



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment


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

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

Fixed-Term Employment Registers

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

Assertiveness & conflict resolution



Outlines
on our
website

This program does not offer "quick fix" solutions to complex problems. It *does* provide strategies used by negotiators, counsellors, presenters and other professional communicators.

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

Public course dates

Launceston:	9 Jul	\$295 per person
Hobart*:	16 & 17 Jul	\$495 per person

*Hobart workshop is an extended 2 day workshop

	Public	Hobart	In-house (6 – 16 people)
New Supervisor	\$595	18 & 19 Aug	\$1795 / day
Time Management Tools	\$275	20 Aug	\$1795 / day
Leading a Team	\$595	25 & 26 Aug	\$1795 / day
Satisfying Difficult Clients	\$275	27 Aug	\$1795 / day



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au

Course outlines: www.developingpotential.com.au

Phone: 1300 88 44 86

Gazette

Email copy to

govt.gazette@thepat.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices.

The only way to place a State Service vacancy, direct selection and staff movement notices is through the www.jobs.tas.gov.au

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Telephone (03) 6233 6687

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Brighton Primary School

Assistant Principal (964010).

Applications Close:—Friday, 10 July 2009.

Salary:—\$91,307 p.a.

Teaching Service (TPS) Award, Assistant Principal, Band 3, Level 3.

Fixed-term full-time from 10 August 2009 until 17 December 2010.

Location:—Brighton Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

The following checks are to be conducted: Conviction check for: Crimes of violence, Sex related offences, Serious drug offences.

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

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

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

Enquiries to Tony Fagan, Department of Education, phone (03) 6268 1231, email tony.fagan@education.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Health and Well Being Services

Oral Health Services Tasmania North

Dental Technician (501281).

Applications Close:—Friday, 17 July 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time day work.

Location:—Northern Region.

Duties:—Work within a dental team to provide an efficient, effective, quality prosthetic service.

Essential Requirements:—Satisfactory completion of Certificate, Level 1V in Dental Technology or equivalent.

Enquiries to Dale Coombe, Department of Health and Human Services, phone (03) 6336 4121, email dale.coombe@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Health and Well Being Services

Oral Health Services Tasmania North West

Senior Dental Prosthetist (518752).

Applications Close:—Friday, 10 July 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Permanent full-time day work.

Location:—North West Region.

Duties:—The Senior Dental Prosthetist leads and supervises the delivery of quality public oral health services in the specialised field of dental prosthetics within a collaborative and multi-disciplinary framework. In collaboration with the Director, Area Manager, Clinical Director and Senior Dental Officer review, develop, implement and evaluate oral health prosthetic policies and practices. Lead in developing and promoting an efficient and supportive dental prosthetic team environment. Maintain collaborative relationships with other service providers to ensure effective, high quality professional services to clients of the Oral Health Service.

Essential Requirements:—Eligible for registration as a Dental Prosthetist in Tasmania with the Dental Prosthetists' Registration Board.

Enquiries to Dale Coombe, Department of Health and Human Services, phone (03) 6336 4121, email dale.coombe@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

Quality Improvement Nurse (503285).

Applications Close:—Friday, 10 July 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

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

Location:—Nursing Services, Office of DON.

Duties:—In accordance with the policies, legal requirements and the stated goals and objectives of the Agency, the person will identify, develop, implement and evaluate activities, processes and initiatives supporting hospital-wide co-ordination of nursing services, quality and accreditation/review programmes within the Launceston General Hospital.

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

Enquiries to Helen Bryan, Department of Health and Human Services, phone (03) 6348 7005, email helen.bryan@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 Occupational Therapist-Transition Care Project (516269).

Applications Close:—Friday, 10 July 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

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

Location:—Clinical Services, Allied Health.

Duties:—To develop, provide and evaluate Occupational Therapy services for patients of the Transitional Care Unit, LGH, in accordance with agency policies and relevant professional codes of ethics. To undertake assessment for suitability of admission to the transition care unit. To undertake case management including the provision of Occupational Therapy intervention in consultation with the patient, their carers, TCP team and community agencies.

Highly desirable:—Current drivers licence.

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 a) Crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Senior Social Worker, RACL Team (518901).

Applications Close:—Friday, 10 July 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

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

Location:—Clinical Services, Allied Health.

Duties:—Plan, provide and evaluate specialist social work services to critical areas in the acute care setting. Mentor and supervise social worker staff based on best practice in accordance with current models, professional standards and the Australian Association of Social workers Code of Ethics.

