requirements:—Broad experience and a demonstrated high level of knowledge of all facets of the building industry. Demonstrated capacity to work with limited supervision and undertake tasks that require an independent approach and high degree of initiative. Broad knowledge and experience in interpreting plans and specifications, together with demonstrated ability in liaising with and interpreting customer requirements. Demonstrated ability to interact and communicate effectively with staff from all.

Highly Desirable:—A current drivers licence.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to Robin Partridge, Department of Health and Human Services, phone (03) 64265140, email robin.partridge@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

Medical Practitioner (Medicine) (515386).

Applications Close:—Friday, 13 February 2009.

Salary:—To be negotiated.

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

Fixed-term full-time day work (with oncall). To commence as soon as possible until 18 January 2010.

Location:—Division of Medicine, Medical Ward.

Duties:—Provide senior level medical care to medical patients admitted to the inpatient wards and the outpatients department. To officially manage the transfer of medical category patients requiring on-going care to other units within the hospital or to other Tasmanian Hospitals. This position will be based at the Mersey Community Hospital, which is managed by the Department of Health and Human Services, Tasmania.

Essential Requirements:—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the Medical Practitioners Registration Act 1996 and has had a minimum of four year's relevant post graduate experience.

Enquiries to Donna Harris, Department of Health and Human Services, phone (03) 6426 5315, email donna.harris@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Medical Practitioner, Emergency (501913).

Applications Close:—Friday, 13 February 2009.

Salary:—To be negotiated.

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

Fixed-term full-time day worker. To commence as soon as possible until 11 January 2010.

Location:—Emergency Medicine.

Duties:—Provide senior level emergency medical care to patients attending the Department of Emergency Medicine at the Mersey Community Hospital. To be involved in quality improvement activities at the Mersey Community Hospital.

Essential Requirements:—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the Medical Practitioners Registration Act 1996 and has had a minimum of four year's relevant post graduate experience.

Enquiries to Donna Harris, Department of Health and Human Services, phone (03) 6426 5315, email donna.harris@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Registered Nurse (5 vacancies) (518560).

Applications Close:—Friday, 6 February 2009.

Salary:—\$47,472–\$62,348 per annum.

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

Permanent part-time shift worker (fully rotational), working 64 hours per fortnight.

Location:—Division of Medicine, High Dependency Unit.

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

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Jackie van den Berg, Department of Health and Human Services, phone (03) 6426 5385, email jacqueline.vandenberg@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

Occupational Therapist (502058).

Applications Close:—Friday, 6 February 2009.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work.

Location:—Clinical Services, Allied Health/Occupational Therapy.

Duties:—To assess, plan and carry out treatment programmes, in accordance with organisational policies and professional code of conduct, for clients referred to occupational therapy services. Rotation across clinical work areas in the region will be required including medical/surgical inpatients, orthopaedic inpatients, outpatients, community clients, and paediatrics. Assist senior occupational therapists in ensuring best practice standards for occupational therapy services provided by the North West Regional Hospital, including actively promoting the role of occupational therapy within both an acute hospital and community setting, and participate in education of service users.

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

Highly Desirable:—Current driver's license.

Enquiries to Brad Birleson, Department of Health and Human Services, phone (03) 64306600, email brad.birleson@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***Registered Nurse (518542).**

Applications Close:—Friday, 6 February 2009.

Salary:—\$47,472–\$62,348 pro rata.

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

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

Location:—Nursing Services, Outpatient Clinics.

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

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*North West Regional Hospital***Social Worker-Residential Aged Care Liaison (516494).**

Applications Close:—Friday, 6 February 2009.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day worker.

Location:—Clinical Service, Allied Health/Social Work.

Duties:—To develop, provide and evaluate Social Work services for patients of North West Regional Hospital (NWRH) awaiting placement in residential aged care facilities or other community-based supported accommodation in accordance with agency policies and the Code of Ethics of the Australian Association of Social Workers. To facilitate appropriate and timely placements through the development and promotion of effective and positive interface between NWRH, residential aged care facilities, supported accommodation services, and other government and community based agencies.

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

Enquiries to Barbara Batten, Department of Health and Human Services, phone (03) 64306586, email barbara.batten@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 (507631).

Applications Close:—Friday, 6 February 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 16 hours per fortnight commencing 1 March 2009.

Location:—George Town Hospital and Community Centre.

Duties:—To provide effective and efficient administrative and clerical support service to the offices of Primary Health North and, where required, provide the same assistance to other Primary Health North services located in and around the Launceston area.

Desirable Requirements:—A sound knowledge of office management principles and capacity to effectively manage the day-to-day operation of the offices of the Primary Health North Co-ordinators, demonstrated understanding of meeting procedures and the ability to provide secretarial and administrative support to committees, well developed computer skills including the ability to efficiently operate word processing, spreadsheet, calendar, mail and database systems and the internet, and well developed oral, written and interpersonal communication skills, appropriate to the undertaking of administrative and reception duties in a senior management and team environment.

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

Health Promotion Co-ordinator (507509).

Applications Close:—Friday, 6 February 2009.

Salary:—\$65,874–\$75,280 pro rata.

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

Permanent part-time day work.

Location:—Primary Health North.

Duties:—In accordance with Agency policies and within a primary health care framework is responsible for the development and evaluation of community development and health promotion processes within the co-ordination area, and builds cross Area and Group links.

Desirable Requirements:—Demonstrated sound knowledge of the principles and practice of primary health care, health promotion and community development, high level interpersonal, communication, collaboration, negotiation and conflict resolution skills, high level leadership ability and an innovative approach to problem solving and an understanding of the complex environment of community and health services delivery, including the ability to understand the political, social and organisational environment impacting on the Agency.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Multiskilled Domestic (507048).

