



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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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.



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For further information or to apply, contact your nearest Home Finance Manager:

Hobart:	Ryan Manning	Mob: 0418 915 589
	Suzie Bennetto	Mob: 0418 122 400
Launceston:	Matt Eiszele	Mob: 0417 067 430
	Tony Manson	Mob: 0418 302 658
Burnie/Devonport:	Scott Malone	Mob: 0418 148 641
	Carina Cooper	Mob: 0417 564 263

* Conditions apply

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

The following checks are to be conducted at a National level:—conviction check, crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, identification check.

Desirable Requirements:—Current driver's licence. A current First Aid certificate.

Enquiries to Claire Deavin for a copy of the Statement of Duties on (03) 6336 2037 or email cdeavin@tis.tas.gov.au. For further information regarding the position please contact Geoff Masters, Programme Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6336 2291, email gmasters@tis.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, 7001, phone (03) 6233 9537, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

Destination Marketing

Executive Assistant (705930).

Applications Close:—Friday, 31 July 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time.

Location:—Hobart.

Duties:—Manage the office of the Group Manager (Destination Marketing) providing high level administrative, clerical and organisational support, including researching and collating information and ensuring the efficient flow of information to and from the office. Provide personal and telephone reception facilities and an efficient secretarial service.

Enquiries to Chris Griffin, Group Manager Destination Marketing, Department of Economic Development, Tourism and the Arts, phone (03) 6230 8119, email Chris.Griffin@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, 7001, phone (03) 6233 5937, fax (03) 6233 5937, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

Destination Marketing

National Markets

Coordinator Regional and Cooperative Marketing (705953).

Applications Close:—Friday, 31 July 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Facilitate, identify and develop tourism opportunities that build on the Tourism Tasmania Corporate Plan and provide a consultative service to senior management in implementing the Plan. As a key member of the National Markets team, contribute to the development of brand awareness and appeal for Tasmania as a holiday destination

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

SPORT AND RECREATION TASMANIA

Tasmanian Institute of Sport

Football (Soccer) Coach, Women's Programme (424909).

Applications Close:—Friday, 31 July 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—The Women's Football Coach is responsible for the co-ordinated delivery and monitoring of all aspects of the Tasmanian National Training Centre (NTC) programme for women's football, delivered in partnership with the Football Federation Australia (FFA), Football Federation Tasmania (FFT) and the Tasmanian Institute Sport (TIS).

Essential Requirements:-

Possess a current Football Federation Australia (FFA) State or National Coaching Licence, or equivalent internationally recognised qualifications and/or experience.

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

with particular emphasis on the strategic development and implementation of regional and cooperative marketing.

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

Enquiries to Beck McKinney, Head of National Markets and Creative Services, Department of Economic Development, Tourism and the Arts, phone (03) 6230 8157, email Beck.McKinney@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, 7001, phone (03) 6233 9537, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

Marketing and Commerical Operations

Manager Distribution Partnerships (705937).

Applications Close:—Friday, 31 July 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Influence the development of the Tasmanian tourism industry and Tourism Tasmania programmes by providing specialist consultative advice to the Head of Distribution. Actively participate and contribute to strategic programme development within the business unit, identifying and developing marketing and sales partnership activity with trade and access partners that align to Tourism Tasmania's corporate plan. Enhance the dissemination of tourism knowledge across Tourism Tasmania, to external stakeholders and other interest groups.

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

Enquiries to Jan Ross, Director Marketing and Commercial Operations, Department of Economic Development, Tourism and the Arts, phone (03) 6230 8152, email Jan.Ross@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, 7001, phone (03) 6233 9537, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

New Town High School

Teacher, Maths/Science (950423).

Applications Close:—Friday, 31 July 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from as soon as possible.

Location:—New Town High School.

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

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

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

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

Desirable Requirements:—Ability to teach Maths and Science. 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 Lorraine Davidson, Department of Education, phone (03) 6278 0400, email lorraine.davidson@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

CARE REFORM

Human Resources

Pay/Personnel

North

Pay/Personnel Officer, North (516260).

Applications Close:—Friday, 31 July 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time daywork.