Highly desirable:—Current drivers licence.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas a) Crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Lee Hodge, Department of Health and Human Services, phone (03) 6348 7247, email lee.hodge@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***Pharmacist Trainee (2 vacancies) (502044).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Fixed-term full-time day worker. To commence 28 December 2009 until 31 December 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Clinical Services, Allied Health.

Duties:—To receive appropriate education and training in contemporary hospital pharmacy practice to allow: Participation in day to day activities of a hospital pharmacist, and the sitting of the pre-registration examination of the Pharmacy Board of Tasmania.

Essential Requirements:—Satisfactory completion of a 4-year degree in Pharmacy from a recognised tertiary institution acceptable to 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 a) Crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Suzette Seaton, Department of Health and Human Services, phone (03) 64306725, email suzette.seaton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Palliative Care

Clinical Nurse (506554).

Applications Close:—Friday, 17 July 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Fixed-term casual day work (with oncall) commencing as soon as possible for a period of two years.

Location:—Palliative Care (North West).

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

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence; sex related offences; serious drug offences; and

crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Viki Elphinstone, Department of Health and Human Services, phone (03) 6440 7111, email viki.elphinstone@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Palliative Care

Registered Nurse—2 Vacancies.

Applications Close:—Friday, 17 July 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Vacancy No. 506120.

Fixed-term part-time shift work (fully rotational) commencing as soon as possible until 9 January 2010.

Location:—Repatriation Centre, Hobart.

Vacancy No. 506270.

Fixed-term part-time shift work (fully rotational) commencing as soon as possible until 12 December 2009.

Location:—Repatriation Centre, Hobart.

Duties:—In accordance with agency policy and legal requirements, the Registered Nurse assists with planning, co-ordinating and evaluation of service provision to palliative care clients and their families.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Sheila Campbell, Department of Health and Human Services, phone (03) 6220 2400, email sheila.campbell@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

Enrolled Nurse (512951a).

Applications Close:—Friday, 10 July 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

Fixed-term casual shift work (fully rotational), as and when

required, commencing asap for a 2 year appointment.

Location:—St Marys Community Health Centre.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Medication Endorsed Enrolled Nurse in Tasmania. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction Check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Health Care Assistant (Casual/Relief) (516588).

Applications Close:—Friday, 10 July 2009.

Salary:—\$36,748 – \$40,884 pro rata.

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

Fixed-term casual day work, as and when required, commencing asap to 13 July 2011.

Location:—George Town Hospital and Community Centre.

Duties:—Under the supervision of a Registered/Community Nurse, the Health Care Assistant will provide assistance to clients with a range of activities of daily living that a person would normally do for themselves.

Desirable Requirements:—Current driver's license.

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

Enquiries to Karyn Parker, Department of Health and Human Services, phone (03) 6380 3620, email karyn.parker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North.

Home Help (Relief) (505890).

Applications Close:—Friday, 10 July 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term casual day work, as and when required, commencing asap to 13 July 2011.

Location:—George Town Hospital and Community Centre.

Duties:—Within a primary health care framework the provision of a range of basic home care support services for frail aged people, and people with disabilities and their carers.

Desirable Requirements:—Current Drivers License.

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

Enquiries to Karyn Parker, Department of Health and Human Services, phone (03) 6380 3620, email karyn.parker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Multiskilled Domestic (Relief) (504273).

Applications Close:—Friday, 10 July 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term casual shiftwork, hours as and when required, commencing as soon as possible for a period of 2 years.

Location:—Beaconsfield District Health Service.

Duties:—Provide the following services in compliance with established protocols and standards: Laundry, food preparation and delivery and cleaning.

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

Enquiries to Helen McLean, Department of Health and Human Services, phone (03) 6383 1104, email helen.mclean@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

Clinical Nurse (503008).

Applications Close:—Friday, 10 July 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—West Coast District Hospital, Queenstown.

Duties:—We are seeking an experienced registered nurse with a background in Aged Care, Acute Care and Emergency Nursing. The successful applicant will be working in a supported environment where there is a genuine commitment to the professional growth of individuals. HealthWest provides an opportunity for nurses to develop their scope of practice in a manner that is rewarding financially and professionally. The successful applicant will be a motivated registered nurse with experience in Aged Care, Acute Care and Emergency Care. The registered nurse who best meets the selection will be working a fully rotational roster involving duties in all of the above areas. HealthWest will provide some supported transitional accommodation for a limited period, this can be negotiated with the offer of the position.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction Check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2315, email bob.cartledge@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

Clinical Nurse (502483).