Applications Close:—Friday, 6 February 2009.

Salary:—\$35,421–\$35,990 pro rata.

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

Fixed-term casual shift work, as and when required, commencing as soon as possible to 30 January 2011.

Location:—Scottsdale.

Duties:—To clean allocated areas of the hospital, nursing home and day centre, complying with standards of infection control, to assist in the preparation and delivery of meals in accordance with FoodSafe guidelines, and to provide a laundry service in compliance with established hospital guidelines.

Desirable Requirements:—Knowledge of food preparation, presentation, diets and FoodSafe guidelines, demonstrated knowledge and experience in the provision of cleaning procedures within a health related environment, knowledge of the function and use of catering, cleaning and laundry equipment, and sound interpersonal and communication skills, together with an understanding of the needs and comforts of clients utilising hospital services and an understanding of the need for good public relations.

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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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Registered Nurse (Relief) (505888).

Applications Close:—Friday, 6 February 2009.

Salary:—\$47,472–\$62,348 pro rata.

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

Fixed-term casual shift work, commencing as soon as possible to 25 January 2011.

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 West

Administrative Assistant (Home Care Co-ordination) (502724).

Applications Close:—Friday, 6 February 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 12 hours per fortnight.

Location:—Devonport Community Health Centre.

Duties:—Provide administrative and clerical support to the Devonport Community Health Home Care Service and Community Nursing Service.

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 Jacky Taylor, Department of Health and Human Services, phone (03) 6421 7700, email jacky.taylor@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 West

Child and Family Health Nurse (501093).

Applications Close:—Friday, 6 February 2009.

Salary:—\$56,230–\$67,183 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term part-time day work, working 38 hours per fortnight from 9 March 2009 to 31 July 2009.

Location:—Primary Health North West.

Duties:—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 Leonie Halley, Department of Health and Human Services, phone (03) 6440 7140, email leonie.halley@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 West

Community Podiatrist (503070).

Applications Close:—Friday, 20 February 2009.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work.

Location:—Primary Health North West.

Duties:—To provide a high standard of Podiatric service to community clients in the North West of Tasmania, to work with other service providers in the local community to enable an early intervention, assessment and support programme for the relevant district/s and participate as a member in the continued development of the North West Community Podiatry Service.

Essential Requirements:—Degree or Diploma from a recognised tertiary institution and registered or eligible for registration by the Tasmanian Podiatrist Registration Board.

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 Claire Massey, Department of Health and Human Services, phone (03) 6336 5123, email claire.massey@dhhs.gov.tas.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 West

Cook/Hotel Services Supervisor (502400).

Applications Close:—Friday, 6 February 2009.

Salary:—\$40,815–\$43,348 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—King Island Hospital and Health Centre.

Duties:—This job has responsibility for co-ordinating the delivery of hotel services for the King Island Hospital and Health Centre. This includes preparing and producing all food and nutritional requirements for patients, residents and staff at the King Island Hospital and Health Centre and delivered meal recipients, providing supervision and direction to a small team of catering and cleaning support staff and monitoring the use and storage of food, perishable goods and other consumables. Liaise with the DON/Site Manager in the purchasing of materials and ensure that items are stored and used in accordance with current workplace safety and Foodsafe guidelines.

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 Catherine Donnellan, Department of Health and Human Services, phone (03) 6462 9900, email kihhcdon@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 West

Day Centre Assistant (513796).

Applications Close:—Friday, 6 February 2009.

Salary:—\$36,204–\$38,977 pro rata.

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

Permanent part-time day work, working 18 hours per fortnight.

Location:—King Island Hospital and Health Centre.

Duties:—To assist with the care of Day Centre clients under the supervision of the Day Centre Co-ordinator, with regard

to personal care, ensure individual interests, custom, beliefs, cultural and ethnic backgrounds are valued and fostered in activities within the facility, as well as catering and hotel service roles.

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 Dawn Wooley, Department of Health and Human Services, phone (03) 6462 9900, email kihhcdon@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 South

Case Manager, Community Options (515585).

Applications Close:—Friday, 13 February 2009.

Salary:—\$50,816–\$56,463 per annum.

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

Permanent full-time day work.

Location:—Repatriation Centre, 90 Davey Street, Hobart.

Duties:—To work with frail older and younger disabled clients and their families to achieve all the functions of the case management process.

Desirable Requirements:—Well-developed understanding of and demonstrated ability to undertake the functions of the case management process as relevant to clients with complex care needs.

Demonstrated understanding and knowledge of the needs of the clients of the Home and Community Care target group, the concept of packaged care and the use of brokerage funds.

Ability to exercise initiative and discretion within a health care setting, and quickly acquire knowledge of local community networks and referral services relevant to the frail aged and younger people with disabilities and their carers.

Enquiries to Christine Priest, Department of Health and Human Services, phone (03) 6222 7781, email christine.priest@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

HEALTH SERVICES

Primary Health Services

Primary Health South

Speech Pathologist (518490).

Applications Close:—Friday, 13 February 2009.

Salary:—\$45,535–\$73,058 pro rata.

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

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

Location:—Repatriation Centre, 90 Davey Street, Hobart.

Duties:—The Community Rehabilitation Unit provides comprehensive goal-orientated rehabilitation services for community clients who require access to a multidisciplinary or specialised rehabilitation service. Duties include: assess, plan and carry out individual and group treatment programmes for clients referred to the Community Rehabilitation Unit (CRU). Rotation across clinical work areas in rehabilitation may be required. Assist the senior speech pathologist in ensuring best practice standards for speech pathology services provided at CRU.