Location:—Pay/Personnel Unit, North, Launceston.

Duties:—As a member of the Pay/Personnel Unit, perform tasks associated with the maintenance of human resource services, specifically those associated with pay and personnel activities.

Desirable Requirements:—Knowledge and understanding of payroll processing, personnel functions and legislative provisions, including policies, guidelines and protocols covering employees of the Department or ability to acquire this knowledge based on past experience. Demonstrated experience and ability with an electronic payroll/HR system (Empower, in particular) together with competency in the use of word processing, spreadsheet and database packages. Demonstrated ability to use initiative and a commitment to continuous quality improvement with the ability to interpret and analyse information and decided on an appropriate course of action.

Enquiries to Heath Titley, Department of Health and Human Services, phone (03) 6336 5552, email heath.titley@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

CARE REFORM

Human Resources

Pay/Personnel

North West

Pay/Personnel Officer, North West (516260).

Applications Close:—Friday, 31 July 2009.

Salary:—\$46,801 – \$50,944 p.a..

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

Permanent full-time daywork.

Location:—Pay/Personnel Unit-North West, Burnie.

Duties:—As a member of the Pay/Personnel Unit, perform tasks associated with the maintenance of human resource services, specifically those associated with pay and personnel activities.

Desirable Requirements:—Knowledge and understanding of payroll processing, personnel functions and legislative provisions, including policies, guidelines and protocols covering employees of the Department or ability to acquire this knowledge based on past experience. Demonstrated experience and ability with an electronic payroll/HR system (Empower, in particular) together with competency in the use of word processing, spreadsheet and database packages. Demonstrated ability to use initiative and a commitment to continuous quality improvement with the ability to interpret and analyse information and decided on an appropriate course of action.

Enquiries to Kerry Johnson, Department of Health and Human Services, phone (03) 6440 7002, email kerry.johnson@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

After Hours Nurse Unit Manager (503338).

Applications Close:—Friday, 31 July 2009.

Salary:—\$77,219 – \$79,045 pro rata.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent part-time shift worker (set rotational) working 60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Services, After Hours Managers.

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

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

Desirable Qualifications:—Relevant post graduate qualifications.

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 Dietitian (516747).

Applications Close:—Friday, 31 July 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 worker, working 67 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Clinical Services, Allied Health.

Duties:—The Senior Specialist Dietitian provides clinical dietetic services to allocated areas at specialist and/or senior levels. The allocated areas for this position will include provision of dietetic services as part of the Hospital Aged Care Liaison Team and will also include one or more of the following areas: renal, oncology, nutrition support, specialist surgery or specialist medical 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) 6348 7493, 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

Pharmacist (518579).

Applications Close:—Friday, 28 August 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

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

Location:—Allied Health, Pharmacy.

Duties:—Registered pharmacist required for 100 bed hospital on Tasmania's beautiful NW coast. Responsible to the relevant senior pharmacist for the provision of inpatient and outpatient pharmacy services ensuring compliance with legal requirements, professional ethics, departmental and hospital policies.

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 Lorraine Smith, Department of Health and Human Services, phone (03) 64265602, email lorraine.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

Mersey Community Hospital

Safety, Risk and Quality Officer (514566).

Applications Close:—Friday, 31 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:—Mersey Community Hospital.

Duties:—Manage the Incident Monitoring programme including identification and investigation of serious incidents and implementation of ratified recommendations. Facilitate and co-ordinate the introduction, implementation and monitoring of patient safety initiatives in the Hospital.

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

Enquiries to Anne Cabalzar, Department of Health and Human Services, phone (03) 6426 5263, email anne.cabalzar@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

Communication Support Officer (501987).

Applications Close:—Friday, 31 July 2009.

Salary:—\$46,801 – \$50,944 pro rata.

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

Permanent part-time day worker, working 60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Corporate Services, Physical Resources/Communications and Property.

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

Desirable Requirements:—A thorough knowledge of, and skills relevant to the operations of a communication network and support services provided by TASINET. Sound knowledge or ability to acquire a sound knowledge of the hospital's admission and discharge policy. Demonstrated capacity to communicate effectively at all levels and to handle sensitive situations with diplomacy and confidentiality in all situations.