Applications Close:—Friday, 10 July 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time Shift Work (Fully Rotational), Part time will be considered.

Location:—HealthWest, Queenstown.

The successful applicant will be working in a supported environment where there is a genuine commitment to the professional growth of individuals. HealthWest provides an opportunity for nurses to develop their scope of practice in a manner that is rewarding financially and professionally. The successful applicant will be a motivated registered nurse with experience in Aged Care, Acute Care and Emergency Care. The registered nurse who best meets the selection will be working

a fully rotational roster involving duties in all of the above areas. HealthWest will provide some supported transitional accommodation for a limited period, this can be negotiated with the offer of the position.

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

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2315, email bob.cartledge@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

Domestic Services Officer (502396).

Applications Close:—Friday, 10 July 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Permanent part-time shift work (fully rotational), working 40 hours per fortnight.

Location:—King Island Hospital and Health Centre.

Duties:—To provide an efficient, safe, economic cleaning and catering service to the King Island Hospital and Health Centre.

Desirable Requirements:—Ability to use and control various items of industrial cleaning equipment and chemicals safely and efficiently and an understanding of the use of hazard data, demonstrated high level of communication and interpersonal skills with a proven ability to operate in a team situation, ability to receive working instructions, perform duties effectively, diligently and with a strict level of confidentiality, demonstrated willingness to participate in quality improvement programmes and activities, as well as a demonstrated awareness of occupational health and safety policies and procedures relating to cleaning and catering services, and previous experience in the catering trade.

Enquiries to Catherine Donnellan, Department of Health and Human Services, phone (03) 6462 9900, email kihhdon@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

Enrolled Nurse (502986).

Applications Close:—Friday, 10 July 2009.

Salary:—\$46,204 – \$48,420 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—West Coast District Hospital, Queenstown.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse. Part time employment will also be considered.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Medication Endorsed Enrolled Nurse in Tasmania. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction Check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2315, email bob.cartledge@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

Enrolled Nurse (502373).

Applications Close:—Friday, 10 July 2009.

Salary:—\$46,204 – \$48,420 p.a.

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

Permanent full-time Shift Work (Fully Rotational), Part time will be considered.

Location:—HealthWest, Queenstown.

The successful applicant will be working in a supported environment where there is a genuine commitment to the professional growth of individuals. HealthWest provides an opportunity for nurses to develop their scope of practice in a manner that is rewarding financially and professionally. The successful applicant will be a motivated medication endorsed, enrolled nurse. Preference will be given to the enrolled nurse who can demonstrate experience in Aged Care and Acute Care. The enrolled nurse who best meets the selection will be working a fully rotational roster involving duties in all of the above areas. HealthWest will provide some supported transitional accommodation for a limited period, this can be negotiated with the offer of the position.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled 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. Disciplinary action in previous employment check.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Enrolled Nurse (502484).

Applications Close:—Friday, 10 July 2009.

Salary:—\$46,204 – \$48,420 p.a.

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

Permanent full-time Shift Work (Fully Rotational), Part time will be considered.

Location:—HealthWest, Queenstown.

The successful applicant will be working in a supported environment where there is a genuine commitment to the professional growth of individuals. HealthWest provides an opportunity for nurses to develop their scope of practice in a manner that is rewarding financially and professionally. The successful applicant will be a motivated medication endorsed, enrolled nurse. Preference will be given to the enrolled nurse who can demonstrate experience in Aged Care and Acute Care. The enrolled nurse who best meets the selection will be working a fully rotational roster involving duties in all of the above areas. HealthWest will provide some supported transitional accommodation for a limited period, this can be negotiated with the offer of the position.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled 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. Disciplinary action in previous employment check.

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2315, email bob.cartledge@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Home Help Personal Carer RELIEF (502701).

Applications Close:—Friday, 10 July 2009.

Salary:—\$36,293 – \$37,180 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 asap to 30 June 2011.

Location:—West Coast District Hospital, Queenstown.

Duties:—Within a primary health care framework and in accordance with Agency policies and legal requirements, works as a member of the multi-disciplinary HealthWest team to provide support in the care of an individual and family unit within the community.

Desirable Requirements:—Current drivers license. First Aid Certificate.

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

Enquiries to Karen Fell, Department of Health and Human Services, phone (03) 6471 4749, email karen.fell@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

Hotel Service Assistant (502401).