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

Enquiries to Natalie Ellston, Department of Health and Human Services, phone (03) 6222 7312, email natalie.ellston@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

HEALTH SERVICES

Royal Hobart Hospital

Administrative Assistant (Multiple Vacancies) (513627).

Applications Close:—Friday, 6 February 2009.

Salary:—\$40,815–\$43,348 per annum.

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

Fixed-term full-time, fixed term part-time and casual hours are available.

Location:—Hobart.

Duties:—To provide a high level of administrative, clerical and secretarial support to assist in the efficient and effective operation of Continuing Care at the Royal Hobart Hospital.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices. Demonstrated ability to utilise computer based equipment, applications and software including office equipment. Ability to exercise initiative, judgement, courtesy and discretion and to work effectively under routine supervision. Demonstrated ability to work either individually or as a member of a team in an environment subject to work pressure and change.

Enquiries to Kylie Rinaldi, Department of Health and Human Services, phone (03) 62 227520, email kylie.rinaldi@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Assistant Director Of Nursing, Continuing Care (518577).

Applications Close:—Friday, 6 February 2009.

Salary:—\$89,994 per annum.

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

Permanent full-time day work.

Location:—Hobart.

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 Continuing Care Operations. Provides the Nursing and Services Director with high quality and authoritative advice and support.

As a member of the senior nursing team within Continuing Care, provide a high level of operational leadership and direction, ensuring resources are efficiently utilized, 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 operations of the Continuing Care Division. This includes the development of integrated multi-disciplinary models of care 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, quality teaching and practice development, and to collaboratively progress and maximize 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 Bruce Edwards, Department of Health and Human Services, phone (03) 6222 8200, email bruce.edwards@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Customer Service Officer (PIMS) (517704).

Applications Close:—Friday, 6 February 2009.

Salary:—\$40,815–\$43,348 pro rata.

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

Permanent part-time shift work, 2 vacancies each 40.5 hours per fortnight, working 7 days on and 7 days off (includes public holidays).

Location:—Royal Hobart Hospital.

Duties:—Provide front line clerical support to clinical staff on the designated ward/unit. Implement relevant clerical procedures and ensure accuracy of data collected and recorded. Input and retrieve patient information using the hospital's computerised information system in accordance with established system procedures and standards for the capture of patient details and patient activity. Receive and effectively manage all incoming telephone and face to face enquiries. Communicate with various hospital staff as required for efficient and effective clerical support for patient care.

Enquiries to Melinda Tonks, Department of Health and Human Services, phone (03) 6222 8448, email melinda.tonks@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Dietitian (508220).

Applications Close:—Friday, 6 February 2009.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide the clinical dietetic service in designated work areas and assist in the development and operation of the Nutrition and Dietetic Service. Be a resource for the community and for other health workers.

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

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 Jean Symes, Department of Health and Human Services, phone (03) 6222 7204, email jean.symes@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Executive Assistant (517289).

Applications Close:—Friday, 6 February 2009.

Salary:—\$46,109–\$48,920 per annum.

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

Permanent full-time day work. (Part-time hours may be considered).

Location:—Hobart.

Duties:—Provide a high level of administrative and executive support to the Executive Director Continuing Care undertaking a diverse range of projects are required. Provide support, and develop and maintain systems that facilitate safe, high quality health care service delivery.

Desirable Requirements:—Demonstrated ability to organise, set priorities and meet deadlines, together with a demonstrated capacity to handle a number of tasks concurrently in a demanding environment. High level written and verbal communication skills, with the ability to manage time effectively and work either as a member of a team or as an individual, within a changing environment. Ability to negotiate and liaise with a wide range of internal and external stakeholders in a sensitive and confidential manner. Demonstrated ability to use initiative and a commitment to continuous quality improvement with the ability to interpret and analyse relevant information and decide on an appropriate course of action.

Enquiries to Kylie Rinaldi, Department of Health and Human Services, phone (03) 62 227520, email kylie.rinaldi@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Filing Clerk (510531).

Applications Close:—Friday, 6 February 2009.

Salary:—\$31,708–\$38,413 pro rata.

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

Fixed-term casual day work.

Location:—Royal Hobart Hospital.

Duties:—Provide an efficient filing service for Patient Information Management Service. To assist with general clerical tasks as required and archiving of medical records into secondary storage areas. Perform quality assurance activities related to files in the Patient Information Management Service.

Enquiries to Rhonda Boulter, Department of Health and Human Services, phone (03) 6222 8248, mobile 0418 110 715, email rhonda.boulter@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 (510311).

Applications Close:—Friday, 6 February 2009.

Salary:—\$34,214–\$34,965 pro rata.

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

Fixed-term part-time day worker, working 48 hours per fortnight, Monday, Thursday and Friday each week 7.30am to 4.00pm.

Location:—Hobart.

Duties:—Maintain clean hygienic surrounding to facilitate the control of infection. Maintenance of basic ward equipment. Ensure patient confidentiality.

Desirable Requirements:—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment. Ability to monitor ward/unit stock and stores, ordering when appropriate.

Enquiries to Catherine Tonkin, Department of Health and Human Services, phone (03) 6222 8155, email catherine.tonkin@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

Occupational Therapist (508240).

Applications Close:—Friday, 6 February 2009.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To assess and treat patients as part of an occupational therapy team within a multidisciplinary setting on allocated ward and to maintain optimal patient care. To assist senior occupational therapists with the development of the occupational therapy through quality improvement activities, clinical guidelines 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).

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.

Highly Desirable:—Current drivers licence.