Enquiries to Robert Haslock, Department of Health and Human Services, phone (03) 64306942, email robert.haslock@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

North West Regional Hospital

Domestic Services Officer (501968).

Applications Close:—Friday, 31 July 2009.

Salary:—\$35,040 – \$35,956 p.a.

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

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

Location:—Corporate Services, Physical Resources/Domestic Services.

Duties:—To provide an efficient, safe cleaning service in the wards, offices and residences of the hospital complex. To provide infection control cleaning to a level that will minimise spread of infection in the hospital.

Desirable Requirements:—The ability to use and control various items of industrial cleaning equipment, safely and efficiently. A working knowledge in the use of cleaning chemicals or the ability to acquire same. An awareness of universal precautions and all infection control policies, protocols and procedures relating to cleaning, or the ability to acquire it.

Enquiries to Andrew Groves, Department of Health and Human Services, phone (03) 6430 6512, email andrew.groves@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****Eldercare Co-ordination and liaison Team Leader (518904m).***

Applications Close:—Friday, 31 July 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Fixed-term full-time day worker. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence on 24 August 2009 until 23 August 2010.

Location:—Nursing Services, Office of DON.

Please Note:—This vacancy is also advertised as Eldercare Co-ordination and Liaison Team Leader (518904), Allied Health Professional, Level 3. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—Provides clinical leadership to the Eldercare Co-ordination and Liaison Team, enabling the delivery of quality patient care, in conjunction with other members of the North West Area Health Care Team. Promotes effective partnerships with Community Based Aged Care service providers for liaison, education and support for patients transferring to and from Residential Aged Care Facilities. In collaboration with General Practitioners, Residential Aged Care Facilities, Specialty Hospital Units, primary health practitioners and the Eldercare Coordination and Liaison Team, develops and implements select acute care intervention guidelines to avoid acute hospital admissions and discharge delays. Coordinates reports as required for Office of Aged Care and Rehabilitation and Australian Government.

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 Barbara Batten, Department of Health and Human Services, phone (03) 6430 6586, 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

*North West Regional Hospital****Eldercare Co-ordination and liaison Team Leader (518904).***

Applications Close:—Friday, 31 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 full-time day worker. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 24 August 2009 until 23 August 2010.

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

Please Note:—This vacancy is also advertised as Eldercare Co-ordination Liaison Team Leader (518904m), Registered Nurse Level 3. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—Provides clinical leadership to the Eldercare Co-ordination and Liaison Team, enabling the delivery of quality patient care, in conjunction with other members of the North West Area Health Care Team. Promotes effective partnerships with Community Based Aged Care service providers for liaison, education and support for patients transferring to and from Residential Aged Care Facilities. In collaboration with General Practitioners, Residential Aged Care Facilities, Specialty Hospital Units, primary health practitioners and the Eldercare Coordination and Liaison Team, develops and implements select acute care intervention guidelines to avoid acute hospital admissions and discharge delays. Coordinates reports as required for Office of Aged Care and Rehabilitation and Australian Government.

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 Barbara Batten, Department of Health and Human Services, phone (03) 6430 6586, 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**Palliative Care****Clinical Nurse (517511).***

Applications Close:—Friday, 7 August 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent part-time day work (with oncall), working 64 hours per fortnight.

Location:—Palliative Care (North West).

Duties:—In accordance with Agency policy and legal requirements, the Clinical 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 and disciplinary action in previous employment check.

Enquiries to Viki Elphisntone, Department of Health and Human Services, phone (03) 6440 7111, email viki.elphisntone@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 Medication Endorsed (515613).

Applications Close:—Friday, 31 July 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 24 hours per fortnight, commencing as soon as possible to 1 December 2009.

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 and disciplinary action in previous employment check.

Enquiries to Julie Walker, Department of Health and Human Services, phone (03) 6372 2111, email julie.walker@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 Medication Endorsed (515613).

Applications Close:—Friday, 31 July 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 40 hours per fortnight, commencing as soon as possible to 31 March 2010.

