



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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INCLUDING G.S.T.

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

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

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

Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the www.jobs.tas.gov.au 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.

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.

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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 (North)

Senior Social Worker, Aboriginal Education (963167).

Applications Close:—Friday, 26 June 2009.

Salary:—\$81,050 - \$89,558 p.a.

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

Fixed-term full-time from as soon as possible to June 2011.

Location:—Learning Services North.

Description of the Role:—Work in schools and in the community in co operation with multi-disciplinary Cluster Support Teams statewide to provide high, Level social work services to support Aboriginal students and their families. Contribute to capacity building of school communities to improve access, participation and achievement of Aboriginal students. Provide high, Level advice and undertake professional social work practice leadership to schools and Learning Services as identified by the Manager Policy and Programmes, Aboriginal Education.

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas 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 for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

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

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

Enquiries to Jenny Breen, Department of Education, mobile (03) 6336 2582, email jennifer.breen@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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport High School

School Attendant, Grounds (952084).

Applications Close:—Friday, 26 June 2009.

Salary:—\$35,507 p.a.

Miscellaneous Workers (Public Sector) Award, School Attendant, Level 2.

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

Location:—Devonport High School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable, Level.

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

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

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

Enquiries to Sue Emery, Department of Education, phone (03) 6424 9461, email susan.emery@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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport Primary School

Educational Interpreter (952398).

Applications Close:—Friday, 26 June 2009.

Salary:—\$52,276 - \$61,582 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 40 hours per fortnight, from as soon as possible for 40 weeks per year.

Location:—Devonport Primary School.

Description of the Role:—Give deaf students access to the spoken language of the school community and vice versa. Provide equal opportunities, as an interpreter, for the effective participation of students and teachers in the classroom.

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

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

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

Enquiries to Annette Bain, Department of Education, phone (03) 6212 3536, mobile 0439 331 132, email annette.bain@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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Reece High School

School Attendant, Cleaning (963878).

Applications Close:—Friday, 26 June 2009.

Salary:—\$35,507 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant, Level 2.

Fixed-term part-time 40 hours per fortnight from as soon as possible to 31 December 2009.

Location:—Reece High School.

Description of the Role:—Under supervision perform

various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable, Level.

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

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

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

For a copy of the Statement of Duties please contact Vivian Hicks phone (03) 6420 8100 email viv.hicks@education.tas.gov.au.

Enquiries to Anne Stewart, Department of Education, phone (03) 6420 8100, email anne.m.stewart@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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Speech and Language Pathologist (954771).

Applications Close:—Friday, 3 July 2009.

Salary:—\$46,148 - \$73,844 p.a.

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

Fixed-term full-time from as soon as possible to 31/12/2009.

Location:—South East.

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

Essential Requirements:—A degree in Speech Pathology from an Australian University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. Eligibility for membership of Speech Pathology Australia. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—A current driver's licence. Eligibility for membership of Speech Pathology Australia.

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

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

Enquiries to Megan Cavanagh, Department of Education, mobile 0407 367 324, email megan.cavanagh@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Swansea Primary School

School Attendant (954388).

Applications Close:—Friday, 26 June 2009.

Salary:—\$35,507 p.a.

Miscellaneous Workers (Public Sector) Award, School Attendant, Level 2.

Fixed-term full-time from as soon as possible to 4 September 2009.

Location:—Swansea Primary School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable, Level.

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

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

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

For a copy of the Statement of Duties please contact Melissa Quinn, phone (03) 6257 8126, email melissa.quinn@education.tas.gov.au.

Enquiries to David Wells, Department of Education, phone (03) 6257 8126, email david.wells@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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Tasman District High School

School Attendant, Cleaning (953365).

Applications Close:—Friday, 26 June 2009.

Salary:—\$35,507 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant, Level 2.

Permanent part-time 50 hours per fortnight.

Location:—Tasman District High School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable, Level.

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

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

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

For a copy of the Statement of Duties please contact Barbara Stansbie phone (03) 6250 2126 email barbara.stansbie@education.tas.gov.au.

Enquiries to Stephen Bowes, Department of Education, phone (03) 6250 2126, email stephen.bowes@education.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Administrative Assistant (503848).

Applications Close:—Friday, 26 June 2009.

Salary:—\$41,427 - \$45,142 p.a.

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

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

Location:—Medicine, W.P. Holman Clinic.

Duties:—To provide an efficient specialised Radiation Oncology, Medical, Oncology, Clinical Haematology inpatient and outpatient clerical service utilising integrated patient management systems.