Enquiries to Kaye Jenkins, Department of Health and Human Services, phone (03) 6222 8314, email kaye.jenkins@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Red Dot Project Officer (518614).

Applications Close:—Friday, 6 February 2009.

Salary:—\$62,802–\$67,183 per annum.

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

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

Location:—Hobart.

Duties:—Develop and implement a project plan for the successful implementation of the Eddie Wood Red Dot System throughout the Royal Hobart Hospital, including co-ordination with nursing, allied health and medical staff. Provide support to the Manual Handling Co-ordinator.

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

Enquiries to Sandra Roberts, Department of Health and Human Services, phone (03) 62 227978, email sandy.roberts@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Senior Physiotherapist, Team Support (508303).

Applications Close:—Friday, 6 February 2009.

Salary:—\$69,974–\$80,262 per annum.

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

Fixed-term full-time day work, commencing As soon as possible until 30 June 2010.

Location:—Hobart.

Duties:—To provide regular relief for Senior Physiotherapists across all Physiotherapy Teams at the Royal Hobart Hospital (RHH). Support, monitor and co-ordinate the flow of work for the Physiotherapy Service in order to maintain a constant and high standard of service. Provide and maintain optimal Physiotherapy care to Cardio-respiratory, Neuro-geriatric, Musculoskeletal, Hands, Burns and Plastics, Womens Health and Paediatric patients at the Royal Hobart Hospital.

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

Enquiries to Paul Shinkfield, Department of Health and Human Services, phone (03) 6222 8326, email paul.shinkfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Specialist Pharmacist, Clinical Trials (518448).

Applications Close:—Friday, 6 February 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:—Hobart.

Duties:—Work within a team of clinical trials specialist pharmacists and pharmacy technicians to oversee pharmacy operations in the area of clinical trials, and to support the Pharmacy Department's management of drug access schemes.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of 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 Maurice Curtis, Department of Health and Human Services, phone (03) 6222 6693, email maurice.curtis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Specialist Radiographer (510160).

Applications Close:—Friday, 6 February 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 shift work.

Location:—Hobart.

Duties:—Responsible for performing basic medical imaging examinations, procedures and specialised C/T or MRI procedures and associated administrative tasks.

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

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, mobile 0407 050 663, email shane.morgan@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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Visiting Medical Practitioner, WACS (518575).

Applications Close:—Friday, 6 February 2009.

Salary:—To be negotiated.

Tasmanian Visiting Medical Practitioners (Public Sector) Agreement 2002, Visiting Medical Specialist Level I-IV (Salary commensurate with qualifications and experience).

Fixed-term part-time 14 hours per fortnight, commencing as soon as possible for a period of 24 months.

Location:—Hobart.

Duties:—In accordance with hospital policy, procedures and statutory regulations the Visiting Medical Practitioner will:—Provide clinical services of the highest possible standard to paediatric and adolescent patients and their families. Facilitate the development and delivery of best practice paediatric services to children and adolescents in Tasmania. Provide service to the School of Medicine through the Discipline of Paediatrics and Child Health, University of Tasmania in undergraduate teaching and learning. Actively pursue improved outcomes for paediatric and adolescent patients by participating in teaching and research relevant to Paediatrics.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Highly Desirable Requirements:—Recognition as a Paediatrician by the completion of FRACP training or equivalent. Evidence of participation in MOPS or equivalent.

Enquiries to John Daubenton, Staff Specialist, Department of Health and Human Services, phone (03) 6222 7125, email john.daubenton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Senior Pharmacist, TCU, WITHDRAWN (515225).

Applications Close:—Friday, 6 February 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 (38 hours per week).

Location:—Royal Hobart Hospital and Campuses.

Duties:—Provide pharmaceutical care to patients; and training, professional supervision and support to other pharmacy staff within the Royal Hobart Hospital and its campuses in relation to the co-ordination of the practice of specialist clinical activities and the provision of drug information with an emphasis on aged care, palliative care and rehabilitation medicine.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

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

Enquiries to Maurice Curtis, Department of Health and Human Services, phone (03) 6222 6693, email maurice.curtis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Child Protection Worker (501563).

Applications Close:—Friday, 6 February 2009.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work.

Location:—Children and Family Services, South West.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons.

The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young person's home.

The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Desirable Requirements:—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and

within statutory responsibility. Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public. A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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 Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@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

Children and Family Services

Child Protection Worker (3 vacancies) (501660, 514183, 516197).

Applications Close:—Friday, 6 February 2009.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work.

Location:—Children and Family Services, South East.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons. The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young person's home.

The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Desirable Requirements:—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility. Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public. A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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 Bruce Kemp, Department of Health and Human Services, phone (03) 6230 7755, email bruce.kemp@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

Children and Family Services

Rostered Carer (Casual Pool) (517953).

Applications Close:—Friday, 6 February 2009.

Salary:—\$36,204–\$38,977 per annum.

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 for a period of 12 months.

Location:—Children and Family Services, South West.

Duties:—Under the supervision of the Co-ordinator, provided care and support to children and young people with high needs.

Desirable Requirements:—Experience in working with children and young people. Sound care skills and knowledge of developmental needs and the effect of trauma on children and young people. Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure an change, and an ability to maintain a high level of confidentiality.

Essential Requirements:—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 Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@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

*Children and Family Services***Senior Policy Analyst (517245).**

Applications Close:—Friday, 6 February 2009.

Salary:—\$65,874–\$75,280 per annum.

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

Permanent full-time day work.

Location:—Children and Family Services, Hobart.