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 and disciplinary action in previous employment check.

Enquiries to Julie Walker, Department of Health and Human Services, phone (03) 6372 2111, email julie.walker@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 (512414).

Applications Close:—Friday, 31 July 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—St Marys Community Health Centre.

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

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

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

Enquiries to Julie Walker, Department of Health and Human Services, phone (03) 6372 2111, email julie.walker@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 (502388).

Applications Close:—Friday, 31 July 2009.

Salary:—\$46,204 – \$48,420 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—King Island Hospital and 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.

Bass Strait airfare allowance available, staff accommodation available, 30 minutes by air to Melbourne.

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 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

Enrolled Nurse (511911).

Applications Close:—Friday, 31 July 2009.

Salary:—\$46,204 – \$48,420 p.a..

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

Permanent full-time shift work (fully rotational).

Location:—King Island Hospital and 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.

Bass Strait air fare allowance available, staff accommodation available, 30 minutes by air to Melbourne.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an 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 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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Enrolled Nurse (502393).

Applications Close:—Friday, 31 July 2009.

Salary:—\$46,204 – \$48,420 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—King Island Hospital and 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.

Bass Strait airfare allowance available, staff accommodation available, 30 minutes by air to Melbourne.

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 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

Personal Carers-Casual/Relief (502418).

Applications Close:—Friday, 31 July 2009.

Salary:—\$36,748 – \$40,884 p.a.

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

Fixed-term casual shift work (fully rotational), as and when required, commencing as soon as possible to 31 July 2011.

Location:—King Island Hospital and Health Centre.

Duties:—To provide personal care for the elderly clients living in the Residential Care Facility, under the direct supervision and direction of the Registered Nurse in conjunction with the Clinical Nurse Consultant.

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 Catherine Donnellan, Department of Health and Human Services, phone (03) 6462 9900, email kihhedon@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 (502930).

Applications Close:—Friday, 31 July 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Fixed-term full-time shift work, commencing as soon as possible to 3 July 2010.

Location:—Smithton District Hospital.

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

Essential Requirements:—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 Nancy Grogan, Department of Health and Human Services, phone (03) 6452 4653, email nancy.grogan@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, Associate ACAT Assessor Aged Services, Southern Area Team (ASSAT) (516477).

Applications Close:—Friday, 31 July 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 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 age.

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

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

HUMAN SERVICES

Children and Family Services

Child and Family Services

Child Protection Worker (515357) (515357).

Applications Close:—Friday, 31 July 2009.

Salary:—\$45,535 – \$73,058 p.a.

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 judgement 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 counseling 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 Rosie Crumpton-Crook, Department of Health and Human Services, phone (03) 6230 7654, mobile 0438 028 271, email rosie.crumpton-crook@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

Executive Assistant (505651).

Applications Close:—Friday, 31 July 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

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

Location:—Disability Services, Hobart.

Duties:—Provide high level complex executive and administrative support to the Area Managers and senior staff of the Disability Services Area Office contributing to the efficient operation of the office. Manage and co-ordinate provision of a complete range of efficient and effective office management support services to the Area Managers. Utilise the appropriate policy, procedures and information systems and oversee the day to day functions of the Office in delivering its objectives and providing a high level of client service.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices and ability to provide supervision, leadership and training to other administrative staff within the Office. Ability to work under pressure in a senior management environment and to meet identified time frames. Demonstrated ability to communicate, negotiate and liaise with a wide range of people, ensuring a high level of confidentiality, whilst exercising initiative, flexibility and judgement. Records management experience would be an advantage.

Enquiries to Lesley MacKay, Department of Health and Human Services, phone (03) 6230 7600, email lesley.mackay@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

Graduate Occupational Therapist (518779).

Applications Close:—Friday, 7 August 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 work, commencing as soon as possible for a period of two years.

Location:—Southern Region.

Duties:—Undertake the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multi-disciplinary framework. Provide an occupational therapy assessment and treatment service to clients of Inpatient and Extended Treatment Mental Health Services and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities. Act as a consultant to a range of internal and external stakeholders in relation to the support and management of clients with mental health needs. Promote community awareness in relation to mental health.