Applications Close:—Friday, 10 July 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term part-time day work, not working weekends but working public holidays, working 40 hours per fortnight, commencing asap to 22 February 2010.

Location:—King Island Hospital and Health Centre.

Duties:—To provide an efficient, safe, economic cleaning and catering service to the King Island Hospital and Health Centre.

Desirable Requirements:—Ability to use and control various items of industrial cleaning equipment and chemicals safely and efficiently and an understanding of the use of hazard data, demonstrated high level of communication and interpersonal skills with a proven ability to operate in a team situation, ability to receive working instructions, perform duties effectively, diligently and with a strict level of confidentiality, demonstrated willingness to participate in quality improvement programmes and activities, as well as demonstrated awareness of occupational health and safety policies and procedures relating to cleaning and catering services, and previous experience in the catering trade.

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

Registered Nurse (502386).

Applications Close:—Friday, 10 July 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—King Island Hospital and Health Centre.

Duties:—Responsible to and receives guidance and support from the Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality nursing care. You will ensure patient/client care meets professional and organisational standards and that the best possible outcomes for patient/client care are achieved. Building effective professional relationships with patient/clients you will demonstrate trust and respect in your interactions with clients, carers and colleagues, contribute to provision of a friendly, relaxed and safe environment for all patients/clients and significant others and act with respect, integrity, fairness, and equity and respect the decisions and actions of clients and other staff. Working collaboratively you will support and contribute to the needs of other members of your healthcare team, and ensure professional codes of conduct and patient confidentiality are maintained.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction Check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Catherine Donnellan, Department of Health and Human Services, phone (03) 6462 9900, email kihhcdon@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Registered Nurse (503011).

Applications Close:—Friday, 10 July 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Fixed-term full-time shift work (fully rotational), commencing asap to 24 April 2010.

Location:—West Coast District Hospital, Queenstown.

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. The successful applicant will be working in a supported environment where there is a genuine commitment to the professional growth of individuals. HealthWest: West Coast District Hospital is situated in a remote part of Tasmania. The locality enables the well motivated nurse the opportunity to develop their scope of practice in a manner that is rewarding financially and professionally.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be

conducted:—conviction Check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2315, email bob.cartledge@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

Home Help Relief (506700).

Applications Close:—Friday, 17 July 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term casual day work, working as and when required, commencing as soon as possible for a period of 2 years.

Location:—Derwent Valley and Central Highlands area.

Duties:—Within a Primary Health Care framework Home Help staff will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community.

Desirable Requirements:—Demonstrated knowledge of and experience in performing domestic duties for the aged or disabled within their own home. Understanding of confidentiality and rights of clients. Ability to establish and maintain effective written and verbal communication, with clients and Community Health team members and the ability to work harmoniously as a member of a team.

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

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email homecaresouth@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

Senior Community Speech Pathologist (513446).

Applications Close:—Friday, 10 July 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—Southern Region.

Duties:—Provide and evaluate a Speech Pathology outreach service in accordance with Primary Health policies, as a part of the Community Allied Health Service in Southern Tasmania. Assess, diagnose and manage the communication, swallowing and cognitive problems of clients with complex needs, in the home setting or in Community Centres.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA). 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; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Fred Howard, Department of Health and Human Services, phone (03) 6222 7216, email fred.howard@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Cleaner (512726).

Applications Close:—Friday, 10 July 2009.

Salary:—\$35,040 – \$35,956 pro rata.

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

Fixed-term casual shiftwork, hours as and when required, commencing as soon as possible for a period of 2 years.

Location:—Royal Hobart Hospital.

Duties:—Maintain a high standard of cleaning in allocated areas, removal of garbage, and collection/distribution of linen.

Desirable Requirements:—Previous cleaning experience, preferably within a hospital environment. Awareness of, and familiarity with, equipment currently in use within the commercial cleaning industry. A basic knowledge of cleaning procedures and solutions.

Enquiries to Tony Barrett, Department of Health and Human Services, phone (03) 6222 8211, email anthony.barrett@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

Cleaner, Casual (510533).

Applications Close:—Friday, 10 July 2009.

Salary:—\$35,040 – \$35,956 pro rata.

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

Fixed-term casual shiftwork, hours as and when required, commencing as soon as possible for a period of 2 years.

Location:—Royal Hobart Hospital.

Duties:—Maintain a high standard of cleaning in allocated areas, removal of garbage, and collection/distribution of linen.