Duties:—As a senior member of the Planning, Performance and Evaluation (PPE) Unit, provide support and specialist advice to the Manager PPE and senior management within Children and Family (CAFS) Services in relation to the corporate governance of CAFS. In doing so, the incumbent will seek to enhance the efficiency and effectiveness of CAFS by progressing its planning, performance and evaluative functions.

Desirable Requirements:—High level knowledge and understanding of the policies and programme initiatives in health and human services or the ability to acquire such knowledge. Demonstrated strategic, conceptual and analytical skills particularly as these relate to the planning, performance and evaluative functions of the unit. Demonstrated understanding of the organisational, social and political environment in which the business unit operates.

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 Louise Newbery, Department of Health and Human Services, phone (03) 6233 4918, email louise.newbery@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

*Housing Tasmania***Policy Analyst (516733).**

Applications Close:—Friday, 6 February 2009.

Salary:—\$50,816–\$56,463 per annum.

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

Permanent full-time day work.

Location:—Housing Tasmania, South.

Duties:—As a member of the Operational Policy Unit participate in the development of the policies, procedures and tools for statewide implementation.

Desirable Requirements:—Strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues. Proven ability to communicate both orally and in writing at all levels, including the ability to undertake complex negotiations and resolve conflict. Ability to develop policy options, design programmes, develop implementation

guidelines, performance standards and performance measures in a service development context.

Enquiries to Rachael Andrews, Department of Health and Human Services, phone (03) 6233 3692, email rachael.andrews@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

*Housing Tasmania***Tenancy Officer (517057).**

Applications Close:—Friday, 6 February 2009.

Salary:—\$46,109–\$48,920 per annum.

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

Permanent full-time day work.

Location:—Housing Tasmania, North.

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Enquiries to Cindy Young, Department of Health and Human Services, phone (03) 6336 2365, email cindy.young@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***Assessment and Case Support Worker (513518).**

Applications Close:—Friday, 6 February 2009.

Salary:—\$50,816–\$56,463 per annum.

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

Fixed-term full-time day work commencing 02 March 2009 until 19 January 2010.

Location:—Ashley Youth Detention Centre, Deloraine.

Duties:—Under supervision and direction of the Co-ordinator Case Management:—Contribute to the maintenance of an effective case management system for young people in custody at Ashley Youth Detention Centre. Conduct intake assessments

for all young people admitted to Ashley Youth Detention Centre, generate relevant reports and make referrals to services that meet identified criminogenic needs of young people. Plan, organise, co-ordinate, monitor and review services and programmes directed at meeting individual needs of clients of Youth Justice Services prior to release from custody.

Desirable Requirements:—Appropriate qualification in Youth Work and/or relevant work experience. Demonstrated ability to work with young people with complex needs, families, service providers, advocates and other key stakeholders. Ability to exercise initiative and discretion within a youth justice setting, acquire knowledge of community networks and referral services statewide relevant to young people exiting detention.

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 Terry Whiteley, Department of Health and Human Services, phone (03) 6362 2311, email terry.whiteley@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

Co-ordinator Business Operations (513589).

Applications Close:—Friday, 13 February 2009.

Salary:—\$65,874–\$75,280 per annum.

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

Permanent full-time day work.

Location:—Ashley Youth Detention Centre.

Duties:—Manage and co-ordinate day to day administrative and business support services in Ashley Youth Detention Centre, through effective and efficient use of financial, human and physical resources with particular responsibility for budget/financial management and related advice to the Centre Manager to ensure the cost effective provision and utilisation of services.

Work as part of the AYDC Executive Management Team to achieve the goals and desired outcomes in accordance with policy, budgetary and human resource goals.

Provide support and assistance for Business Unit wide activities identified by the Manager of Finance and Business Support Unit.

Oversee the day-to-day management of the Ashley Youth Detention Centre administration, catering and stores support staff.

Desirable Requirements:—High level of management skills, including a demonstrated ability to manage financial, human and physical resources and to monitor effectiveness and efficiency of service delivery. High level of communication, negotiation and conflict resolution skills and the judgement and assertiveness necessary for the appropriate use of consultation and authority with clients and service providers. A high level of strategic, conceptual, analytical and creative skills including an ability to understand the political and social and organisational environment, to identify relevant issues and make sound judgement about agency strategies and directions.

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 Bill Smith, Department of Health and Human Services, phone (03) 6362 2311, email bill.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 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Youth Justice Services

Youth Justice Worker (513986).

Applications Close:—Friday, 6 February 2009.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent part-time day work (60.8 hours per fortnight).

Location:—Youth Justice Services.

Duties:—As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programmes and case manage a caseload of identified clients on legal orders.

Desirable Requirements:—Demonstrated ability to work within a legislative framework, together with a good knowledge and understanding of the Youth Justice Act 1997 or the ability to acquire the same. Demonstrated high standard of communication skills, in particular strong interpersonal, conflict resolution, counselling and group work skills together with the ability to present confidently in public with groups and stakeholders. Demonstrated knowledge of and ability to work within restorative justice and community capacity building principles or the ability to acquire the same.

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

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 David Fischmann, Department of Health and Human Services, phone (03) 6434 6229, email david.fischmann@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.

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

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Community Mental Health Nurse (514822).**

Applications Close:—Friday, 6 February 2009.

Salary:—\$56,230–\$67,183 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time shift work (fully rotational).

Location:—Mental Health Services North.

Duties:—All parties within Mental Health Services operate in accordance with the Mental Health Services Strategic Plan 2006-2011 and the eleven Service Principles and the six key priorities contained therein. They are also bound by National Mental Health Standards, Agency policies and procedures, legal requirements and relevant professional competencies. The Community Nurse will provide a specialist mental health service to consumers within the community setting for a designated client group, utilising evidence based practices and recovery principles, works within a multi-disciplinary Team to deliver co-ordinated assertive case management to a designated number of clients, and supports and works in collaboration with primary health care professionals, within a designated region to provide care to clients in the community setting.