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

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

Enquiries to Renae Michelin, Department of Health and Human Services, mobile 0400 651 328, email renae.michelin@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

LAND TRANSPORT SAFETY

Road Safety Operations

School Crossing Patrol Officer (901610).

Applications Close:—Friday, 31 July 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 7.5 hours per fortnight 42 weeks per year (school term only).

Location:—Devonport.

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.

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

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.

Enquiries to Louise Maynard, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6434 5418, email louise.maynard@der.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Road Safety Operations****School Crossing Patrol Officer (901610).***

Applications Close:—Friday, 31 July 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 15 hours per fortnight 42 weeks per year (school term only).

Location:—Devonport.

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.

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

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.

Enquiries to Louise Maynard, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6434 5418, email louise.maynard@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Road Safety Operations****School Crossing Patrol Officer (904010).***

Applications Close:—Friday, 31 July 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 7.5 hours per week 42 weeks per year (school term only).

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.

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

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.

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 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

*Road Safety Operations****School Crossing Patrol Officer (904010).***

Applications Close:—Friday, 31 July 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 5 hours per week 42 weeks per year (school term only).

Location:—Circular Head.

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.

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

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.

Enquiries to Robert Sharp, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6434 6490, email robert.sharp@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

SUPREME COURT

Assistant Deputy Registrar (352011).

Applications Close:—Friday, 31 July 2009.

Salary:—\$84,283 – \$98,184 p.a.

Legal Practitioners Award, Level 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Manage and promote the Assisted Dispute Resolution process consistent with the Court's Case Management objectives including conducting complex mediations. Provide legal advice to Court staff and review and determine applications including complex applications received in the probate jurisdiction of the Supreme Court.

Essential Requirements:—Admission or qualifications for the entitlement to be admitted as legal practitioners under the Legal Profession Act 2007.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Training in mediation skills or experience in mediating in legal contexts.

Enquiries to Elizabeth Knight, Registrar, Supreme Court, Department of Justice, phone (03) 6233 3427, email elizabeth.knight@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 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 Vicki Guinane on (03) 6233 3427.

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

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

Lead Safety Analyst, Major Hazard Facilities (356155).

Applications Close:—Friday, 31 July 2009.

Salary:—\$77,210 – \$86,548 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Duties:—Provide high level professional and specialist advice to major hazard facilities in scientific and engineering matters relating to occupational health and safety, dangerous substances, building, electrical and gas safety. Assist major hazard facilities to improve safety performance through the implementation of the Safety Report regime legislated for by the Dangerous Substances (Safe Handling) Act 2005 and its subordinate regulations.

Essential Requirements:—Degree or equivalent in a relevant scientific/engineering discipline from a nationally recognised tertiary institution.

Current drivers licence.

Desirable Requirements:—Eligible to become a member of the Institute of Engineers Australia. 10 years post graduate experience in heavy industry.

Enquiries to Danny Dougherty, Compliance Manager, Major Infrastructure, Workplace Standards Tasmania, Department of Justice, phone (03) 6336 2563, email danny.dougherty@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 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 Danny Dougherty on (03) 6336 2563.

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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Fire Operations Officer (705876).

Applications Close:—Friday, 31 July 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Ulverstone.

Duties:—To plan and execute operations of the fire management programme, with a specific focus on the planning and supervision of prescribed burning. Assist in implementing and monitoring regional fire management plans and associated works programmes.

Desirable Requirements:—A current driver's licence, a Workplace Level 2 First Aid Certificate or equivalent or the ability to acquire prior to appointment, successful completion of the fire-fighter fitness assessment at the 'Arduous' level (4.83 km walk carrying 20.5 kg in 45 minutes or less), current competency in 'Fire Ground Supervision' (FFFOP301A – Forestry Tasmania accredited course) or a nationally accredited competency deemed to be equivalent, current competency in 'Low Intensity Burning' (FFFOP401A – Forestry Tasmania accredited course) or a nationally accredited competency deemed to be equivalent, or working towards gaining that competency, a current driver licence Class MR or HR, along with a current Chainsaw Operator's Certificate or the ability to acquire prior to appointment.