Desirable Requirements:—Previous cleaning experience, preferably within a hospital environment. Awareness of, and familiarity with, equipment currently in use within the commercial cleaning industry. A basic knowledge of cleaning procedures and solutions.

Enquiries to Tony Barrett, Department of Health and Human Services, phone (03) 6222 8211, email anthony.barrett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Facilitator (517410).

Applications Close:—Friday, 10 July 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Fixed-term full-time day work from as soon as possible for a period of 2 years.

Location:—Royal Hobart Hospital.

Duties:—Provide clinical and collaborative leadership and facilitation of patient care teams undertaking innovative redesign projects aimed at enhancing the way that all staff and elements of the total health care system work together to improve patient access, patient experience, patient outcomes, staff effectiveness and staff role satisfaction.

Desirable Requirements:—Proven broad clinical experience in a complex multi-disciplinary setting with a demonstrated capacity to provide professional leadership, vision, drive and enthusiasm within a contemporary management approach. Highly developed interpersonal engagement skills, communication, representation, conflict resolution and negotiation skills, together with the ability to develop and maintain networks, liaise with professional bodies and a broad range of internal and external health professionals. Ability to develop and drive patient focussed redesign initiatives as demonstrated by a history of improvements gained through safety and quality, practice development, or other action learning frameworks that build staff skills and knowledge and improves patient outcomes.

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

Enquiries to Susan Price, Department of Health and Human Services, phone (03) 6222 7885, email susan.price@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Nurse (518977).

Applications Close:—Friday, 10 July 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time day work, 40 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—The Viral Hepatitis Treatment Nurse, in consultation with Medical Clinicians provides a specialist consultancy service and co-ordinates/delivers advanced nursing care relating to viral hepatitis management in a multidisciplinary environment.

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

Enquiries to Harm Knibbe, Department of Health and Human Services, phone (03) 6222 7365, email harm.knibbe@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Nurse, General Surgical Unit and Gynaecological (Women's Health) Unit (509239).

Applications Close:—Friday, 17 July 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time shift worker (fully rotational).

Location:—General Surgical Unit and Gynaecological (Women's Health) Unit.

Duties:—We are seeking an innovative, team orientated Clinical Nurse, to join our unit, which incorporates General Surgery, Colorectal and state wide services for Vascular and Gynaecological Oncology. The Nurse Unit Manager and staff in this combined unit are supported by Clinical Nurse Consultants, specialising in Gynaecology/Women's Health, Wound Management, Stomal Therapy services and Clinical Nurse Educators, resulting in a multi focal approach to patient care.

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

Enquiries to Diana Coombes, Department of Health and Human Services, phone (03) 6222 8481, email diana.coombes@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***Pharmacy Stores Technician (508334).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—To work as part of the team providing a comprehensive pharmaceutical service to wards and units in the Royal Hobart Hospital and external clients. Within established policies and guidelines, contribute to the effective and efficient inventory management and supply processes. Provide general support and advisory services to clients of the Pharmacy Department concerning the purchase and storage of drugs and related items.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work, or relevant Training and/or experience determined in accordance with the provisions of Section 37 of the Tasmanian State Service Act 1984 appropriate to the nature of the work. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to 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 7001.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Registered Nurse (509371).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Cardiology/Coronary Care.

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. Cardiology/Coronary Care experience preferred, but not essential.

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

Enquiries to Jenni Young, Department of Health and Human Services, phone (03) 6222 8351, mobile 0417 560 289, email jenni.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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Senior Physiotherapist, Emergency Multi-disciplinary Assessment Team (514413).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—In association with the other members of the Royal Hobart Hospital (RHH) Emergency Multi-disciplinary Assessment Team (EMAT):—Provide a focal point of integrated care between acute and community health services for patients presenting to the Emergency Department (ED); Assist in discharge planning for patients presenting through ED and provide care options for patients to ensure they receive treatment, equipment and home modifications and/or community supports in the most appropriate setting following discharge. To undertake specialised clinical assessment and treatment in a discrete work area with specialist knowledge of the clinical caseload while ensuring optimum patient care.

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 7001.

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HEALTH AND HUMAN SERVICES

Health Services

Royal Hobart Hospital

Senior Physiotherapist, Orthopaedics (513375).

Applications Close:—Friday, 10 July 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—Provide physical assessments, maintain optimal physiotherapy care and participate in patient management within the multidisciplinary musculoskeletal service at the Royal Hobart Hospital (RHH).