Desirable Requirements:—Excellent keyboard skills and familiarity with computer systems. Previous audio typing experience and use of medical terminology is highly desirable. Previous experience and a sound knowledge of clerical and reception procedures together with knowledge of the function of medical records.

Enquiries to Loris Towers, Department of Health and Human Services, phone (03) 6348 7138, email loris.towers@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

Administrative Support, Nurse Education Unit (518784).

Applications Close:—Friday, 26 June 2009.

Salary:—\$41,427 - \$45,142 pro rata.

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

Permanent part-time day work, working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Services, Nurse Education.

Duties:—Provide clerical, administrative and reception support to the Nursing Education Unit Education Unit, the Registered Nurse Transition to Practice Co-ordinator, Professional Development Co-ordinator, Life Support Co-ordinator and the Interprofessional Learning Nurse Manager in collating documentation relevant to training programmes for Nursing Services at the Launceston General Hospital.

Desirable Requirements:—Demonstrated ability to undertake administrative and clerical duties with accuracy and precision. Effective interpersonal and verbal communication and the ability to work within a team environment. Ability to deal effectively with a diverse and voluminous workload and set priorities with the ability to show initiative, discretion and maintain confidentiality.

Enquiries to Sharon Philpot, Department of Health and Human Services, phone (03) 6348 7954, email sharon.philpot@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

Health Care Assistant (518774).

Applications Close:—Friday, 26 June 2009.

Salary:—\$36,748 - \$40,884 p.a.

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

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

Location:—Medicine, Transition Care Programme.

Duties:—In accordance with Primary Health Care principles, Agency policy and direction, legal requirements and professional competencies and assist with the delivery of quality patient care services, based on best practice and within a collaborative and multidisciplinary framework.

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 Sharon Williams, Department of Health and Human Services, mobile 0439100258, email sharon.williams@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

Health Care Assistant (518776).

Applications Close:—Friday, 26 June 2009.

Salary:—\$36,748 - \$40,884 pro rata.

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

Permanent part-time shift work, working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Transition Car Programme.

Duties:—In accordance with Primary Health Care principles, Agency policy and direction, legal requirements and professional competencies and assist with the delivery of quality patient care services, based on best practice and within a collaborative and multidisciplinary framework.

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 Sharon Williams, Department of Health and Human Services, mobile 0439 100 258, email sharon.williams@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***Hospital Aide (518536).**

Applications Close:—Friday, 26 June 2009.

Salary:—\$36,293 - \$37,180 p.a.

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

Permanent part-time shift worker not working weekends or public holidays, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medical, Ward 3R.

Duties:—To assist in the provision of indirect care to the designated clinical areas in the hospital. This is an after hours position working 4pm to 8pm Monday to Friday, duties include restocking cleaning and some minor clerical duties.

Desirable requirements:—Previous experience working with patients desirable. Sound literacy and numeracy skills. Knowledge of the principles and practices of Infection Control.

Enquiries to Lee Wallace, Department of Health and Human Services, phone (03) 6348 7094 or (03) 6348 7800, email lee.wallace@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***Registered Nurse (504162).**

Applications Close:—Friday, 26 June 2009.

Salary:—\$47,472 - \$62,348 p.a.

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

Permanent full-time shift worker (fully rotational). Notwithstanding, hours per fortnight may be negotiated with the successful applicant. Persons interested in fixed term positions may also apply.

Location:—Medicine, Ward 6D.

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

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

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. Identification check. Disciplinary action in previous employment check.

Enquiries to Vanessa Fulton, Department of Health and Human Services, phone (03) 6348 7329, email vanessa.fulton@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***Telephonist (503293).**

Applications Close:—Friday, 26 June 2009.

Salary:—\$41,427 - \$45,142 p.a.

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

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

Location:—Corporate, House Services/Switchboard.

Duties:—The Switchboard Operator at the Launceston General Hospital is responsible for providing clients with a professional and efficient service in regard to incoming/outgoing telephone enquiries.

Desirable Requirements:—A thorough knowledge or demonstrated capacity to gain knowledge of the operations of a large intelligent network and attendant console. Sound knowledge of or an ability to acquire the knowledge of the communication network and support service provided by TASINET. Demonstrated capacity to communicate effectively at all Levels and to handle sensitive situations with diplomacy and confidentiality with enquiries from external and internal clients.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, email colleen.horton@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***Tradesperson (Electrician) (503356).**

Applications Close:—Friday, 26 June 2009.

Salary:—\$46,801 - \$50,944 p.a.

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

Permanent full-time day worker. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. Salary Packaging, Salary Sacrifice and on-call allowance is available.

Location:—Corporate, Building and Engineering.