Enquiries to Adele Wright, Administrative Officer, for further information regarding the vacancy or for a copy of the Statement of Duties, phone (03) 6233 3828 or 0427 486 261, or email Adele.Wright@parks.tas.gov.au.

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

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

National Electronic Conveyancing System Senior Project Officer (724195).

Applications Close:—Friday, 31 July 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time until 30 September 2010.

Location:—Hobart.

Duties:—The objective of the position is to support the delivery of the National Electronic Conveyance System (NECS) Readiness project, including participating in business case development, project planning, system implementation, stakeholder consultation, issue management, and project tracking and reporting.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated experience and skills in project management activities in accordance with the Tasmanian Government Project Management Framework including stakeholder management, change management, business case preparation, project planning, project issue identification, tracking, and resolution; demonstrated experience and understanding of the implementation and delivery of information systems and systems integration

and * demonstrated experience of change management and stakeholder relations management.

Desirable Requirements:—Completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Enquiries to Chrissie Berryman, Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 6647, email chrissie.berryman@treasury.tas.gov.au.

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

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

TASMANIAN ACADEMY

Director Learning and Teaching (001706).

Applications Close:—Friday, 31 July 2009.

Salary:—\$115,766 p.a.

Post Year 10 Teaching Staff Award, Band 3, Level 8.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—Negotiable.

Duties:—As a key member of the executive management team of the Tasmanian Academy provide executive-level leadership to the staff and students, primarily in the areas of learning and teaching but also across the spectrum of the Academy's responsibilities. Assist the Chief Executive Officer with the development and implementation of the Academy Corporate Plan by developing policies, initiatives and directions that help all students realise their potential and achieve their learning goals.

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

Essential Requirements:—Relevant tertiary qualifications.

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.

Enquiries to Mike Brakey, CEO, Tasmanian Academy, phone (03) 6435 5101, email michael.brakey@academy.tas.edu.au.

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

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

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

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

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

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

TASMANIAN POLYTECHNIC

WORKFORCE FUTURES

Teacher (Migrant Education)—5 Vacancies.

Applications Close:—Friday, 31 July 2009.

Salary:—\$48,577 – \$75,323 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Vacancy No. 001744.

Fixed-term part-time 0.5 FTE, 35 hours per fortnight, ASAP until 30/6/10.

Location:—South.

Vacancy No. 001745.

Fixed-term part-time 0.8 FTE, 56 hours per fortnight, ASAP until 30/6/10.

Location:—South.

Vacancy No. 001746.

Fixed-term full-time 70 hours per fortnight, ASAP until 30/6/10.

Location:—South.

Vacancy No. 001747.

Fixed-term full-time 70 hours per fortnight, ASAP until 30/6/10.

Location:—South.

Vacancy No. 001748.

Fixed-term full-time 70 hours per fortnight, ASAP until 30/6/10.

Location:—South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified area of migrant education.

Teachers are required to teach ESL to adults in the Migrant Education, South team within the Tasmanian Polytechnic. Students will be studying through the AMEP, funded by the Australian Government. Positions are linked to the current contract which is due to finish on 30/6/10.

Essential Requirements:—A recognised undergraduate degree or Diploma ie a Bachelor Degree or Advanced Diploma from an Australian University or Tertiary Institution or its overseas equivalent and;

a recognised Post Graduate or undergraduate Teaching English to Speakers of Other Languages (TESOL) qualification with a focus on TESOL methodology and a practicum of at least 60 hours of supervised practice teaching.

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.

Desirable Requirements:—Certificate IV in Training and Assessment, or equivalent.

Enquiries to Helen Ebsworth, Learning Leader Migrant Education South, Tasmanian Polytechnic, mobile 0439 611 274, email Helen.Ebsworth@polytechnic.tas.edu.au.

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

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

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TASMANIAN SKILLS INSTITUTE

OPERATIONS

Unit Leader (Automotive) (001517).

Applications Close:—Friday, 31 July 2009.