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

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

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Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Medical Practitioner (Psychiatrist) (515318).**

Applications Close:—Friday, 6 February 2009.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner in Training, Level I (Salary commensurate with qualifications and experience).

Fixed-term full-time day work (with oncall), commencing as soon as possible to 11 January 2010.

Location:—Mental Health Services North.

Duties:—The purpose of the position is the care and treatment of psychiatric patients in Mental Health Services North, including rostered emergency cover, as a junior doctor in supervision. Provide clinical services, including assessment, treatment and further reviews of clients in the allocated service/training rotation. Ensure availability during working hours for

emergencies as required, and provide out-of-hours service in accordance with an approved roster (remote call).

Essential Requirements:—A Medical Practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 and who has had a minimum of two year's post graduate experience and is undertaking a course of study to obtain a specialist qualification which is recognised under the provisions of the Commonwealth/State Agreement on Mutual Recognition. To be employed at this level the medical practitioner must be employed in a recognised Registrar 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 Carolyn Woll, Department of Health and Human Services, phone (03) 6336 2194, email carolyn.woll@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***Senior Service Development Consultant-Comorbidity (512334).**

Applications Close:—Friday, 13 February 2009.

Salary:—\$80,262–\$88,771 per annum.

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

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

Location:—St Johns Park, New Town.

Duties:—As a member of the Mental Health Services, Clinical Standards and Improvement Branch support and manage implementation of the Comorbidity Framework and the revised Implementation Plan 2006-2008 across the whole of Mental Health Service ensuring effective clinical and administrative processes are embedded in the organisation for the ongoing effective co-ordination and delivery of services for clients with co-existing mental illness, other alcohol, tobacco and other drug related health problems and substance use disorders. Provide specific leadership and project management of the following agreed action areas. Improve linkages including care pathways and consultation and liaison processes for clients with significant co-existing alcohol, and/or substance and mental health issues. Establish mechanisms to ensure ongoing collaboration and effective communication between service providers to ensure continuity of care and efficient and effective service delivery for clients with comorbidity issues. Institute sustainable professional development and education programme across services to ensure the delivery of evidence based, consistent quality care for clients with comorbidity issues. Co-ordinate the development of web-based and written clinical information resources containing consistent assessment tools and clinical guidelines for clients with Comorbidity. Develop a range of realistic quality measures and key performance indicators for services to ensure the ongoing evaluation of the quality and effectiveness of services

for clients with diagnosed coexisting alcohol/drug use/abuse and mental illnesses. Provide leadership and strategic thinking in the development of workforce capacity within the broader MHS and contribute to agency wide initiatives that promote workforce development and maintain national links in respect to workforce agendas.

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 Coral Muskett, Department of Health and Human Services, phone (03) 6230 7554, email coral.muskett@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

COMMISSIONER FOR CHILDREN

AYDC Residents Advocate (517401).

Applications Close:—Friday, 13 February 2009.

Salary:—\$45,535–\$73,058 pro rata.

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

Permanent part-time day work for 15.2 hours per fortnight.

Location:—North.

Duties:—As directed by the Commissioner for Children promote the rights and interests of young people in custody at Ashley Youth Detention Centre and facilitate the operation of policies, procedures and systems designed to ensure their appropriate secure care and rehabilitation.

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

Enquiries to Colleen Moran-Ford, phone (03) 6233 4920, email colleen.moran-ford@childcomm.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.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer, George Town (904010).

Applications Close:—Friday, 6 February 2009.

Salary:—\$37,370 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual.

Location:—George Town.

Duties:—To assist school children and other pedestrians to cross roads near schools in locations where provision of a Patrol Officer is warranted under Departmental guidelines.

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, serious Driving Offences and medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current drivers licence. Possession of a current First Aid Certificate.

Enquiries to David McIntee, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6336 2115, email david.mcintee@dier.tas.gov.au.

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 2077, 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. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting the Human Resources Branch on (03) 6233 2077.

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

Applicants should note that, for a period of six months from the date of this notice the selection process for this vacancy may be used to fill subsequent or similar vacancies, under the same conditions as set out above.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer, Launceston (904010).

Applications Close:—Friday, 6 February 2009.

Salary:—\$37,370 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual.

Location:—Launceston.

Duties:—To assist school children and other pedestrians to cross roads near schools in locations where provision of a Patrol Officer is warranted under Departmental guidelines.

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, serious Driving Offences and medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current drivers licence. Possession of a current First Aid Certificate.

Enquiries to David McIntee, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6336 2115, email david.mcintee@dier.tas.gov.au.

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 2077, 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.

INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

Data Management

Trainee Spatial Information Officer (370944).

Applications Close:—Friday, 6 February 2009.

Salary:—\$34,696–\$49,582 per annum.

Tasmanian State Service Award, General Stream.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

Duties:—Undertake training in a broad range of tasks pertaining to the maintenance of mining tenement digital data and maps, the drawing of mining tenements plans and the capture and maintenance of geo-scientific data using the Agency's Geographical Information System (GIS).

Desirable Requirements:—Satisfactory Achievement in Mathematics and Science at Pre-Tertiary level (or equivalent) together with a high level of computer literacy. Completion of HSC courses in Computer Aided Design (CAD), Geography, Geology, English and/or Art. To have commenced or be eligible to commence the Advanced Diploma in Spatial Information Services from a recognised TAFE institution.