Duties:—Be an effective member of the Building and Engineering Team, responsible for the repair, installation, commissioning, and testing of all Electrical trade related plant, equipment, services, and facilities within the Department's responsibility area.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to John Porter, Department of Health and Human Services, phone (03) 6348 7433, email john.porter@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Registered Nurse (514892).

Applications Close:—Friday, 26 June 2009.

Salary:—\$47,472 - \$62,348 pro rata.

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

Permanent part-time shift worker, working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Division of Medicine, DEM.

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

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

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. Identification check. Disciplinary action in previous employment check.

Enquiries to Alison Ellis, Department of Health and Human Services, phone (03) 6426 5300, email alison.ellis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Senior Podiatrist (518858).

Applications Close:—Friday, 26 June 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital.

Duties:—To provide a high standard of Podiatry services to patients. Podiatrist to work in acute hospital and community setting.

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

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

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

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

Co-Director of Nursing Women's and Children's Services (515467).

Applications Close:—Friday, 26 June 2009.

Salary:—\$83,606 p.a.

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

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

Location:—Nursing Services, Office of EDON.

Duties:—To provide overall direction of Women's and Children's Services with responsibility for an effective and clinically best practice model of patient focused integrated care.

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

Enquiries to Karen Linegar, Department of Health and Human Services, phone (03) 64306501, email karen.linegar@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

Enrolled Nurse—2 Vacancies (517594).

Applications Close:—Friday, 26 June 2009.

Salary:—\$46,204 - \$48,420 p.a.

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

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

Location:—Nursing Services, Operating Room Suite.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the 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.

Enquiries to Karine Radcliffe, Department of Health and Human Services, phone (03) 64306508, email karine.radcliffe@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 (502043).

Applications Close:—Friday, 26 June 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, Pharmacy.

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—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) 6430 6717, 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

Primary Health North

Community Care Assistant (518127).

Applications Close:—Friday, 26 June 2009.

Salary:—\$36,748 - \$40,884 pro rata.

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

Permanent part-time day work, working 22 hours per fortnight.

Location:—Campbell Town Health and Community Service.

Duties:—Assist the Diversional Therapist to develop, implement and evaluate diversional therapy programmes for the frail, aged and younger disabled clients attending the day centre. Assist the Diversional Therapist with direct and indirect client care, and as required, provide a transport service to clients who need to access various health services outside of the Campbell Town area.

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 Jan Harvey, Department of Health and Human Services, phone (03) 6381 3330, email jan.harvey@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 (518742).

Applications Close:—Friday, 26 June 2009.

Salary:—\$36,293 - \$37,180 pro rata.

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

Permanent part-time day work, working 17 hours per fortnight.

Location:—Beaconsfield District Health Service.

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.

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

Community Health Nurse (502575).

Applications Close:—Friday, 26 June 2009.

Salary:—\$56,230 - \$67,183 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time shift work, working 22.5 hours per fortnight.

Location:—Devonport Community Health Centre.

Desirable Requirements:—Functions as an advanced clinical practitioner in nursing, using evidenced based practices. In accordance with Primary Health Care principles, Agency Policies, legal requirements and professional competencies; the Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborates with other members of the health care team to ensure the delivery of high quality health care. Required to provide evening nursing service.

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

Enquiries to Jacky Taylor, Department of Health and Human Services, phone (03) 6421 7700, email jacky.taylor@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Administrative Assistant (510347).**

Applications Close:—Friday, 26 June 2009.

Salary:—\$41,427 - \$45,142 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—To provide administrative and clerical support to the Medical Specialists and Neurophysiology Scientists in the Department of Neurology and Clinical Neurophysiology.

Desirable Requirements:—Good communication skills and the ability to liaise effectively with all, Levels of professional staff, together with a proven ability to maintain confidentiality and communicate directly with patients in a tactful and diplomatic manner. Experience in performing clerical duties with a minimum typing speed of 60 wpm, preferably within a health care setting. Ability to enter data accurately and rapidly onto a computerised system with knowledge of the hospital's patient information system modules or the ability to acquire that knowledge.

Enquiries to Dr Michael Dreyer, Department of Health and Human Services, phone (03) 6222 8323, email michael.dreyer@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***Customer Service Officer (Appointment Scheduler)—2 Vacancies (518840).**

Applications Close:—Friday, 26 June 2009.

Salary:—\$41,427 - \$45,142 p.a.

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

Permanent full-time day worker.

Location:—Royal Hobart Hospital.

Duties:—The Customer Service Officer, PIMS provides clerical support through out all areas of the service. The position involves a high standard of customer focus reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient care.