Salary:—\$81,584 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—South.

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

Duties:—Motivate and lead teaching teams as an innovative VET practitioner and participate as a member of the management team to ensure that staff, resource allocation, monitoring, planning and student administration happens within a framework defined by the commercial objectives of the Tasmanian Skills Institute, responding to the demands of the automotive industry and within the requirements of the Australian Quality Training Framework.

Develop and facilitate the delivery of educational and training service programmes offered by the Tasmanian Skills Institute in line with identified industry/enterprise/employer needs and incorporate feedback through principles of continuous improvement.

Establish and build strong and effective relationships with businesses and relevant organisations to facilitate and provide workforce skills development services that meet out customer's needs.

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.

Desirable Requirements:—Current and relevant vocational qualifications and experience in the automotive industry.

Current Drivers licence.

Certificate IV in Training and Assessment, or equivalent.

Enquiries to Brendan Holland, Manager, Organisational Development, Tasmanian Skills Institute, phone (03) 6336 2828, mobile 0400 866 715, email Brendan.Holland@skillsinstitute.tas.edu.au.

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

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

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

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

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

TASMANIAN SKILLS INSTITUTE

OPERATIONS

Unit Leader (Construction Allied Trades) (001713).

Applications Close:—Friday, 31 July 2009.

Salary:—\$81,584 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—South.

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

Duties:—Motivate and lead teaching teams as an innovative VET practitioner and participate as a member of the management team to ensure that staff, resource allocation, monitoring, planning and student administration happens within a framework defined by the commercial objectives of the Tasmanian Skills Institute, responding to the demands of the construction industry especially in relation to painting, decorating and plumbing and within the requirements of the Australian Quality Training Framework.

Develop and facilitate the delivery of educational and training service programmes offered by the Tasmanian Skills Institute in line with identified industry/enterprise/employer needs and incorporate feedback through principles of continuous improvement.

Establish and build strong and effective relationships with businesses and relevant organisations to facilitate and provide workforce skills development services that meet out customer's needs.

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.

Desirable Requirements:—Current and relevant vocational qualifications and experience in the painting, decorating and/or plumbing industry.

Current Drivers licence.

Certificate IV in Training and Assessment, or equivalent.

Enquiries to Brendan Holland, Manager, Organisational Development, Tasmanian Skills Institute, phone (03) 6336 2828, mobile 0400 866 715, email Brendan.Holland@skillsinstitute.tas.edu.au.

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

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

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

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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 4668.

TASMANIAN SKILLS INSTITUTE

OPERATIONS

Unit Leader (Cookery) (001402).

Applications Close:—Friday, 31 July 2009.

Salary:—\$81,584 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—Negotiable.

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

Duties:—Motivate and lead teaching teams as an innovative VET practitioner and participate as a member of the management team to ensure that staff, resource allocation,

monitoring, planning and student administration happens within a framework defined by the commercial objectives of the Tasmanian Skills Institute, responding to the demands of the cookery industry and within the requirements of the Australian Quality Training Framework.

Develop and facilitate the delivery of educational and training service programmes offered by the Tasmanian Skills Institute in line with identified industry/enterprise/employer needs and incorporate feedback through principles of continuous improvement.

Establish and build strong and effective relationships with businesses and relevant organisations to facilitate and provide workforce skills development services that meet out customer's needs.

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.

Desirable Requirements:—Current and relevant vocational qualifications and experience in Cookery.

Current Drivers licence.

Certificate IV in Training and Assessment, or equivalent.

Enquiries to Brendan Holland, Manager, Organisational Development, Tasmanian Skills Institute, phone

(03) 6336 2828, mobile 0400 866 715, email Brendan.Holland@skillsinstitute.tas.edu.au.