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 7001.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Senior Social Worker-ACAT Assessor, Aged Services Southern Area Team (ASSAT) (516477).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—In association with other members of the Aged Services Southern Area Team (ASSAT); Develop, provide and evaluate social work services for patients in the Royal Hobart Hospital (including off site facilities), and their families, whilst awaiting placement in residential aged care facilities, in accordance with agency policies and the Code of Ethics of Australian Association of Social Workers. Facilitate appropriate and timely placements through the development and promotion of effective and positive interface between RHH, residential aged care facilities, and other government and community based agencies.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas a) Crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Barbara Moerd, Department of Health and Human Services, phone (03) 6222 8354, email barbara.moerd@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***Staff Specialist (Cardiology) (515767).**

Applications Close:—Friday, 17 July 2009.

Salary:—To be negotiated.

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

Permanent full-time day worker (with oncall).

Location:—Cardiology.

Description:—The Royal Hobart Hospital is a University Teaching Hospital and the tertiary referral centre for the State of Tasmania, population 500,000. The department provides an extensive range of cardiology services, including an acute interventional service. The department is seeking a suitably trained Cardiologist to come and join the team in providing inpatient and outpatient cardiology services. We are seeking a Consultant with an interest in the management of heart failure and echocardiography to assist in running the Echocardiography Service and further develop heart failure management. The hospital contains the regional Cardiothoracic Surgical Service,

which is collocated with the Cardiology department, and collaborates extensively on the surgical management of cardiac disease. The department runs a clinical research programme with a particular interest in the management of pulmonary hypertension. As a University Teaching Hospital, Consultants are expected to participate in teaching and learning activities at both the undergraduate and postgraduate levels.

Duties:—The Department of Cardiology is a co-operative integrated Department incorporating the Coronary Care Unit, Cardiac Catheter Suite, Non-invasive Investigation Unit and Cardiology Ward. The appointee is responsible to the Medical Director, Department of Cardiology for the provision of clinical and non-clinical work.

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.

Enquiries to Dr Richard Wood-Baker, Department of Health and Human Services, phone (03) 6222 7353, email richard.wood-baker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service***Patient Transport Officer (518039).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$36,748 – \$40,884 p.a.

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

Permanent full-time day worker.

Location:—Ambulance, Hobart.

Duties:—To provide an efficient and safe transport service for stable patients, agency staff, public hospital and ambulance stores and equipment as required. To work as a member of a team providing routine transport of stable patients particularly in support of public hospital inpatients, outpatients and day surgery patients.

Essential Requirements:—.

The State Service 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 crimes involving dishonesty serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Peter Morgan, Department of Health and Human Services, phone (03) 62308566, email peter.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 7001.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Children and Family Services***Community Development Officer (518819).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Permanent full-time day work.

Location:—Children and Family Services, South West.

Duties:—As a member of Disability, Child Youth and Family Services, this job sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children. Provide co-ordination and high level advice to Area Directorate in relation to the development and support of the Community Support Programme to ensure a high level of service delivery to the community. Undertake complex projects in accordance with Area Directorate direction to ensure the provision and maintenance of operational linkages within local communities and assist in planning the development of community resources.

Desirable Requirements:—Demonstrated experience in and/or knowledge of service provision and funding relationships with community based and private sector organisations. Demonstrated experience in working with Agency and community stakeholders including the development and monitoring of service agreements and contracts. A demonstrated high level of written and verbal communication, negotiation and conflict resolution skills, and the ability to represent Disability, Child Youth and Family Services.

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

Enquiries to Nerilie Gilson, Department of Health and Human Services, phone (03) 6230 7531, email nerilie.gilson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Disability Services***Coordinator Respite NorthWest (502858).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Fixed-term full-time day work (See Note below).

Location:—Disability Services, North West.

Note: This role is from as soon as possible for a period of 2 years, or until the duties of Coordinator Respite NorthWest

(502858) are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Duties:—Provide leadership, management and co-ordination in the delivery of respite services for Disability Services (North West). As a member of the Service Management Team, provide high-level advice on a broad range of service delivery and strategic issues relating to the delivery of services to disabled persons. Perform a pivotal role in the establishment and maintenance of effective links with key stakeholders involved in the development and use of respite services, including clients and their families, carers, government and non government organisation and interested members of the public.

Desirable Requirements:—A Diploma in Community Services and Health (Disability Work) from a recognised academic/training organisation, or qualification deemed equivalent, or progressing towards attaining this qualification. Resource management skills and experience and knowledge of contemporary management practice, especially change management and best practice and the ability to monitor effectiveness and efficiency. Knowledge and experience in project management considered desirable. Proven leadership skills, including the ability to demonstrate vision and a contemporary approach to the delivery of services to people with disabilities.