Desirable Requirements:—Demonstrated clerical experience with the ability to work within set Departmental policies and procedures. Demonstrated ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage. Demonstrated ability to set priorities and work with flexibility, speed and accuracy in a public environment with a demanding schedule.

Enquiries to Donald Reid, Department of Health and Human Services, phone (03) 6222 8921, email donald.reid@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Hospital Aide, NICU/PICU (510045).**

Applications Close:—Friday, 26 June 2009.

Salary:—\$36,748 - \$40,884 p.a.

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

Permanent part-time shift work (set rotational), 58 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with successful applicant.

Location:—Hobart.

Duties:—Maintain clean and hygienic surroundings to facilitate the control of infection in specialty areas. Contribute to, and participate as a member of the health team. Decontaminate, sterilise and maintain specialised equipment.

Desirable Requirements:—Demonstrated ability to maintain

the cleanliness of equipment and the environment according to infection control principles. Demonstrated ability to monitor equipment/stores, Levels and initiate appropriate action. Ability to communicate effectively with other staff and the public and ability to work as a member of a team.

Enquiries to Tim Newham, Department of Health and Human Services, phone (03) 6222 8769, email tim.newham@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 (511719).

Applications Close:—Friday, 26 June 2009.

Salary:—\$36,748 - \$40,884 p.a.

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

Fixed-term casual day worker, working as and when required. To commence as soon as possible until 30 June 2010.

Location:—Tasmanian Ambulance Service, 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) 6230 8566, 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

HEALTH SERVICES

Tasmanian Ambulance and Health Transport Service

Student Ambulance Officer (Multiple Statewide Vacancies).

Applications Close:—Friday, 26 June 2009.

Salary:—\$36,951 - \$43,748 p.a.

Tasmanian Ambulance Service Award, Student Ambulance Officer.

Fixed-term full-time shift work. Commencing February 2010 for a specified period to enable successful completion of the Associate Degree in Paramedic Studies.

Location:—Various Student Ambulance Officer Vacancies in all three Regions.

Duties:—Under the direct supervision of a suitably qualified Ambulance Officer provide pre-hospital care, in a competent and expedient manner, transport patients by ambulance or other appropriate means. Undertake tertiary education and training programmes as required.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate to the duties of an Ambulance Officer. Current Driver's Licence.

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 Wolfgang Rechberger, Department of Health and Human Services, phone (03) 6336 5770, email wolfgang.rechberger@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Tasmanian Ambulance and Health Transport Service

Student Ambulance Officer (Graduate) (Multiple Statewide Vacancies).

Applications Close:—Friday, 26 June 2009.

Salary:—\$36,951 - \$43,748 p.a.

Tasmanian Ambulance Service Award, Student Ambulance Officer.

Fixed-term full-time shift work. Commencing 11 January 2010 for a period of 2 years.

Location:—Various vacancies in all three Regions.

Duties:—Under the direct supervision of a suitably qualified Ambulance Officer provide prehospital care, in a competent and expedient manner, transport patients by ambulance or other appropriate means. Undertake education and training programmes as required.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate to the duties of an Ambulance Officer. Current Driver's Licence.

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 e) serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Wolfgang Rechberger, Department of Health and Human Services, phone (03) 6336 5770, email wolfgang.rechberger@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Administrative Officer (517105).**

Applications Close:—Friday, 26 June 2009.

Salary:—\$41,427 - \$45,142 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, North West.

Duties:—Provide administrative support services to ensure the efficient and effective delivery of housing services in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Experience and skills in office administration, including the ability to undertake telephone, reception, filing and general clerical and administrative duties. Knowledge of account payable and receivable processes, including coding and the ordering and invoicing of goods. Sound interpersonal skills, including written and verbal communication, the ability to provide information to clients and staff and to prepare documents.

Enquiries to Sharon McCauley, Department of Health and Human Services, phone (03) 6434 5098, email sharon.mccauley@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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PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

*Water Management***Project Manager (Groundwater) (702966).**

Applications Close:—Friday, 26 June 2009.

Salary:—\$66,761 - \$75,292 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Fixed-term full-time for 2.5 years.

Location:—Hobart.

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

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

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

Duties:—To develop and implement complex groundwater investigations, through the management of projects to an agreed project plan, conduct field investigations, analysis, documentation and reporting of project outcomes and involvement in the integration of project outcomes into policy and water management frameworks.

Essential Requirements:—A Degree in Natural Resource Management, Science, or Engineering, or an equivalent qualification, relevant to the professional duties to be undertaken, as provided by a university.