Enquiries to Ken Bird, Manager, Data Management, Department of Infrastructure, Energy and Resources, phone (03) 6233 8351, email ken.bird@dier.tas.gov.au.

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 2077, 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.

JUSTICE

LEGAL AID COMMISSION OF TASMANIA

Legal Practitioner (354290).

Applications Close:—Friday, 6 February 2009.

Salary:—\$84,283–\$98,184 per annum.

Legal Practitioners Agreement 2005, Level 3.

Permanent full-time.

Location:—Devonport.

Duties:—Act as solicitor and counsel for Commission clients in the Family Court, Federal Magistrates Court and Magistrate's Court (Youth Protection Division). Act as Child Representative in the Family Court and the Magistrate's Court. Participate in the Commission's free legal advice service. Participate in mediation on behalf of children and adults in the Family Court and the Magistrate's Court (Youth Protection Division). Perform such other professional work as may be directed from time to time.

Essential Requirements:—Admitted or eligible for admission to the Supreme Court as a Barrister or Practitioner of the Supreme Court of Tasmania.

Desirable Requirements:—A minimum of 5 years experience as a practitioner in the Family Law jurisdiction. Appointment as or eligibility for appointment to the child representative panel.

Contact:—A Statement of Duties, Information for Applicants and an Application for Employment form are available at www.jobs.tas.gov.au or phone Leesa Bevan on (03) 6236 3820 or emailing Leesa.Bevan@legalaid.tas.gov.au.

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, 158 Liverpool Street, Hobart, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 9898, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

JUSTICE

MAGISTRATES COURT

Launceston

Court Clerk (350231).

Applications Close:—Friday, 6 February 2009.

Salary:—\$46,736–\$49,582 per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Launceston.

Duties:—Co-ordinate the day to day activities of a court including pre-court checking, preparation and organisation of documents, exhibits, correspondence and statistics. Ensure the proper and accurate recording and monitoring of court proceedings and the completion of all court records.

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 David House, Assistant Manager, Magistrates Court, Launceston, Department of Justice, phone (03) 6336 2605, email david.house@justice.tas.gov.au.

Applications to Ms Lee Steedman, Administration 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.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact David House on (03) 6336 2605.

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

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Community Fire Safety***Instructor (521256).**

Applications Close:—Monday, 16 February 2009.

Salary:—\$50,233–\$52,094 per annum.

Tasmania Fire Fighting Industry Employees Award 2000, Community Fire Safety Officer, Level 2.

Fixed-term full-time 12 months.

Location:—Launceston.

Duties:—Deliver fire safety and related training services to private and public sector employees.

Desirable Requirements:—Certificate IV – Workplace Training and Assessment. Current drivers licence.

Current qualification in workplace first aid.

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 Justin Young on (03) 6214 8801 or from www.jobs.tas.gov.au.

Enquires to Justin Young on (03) 6214 8801.

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Operations***Team Leader Cambridge (521359).**

Applications Close:—Monday, 9 February 2009.

Salary:—\$54,594–\$60,654 per annum.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Cambridge.

Duties:—Provide leadership and direction for clerical and reception services to the Cambridge Complex which contributes to the delivery of effective and efficient learning and development services to the Southern Region and TasFire Training.

Desirable Requirements:—Knowledge of Microsoft Office applications a distinct advantage. Certificate IV in Training and Assessment or experience in a Registered Training Organisation. A 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 Nigel Robertson on (03) 6230 8632 or from www.jobs.tas.gov.au.

Enquires to Nigel Robertson on (03) 6230 8632.

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

TASMANIAN POLYTECHNIC

STRATEGIC DEVELOPMENT

*Community Services***Teacher (Community Services) (000747).**

Applications Close:—Monday, 9 February 2009.

Salary:—\$45,875–\$71,133 per annum.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North.

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

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties including face to face teaching, online learning, workplace learning and assessment and other teaching duties as required.

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority, Certificate IV in Training and Assessment, or equivalent.

Enquiries to Maree Gerke, Workforce Sector Leader, Community Services, Tasmanian Polytechnic, phone (03) 6336 4238, mobile 0439 001 713, email Maree.Gerke@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4637.

TASMANIAN POLYTECHNIC

STRATEGIC DEVELOPMENT

*Health and Wellbeing***Teacher (Enrolled Nursing, Aged Care) (000740).**

Applications Close:—Monday, 9 February 2009.

Salary:—\$45,875–\$71,133 per annum.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

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

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required.

Essential Requirements:—Hold a current Practising Certificate issued by the Nursing Board of Tasmania.

Desirable Requirements:—(i) Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate, Diploma, or Associate Diploma deemed appropriate to the teaching area. A minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or equivalent. NBT Approved Preceptor (Nursing Board of Tasmania).

It would be advantageous for potential applicants to have recent Aged Care experience.

Enquiries to Christy-Lee Hunt, Workforce Learning Leader, Health Services South, Tasmanian Polytechnic, phone (03) 6245 8023

Email Christy-lee.Hunt@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au.

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TASMANIAN POLYTECHNIC

STRATEGIC DEVELOPMENT

Health and Wellbeing

Teacher (Health Services) (001394).

Applications Close:—Monday, 9 February 2009.

Salary:—\$45,875–\$71,133 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Permanent part-time 0.5 FTE, 35 hours per fortnight.

Location:—North.

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

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required.

It would be beneficial for applicants to have experience in Health Services areas including but not limited to Aged Care, Community Care, Acute Care or other related fields.

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or equivalent.

Enquiries to Fiona Ison, Workforce Learning Leader, Health and Aged Care, Tasmanian Polytechnic, phone (03) 6336 5169, email Fiona.Ison@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au.