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

Enquiries to David Mitchell, Department of Health and Human Services, phone (03) 6434 4103, email david.mitchell@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Youth Justice Services

Custodial Youth Justice

Youth Worker (AYDC) Relief (513899).

Applications Close:—Friday, 17 July 2009.

Salary:—\$36,808 – \$39,886 p.a.

Residential Care Workers Agreement 1998, Class 1 Ashley.

Fixed-term casual Shift Work (Fully Rotational), commencing as soon as possible for a period of 12 months.

Location:—Ashley Youth Detention Centre, Deloraine.

Duties:—Provide and maintain a safe and secure environment that enhances the well being of young people within a custodial setting. As part of an interdisciplinary team, participate in the development and implementation of programmes and activities for young people in custody that meet case management outcomes consistent with a restorative justice framework.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate for custodial duties. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment,

promotion, transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Fiona Atkins, Department of Health and Human Services, phone (03) 6362 2311, email fiona.atkins@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEM DEVELOPMENT

Mental Health and Statewide Services

Mental Health Services South

Nurse Unit Manager (511834).

Applications Close:—Friday, 10 July 2009.

Salary:—\$77,219 – \$79,045 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Southern Region.

Duties:—Provide leadership to designated Inpatient and Extended Treatment Mental Health Services units within Mental Health Services South. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework. Coordinate the clinical, management, education and nursing research functions on designated units within the Mental Health Services South Inpatient and Extended Treatment Mental Health Services.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas—crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Sharmayne Batt, Department of Health and Human Services, phone (03) 6222 7016, mobile 0439 011 203, email sharmayne.batt@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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INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Information Management

Manager Corporate Information Services (371501).

Applications Close:—Friday, 10 July 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—10 Murray Street Hobart 7000.

Duties:—Responsible for the provision and management of corporate information in DIER, including Electronic Records and Document Management to meet business, regulatory and legislative requirements. Provide authoritative specialist advice to senior management on managing and preserving corporate information and use of sophisticated classification systems to meet the diverse information management needs of the Department.

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

Enquiries to Heather Ring, Manager Information Management, Department of Infrastructure, Energy and Resources, phone (03) 6233 3839, email heather.ring@dier.tas.gov.au.

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

Administrative and Clerical Officer (356113).

Applications Close:—Friday, 10 July 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time Working 73.50 hours per fortnight.

Location:—Rosny.

Duties:—Undertake data coding and entry, updating databases and implementation of data quality control measures. Liaise with industry stakeholders to maintain data quality and legislative reporting requirements. Assist in the preparation and issue of documentation relating to data forms, application forms, statistical reports and correspondence with stakeholders.

Desirable Requirements:—Experience in data coding would be an advantage, minimum typing speed of 60 wpm with 98% accuracy, current drivers licence.

Enquiries to Robert Steedman, Licensing Administrator, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7831, email robert.steedman@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Robert Steedman on (03) 6233 7831.

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.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch***Revenue Officer (724192).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time until 30 June 2011.

Location:—Hobart.

Duties:—Administer the Employment Incentive Scheme (Payroll Tax Rebate) in accordance with relevant legislation and conditions determined by the Commissioner of State Revenue.

Provide advice to clients and staff on the interpretation of relevant legislation and associated rulings and guidelines.

In the context of the selection criteria, to be successful in the position applicants will possess good analytical skills and experience in tax administration; demonstrate an excellent stakeholder focus and possess sound communication skills, both written and verbal; and have sound organisational and computer skills.

Desirable Requirements:—Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Enquiries to Keri Pennicott, Manager, Revenue Operations, Revenue Branch, Department of Treasury and Finance, G.P.O. Box 147, Hobart 7001, phone (03) 6233 3993, email keri.pennicott@treasury.tas.gov.au.

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

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

Senior Executives

EDUCATION

LEARNING SERVICES

*Learning Services (South-East)***General Manager Learning Services (South-East) (963197).**

Applications Close:—Friday, 10 July 2009.

Salary:—\$144,694 – \$166,398 p.a.

Senior Executive, Level 3.

Fixed-term full-time Senior Executive Contract position for a maximum of five years.

Location:—Learning Services (South-East).

Description of the role:—Lead and support education and business improvement in schools and colleges in collaboration with principals. In so doing, manage learning and support services to respond to school and college improvement needs, contribute at the corporate level to policy development, and implement strategies necessary to achieve improved educational outcomes across all schools and colleges.