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

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

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Staff Movements

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	L. Spowart	Clinical Nurse	12.07.09
Health & Human Services	R. Goss	Clinical Nurse Specialist	11.07.09
Health & Human Services	L. Moore	Registered Nurse Level 2	19.07.09
Health & Human Services	J. Akehurst	Enrolled Nurse Level 2	16.07.09
Health & Human Services	J. Bryant	Registered Nurse Level 2	19.07.09
Health & Human Services	A. King	Enrolled Nurse Level 2	16.07.09
Premier & Cabinet	B. Nash	Head Courier	13.07.09
Public Trustee	J. Clifford	Client Account Manager	01.07.09
Public Trustee	B. Markham	Client Account Manager	01.07.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Rostered Carer	B Crowley	14.07.09
Health & Human Services	Aboriginal Tenancy Officer Tm	C. Spotswood	13.07.09
Health & Human Services	Patient Services Officer	H. Graafland	17.07.09
Health & Human Services	Workforce Development Consultant	C Rampling	10.07.09
Health & Human Services	Administrative Officer	J. Martin	10.07.09
Health & Human Services	Echocardiographer	J.Klerck	07.07.09
Infrastructure, Energy & Resources	Principal Rail Safety Advisor	G. Almond	10.07.09
Primary Industries, Parks, Water & Environment	Freedom of Information Officer	A. Darch	20.07.09
Primary Industries, Parks, Water & Environment	Manager Analytical Services	M. Johnson	16.07.09
Treasury & Finance	Manager Information Services	C. Howard	22.07.09

Termination of Officer

<i>Agency</i>	<i>Officer</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	D. Marshall	Director (Finance & Business Services)	13.07.09

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Library Technician	S. Dykes	6 months	25.06.09
Education	Teacher Aide	K. Dale	6 months	25.06.09
Education	Teacher Aide	T. Branch	6 months	25.06.09
Education	Library Technician	M. Beith	6 months	25.06.09
Education	Teacher Aide	C. Morgan	6 months	25.06.09
Education	Library Technician	J. Teakle	6 months	25.06.09
Education	Teacher Aide	A. Lawson	6 months	25.06.09
Education	Advanced Skills Teacher	R. Bentley-Williams	6 months	25.06.09
Education	Guidance Officer	H. Whittle	6 months	25.06.09
Education	Library Technician	M. Eng	6 months	25.06.09
Education	Teacher Aide	S. Clay	6 months	25.06.09
Education	Advanced Skills Teacher	B. Mansfield	6 months	25.06.09
Education	Teacher Aide	H. Cooper	6 months	25.06.09
Education	Librarian	A. Casimaty	6 months	25.06.09
Education	Teacher Aide	B. Burden	6 months	25.06.09
Education	Teacher Aide	L. Parker	6 months	25.06.09
Education	Library Technician	D. Sheppard	6 months	25.06.09
Education	Teacher Aide	L. Cure	6 months	25.06.09
Education	Library Technician	J. Finearty	6 months	25.06.09
Education	Teacher Aide	S. Phillips	6 months	25.06.09
Health & Human Services	Physiotherapist	D. Sliwinski	6 months	13.07.09
Health & Human Services	Nursing & Services Director, Acute Operations, Medical Services	K. Willcocks	6 months	13.07.09
Treasury & Finance	Business Unit Systems Administrator	D. Zheng	6 months	31.08.09
Treasury & Finance	Specialist Budget Analyst	A. Wadsley	6 months	01.09.09

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Treasury & Finance	Manager, Business Process and IT Project	S. Puli	23 months	14.08.09
Treasury & Finance	Publications Officer	B. Tuttle	24 months	27.07.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	C. Dolliver	08.07.09
Health & Human Services	After Hours Nurse Unit Manager (NUM)	F. Grant	19.07.09
Health & Human Services	Clinical Nurse	A. Williams	11.07.09
Premier & Cabinet	Security Officer	T. Weir	22.07.09
Primary Industries, Parks, Water & Environment	Resource Co-Ordinator (North)	T. Guy	22.07.09
Primary Industries, Parks, Water & Environment	Senior Technical Research Practitioner	J. Schupp	22.07.09
Public Trustee	Legal Practitioner	M. Gibbs	08.07.09

Retirement of Officers

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	General Manager Corporate Services	P. Harwood	17.07.09



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- Print two pages per A4 page, if you have duplex printing, print on both sides of the page
- Only print emails or documents when necessary

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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