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If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4637.

Staff Movements

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Child Protection Worker	P.Clifford	15.01.09
Health & Human Services	Registered Nurse	B Menzie	17.01.09
Health & Human Services	Occupational Therapist	M. Waugh	16.01.09
Health & Human Services	Registered Nurse	S. Jones	29.08.08
Health & Human Services	Registered Nurse	R. Lancaster	24.01.09
Health & Human Services	Senior Diabetes Dietitian	N. O'Loughlan	23.01.09
Police & Emergency Management	Station Officer	J. Crome	29.01.09
Treasury & Finance	Policy Analyst	J. Holland	30.01.09

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	School Attendant	J McDougall	6 months	27.01.09
Education	School Attendant	C Schmidt	6 months	27.01.09
Environment, Parks, Heritage & the Arts	Information Officer	M. Winzil	6 months	19.01.09
Health & Human Services	Cook	G. Churchill	6 months	29.01.09
Health & Human Services	Cook	C. Graauw	6 months	29.01.09
Health & Human Services	Patient Transport Officer	A. Munnings	6 months	27.01.09
Health & Human Services	Pathology Clerk	R Parry	6 months	19.01.09
Health & Human Services	Orthotist/Prosthetist	S. McLean	6 months	27.01.09
Health & Human Services	Dental Officer	P. Singh	6 months	27.01.09
Health & Human Services	Clinical Network Policy and Project Officer	B. Wilson	6 months	21.01.09
Health & Human Services	Clinical Network Policy and Project Officer	C. McQueeney	6 months	09.02.09
Health & Human Services	Administrative Assistant	J.Wells	6 months	21.01.09
Health & Human Services	Administrative Assistant	A.Brooks	6 months	21.01.09
Health & Human Services	Registered Nurse Level 1	T Prior	6 months	16.02.09
Health & Human Services	Registered Nurse	A. Fitzgibbon	6 months	05.01.09
Health & Human Services	Registered Nurse	J. Crowden	6 months	25.01.09
Health & Human Services	Registered Nurse	B. de Boer	6 months	25.01.09
Health & Human Services	Clinical Nurse	M. Brough	6 months	16.02.09
Health & Human Services	Enrolled Nurse	M. Philpott	6 Months	25.01.09
Health & Human Services	Nurse Unit Manager	D. Sawyer	6 Months	25.01.09
Health & Human Services	Administrative Assistant	C. Frost	6 Months	27.01.09
Health & Human Services	Allied Health Professional	M. Nicklason	6 months	12.01.09
Health & Human Services	Manager Child Protection - NW	A.Poole	6 months	09.02.09
Health & Human Services	Home Help	A. Marshall	6 months	27.01.09
Health & Human Services	Clinical Nurse	M. Martin	6 months	05.01.09
Health & Human Services	Manager, Central Highlands Community Health Service	S. Carmichael	6 months	05.01.09
Health & Human Services	Registered Nurse	J. Little	6 months	22.02.09
Health & Human Services	Case Manager	R. Owen	6 months	27.01.09
Infrastructure, Energy & Resources	Graduate Policy Officer	D Middleton	6 months	27.01.09
Justice	Inspector	M Grubb	6 months	22.01.09
Primary Industries & Water	Clerk	D.Barber	6 months	22.01.09
Tasmanian Polytechnic	Teacher	D. Boocock	3 months	17.12.08

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>
Economic Development & Tourism	Project Manager	A. McCutcheon	to 30 June 2010	21.01.09

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Title</i>	<i>Date of Appointment</i>	<i>Duration</i>
Infrastructure, Energy & Resources	G. Pitt	Rail Manager	21.01.09	3 years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	C Spencer	Clerk	27.01.09
Environment, Parks, Heritage & the Arts	P. Cusick	Senior Ranger	18.02.09
Environment, Parks, Heritage & the Arts	S. Dudgeon	Senior Ranger	27.01.09
Health & Human Services	G. Ransley	HR Consultant - Human Services	12.01.09
Health & Human Services	C. Morris	Trades Assistant (Mechanical)	20.01.09
Health & Human Services	G.Dennison	Team Leader	19.01.09
Health & Human Services	L. Stephens	Project Consultant	12.01.09
Health & Human Services	J. Freeman	Clinical Nurse	20.01.09
Health & Human Services	B. Arkley	Clinical Nurse	20.01.09
Health & Human Services	K. Spencer	Clinical Nurse Consultant GEM/TCU	09.02.09
Health & Human Services	B. Short	Senior IT Officer	02.02.09
Health & Human Services	A. Wale	Senior IT Officer	13.01.09
Health & Human Services	V. Rhodes	Clinical Nurse Consultant (Stomal Therapy Nursing)	25.01.09
Health & Human Services	D Jones	Emergency Management Advisory Officer	26.01.09
Health & Human Services	A Prendergast	Coordinator Quality and Safety	26.01.09
Police & Emergency Management	M. Fewings	Computer Systems Officer	22.01.09
Treasury & Finance	A. Steele	Senior Property Officer	21.01.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Technical Officer (S.P.)	O. Vaughan	08.01.09
Health & Human Services	Nurse Co-Director Clinical Services	R DeSilva	16.01.09
Health & Human Services	Registered Nurse	L. Feickert	10.01.09
Port Arthur Historic Site Management Authority	General Labourer	G Nicols	05.12.08

Retirement of Officers

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Justice	Clerk	A. Di Saia	27.01.09
Justice	Deputy Secretary	B. Smith	27.01.09

Termination of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Team Leader Adult Community Mental Health	R Grace	22.12.08

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