Desirable Requirements:—Relevant tertiary qualifications. A senior executive with a proven record of management in a large private or public sector organisation.

For a copy of the statement of duties, please contact Beata Smietanski, phone 6233 7060 or email beata.smietanski@education.tas.gov.au.

Enquiries to John Smyth, Secretary, Department of Education, phone (03) 6233 7060, email john.smyth@education.tas.gov.au.

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

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

Staff Movements*Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher	M. Saunders	6 months	25.06.09
Health & Human Services	Audiologist	G Barker	6 months	22.06.09
Health & Human Services	Registered Nurse	J. Bullimore	6 months	06.07.09
Health & Human Services	Registered Nurse	A. Cowley	6 months	21.06.09
Health & Human Services	Clinical Nurse	J. Young	6 months	03.06.09
Health & Human Services	Enrolled Nurse	J. Lee	6 months	22.06.09
Health & Human Services	Radiation Therapist	K. Licht	6 months	01.07.09
Health & Human Services	Enrolled Nurse	O. Harper	6 months	22.06.09
Health & Human Services	Registered Nurse	E. Kline	6 months	15.06.09

Health & Human Services	Specialist Radiographer	N Cook	6 months	22.06.09
Health & Human Services	Business Services Officer	A. Verasdonck	6 months	24.06.09
Health & Human Services	Food Services Officer	J. Blackburn	6 months	29.06.09
Health & Human Services	Administrative Officer (Finance)	J.Hawes	6 months	06.07.09
Health & Human Services	Nursing & Services Director - Surgical Services	G Sillery	6 months	29.06.09
Health & Human Services	Food Services Officer	S. Klousia	6 months	29.06.09
Health & Human Services	Occupational Therapist	R. Iluri	6 months	13.07.09

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	M. Hevey	Clinical Instructor	29.06.09
Health & Human Services	T. Barlow	Therapy Nurse	29.06.09
Health & Human Services	A. Cordwell	Training and Development Officer	13.07.09
Health & Human Services	D. Pendrey	Clinical Instructor	29.06.09

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Infrastructure, Energy & Resources	D Moores	Health & Human Services	Area Business Manager	22.06.09
Infrastructure, Energy & Resources	T Mathers	Health & Human Services	Development Assessment Officer	28.06.09

Extension or Renewal of Fixed-Term Appointments beyond 12 months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries & Water	Field Officer (Fox Eradication Program)	G.Rainbird	18/08/08 - 30/09/09	01.07.09
Primary Industries & Water	Project Assistant (Water Management Planning)	M.Jarrett	27/11/08 - 24/12/09	01.07.09
Primary Industries & Water	Project Assistant (Dam Safety)	K.Cohen	08/12/08 - 24/12/09	01.07.09
Primary Industries & Water	Field Officer (Fox Eradication)	R.Salter	18/08/08 - 30/09/09	01.07.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Coordinator Admin & Specs Assistance Scheme	C. Whatley	26.06.09
Health & Human Services	Clinical Nurse	R. Power	27.06.09
Justice	Field Officer	K. Keegan	30.06.09
Police & Emergency Management	Utility Officer	D. Hoggett	30.06.09
Police & Emergency Management	Senior Research Officer	S. Steinbauer	29.06.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher Aide	B. Hrasky	24.06.09
Education	Library Technician	S Hall	19.06.09
Health & Human Services	Technical Officer (Biomedical Engineering)	K. Belle	29.05.09
Health & Human Services	Specialist Physiotherapist	J Cato	18.06.09
Health & Human Services	Support Worker	D. McGann	02.06.09
Infrastructure, Energy & Resources	School Crossing Patrol Officer	A Hills	12.06.09
Treasury & Finance	Revenue Officer- Assessment	A. Lomas	01.07.09
Treasury & Finance	Assistant Director	J. Cox	26.06.09



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Ensure access to recycling services

- Place all used paper in paper recycling bin
- Collect cardboard boxes for recycling and place into your recycling bin
- Place your plastic bottles, aluminium cans, tin cans, milk and juice cartons in a separate recycling bin

Reduce energy consumption:

- Turn off office lighting when not in use
- Activate sleep mode on your computer to switch off the screen after ten minutes
- Switch off office equipment when leaving the office

Reducing waste

- Bring a mug to work and have some set aside for visitors
- Bring lunch from home or eat in a local café to avoid packaging waste generated by take away foods.



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