Desirable Requirements:—At least several years experience in water or natural resource investigations and management. A current motor vehicle drivers licence. Relevant post graduate studies, particularly in groundwater, would be highly regarded.

Enquiries to Kris Andrews, phone (03) 6233 2584, email Kris.Andrews@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiw.tas.gov.au.

TASMANIAN ACADEMY

HELLYER CAMPUS

Teacher (Mathematics) (001465).

Applications Close:—Friday, 26 June 2009.

Salary:—\$48,577 - \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North-West.

Duties:—To implement and manage appropriate learning programmes for students and to assess individual student progress in Mathematics.

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

Current Certificate; 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 a Fixed-term basis.

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

Enquiries to Kathy Cameron, Principal Hellyer Campus, Tasmanian Academy, phone (03) 6435 5200, email kathy.cameron@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.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Canteen Supervisor	T. Wood	6 months	16.06.09
Education	Teacher	S. Kaur	12 months	15.06.09
Education	Speech and Language Pathologist	F. Chrispijn	6 months	09.06.09
Education	Teacher	C. McKenzie	6 months	15.06.09
Education	Teacher	T. Moon	12 months	15.06.09
Education	Canteen Assistant	K. Lyons	6 months	15.06.09
Environment, Parks, Heritage & the Arts	Senior Waste Management Officer	A. Ezzy	6 months	17.06.09
Environment, Parks, Heritage & the Arts	Roving Curator	E. Adkins	6 months	03.06.09
Environment, Parks, Heritage & the Arts	Utility Officer	R. Miller	6 months	11.06.09
Health & Human Services	Registered Nurse	J. Malliff	6 months	14.06.09
Health & Human Services	Home Help/Personal Carer	D. Medhurst	6 months	15.06.09
Health & Human Services	Home Help/Personal Carer	A. McLaren	6 months	15.06.09
Health & Human Services	Registered Nurse	C. Wignall	6 months	15.06.09
Health & Human Services	Administrative Assistant	J. Bevan	6 months	15.06.09
Health & Human Services	Food Services Officer	N. Meadwell	6 months	15.06.09
Health & Human Services	Health Care Assistant	M. Sait	6 months	21.05.09
Health & Human Services	Registered Nurse	A. Stubbs	6 months	14.06.09
Health & Human Services	Assistant Director of Nursing, Acute Medicine	G. Wiczorski	6 months	08.06.09
Health & Human Services	Customer Service Officer (PIMS)	K. Harwood	6 months	09.06.09
Health & Human Services	Customer Support Officer	L. Courtney-Pratt	6 months	15.06.09
Health & Human Services	Registered Nurse	C. Austin	6 months	14.06.09
Police & Emergency Management	Computer Systems Developer	A. Orange	6 months	09.06.09
Treasury & Finance	Administrative Officer	S. Fehlberg	6 months	01.06.09
Treasury & Finance	Administrative Officer	S. Luttrell	6 months	17.06.09
Treasury & Finance	Senior Policy Analyst	R. Griggs	6 months	10.06.09
Treasury & Finance	Administrative Officer	N. Krushka	6 months	15.06.09

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	A. Coe	Advanced Skills Teacher	15.06.09
Education	G. Williamson	Principal	15.06.09
Education	A. Stocks	Advanced Skills Teacher	15.06.09
Health & Human Services	S. Hulbert	Administrative Officer	16.06.09
Health & Human Services	P. Conley	Allied Health Professional	06.04.09
Health & Human Services	P. Wellings	Branch Station Officer	15.06.09
Health & Human Services	A. Grundy	Manager Finance Operations	01.06.09
Health & Human Services	M. Jakupiec	Branch Station Officer	13.07.09
Health & Human Services	S. Butterley	Branch Station Officer	13.07.09
Health & Human Services	D. Watson	Branch Station Officer	15.06.09
Health & Human Services	R. Belstead	Branch Station Officer	15.06.09
Treasury & Finance	S. Hill	Manager Information Services	22.06.09
Treasury & Finance	B. Manning	Property Officer	15.06.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Attendant	P. Goodwin	04.06.09
Health & Human Services	Community Nurse	A. Wadley	13.06.09
Primary Industries & Water	Area Manager	A. Duncan	30.06.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	K Brown	31.05.09
Health & Human Services	Policy Officer	S.Kennedy	10.06.09
Justice	Correctional Officer	D. Schmid	11.06.09
Treasury & Finance	Financial Analyst	B. Li	19.06.09

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Title</i>	<i>Date of Appointment</i>	<i>Duration</i>
Justice	K. Crowder	Director Building Control	15.06.09	5 years



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Together we are making a difference.

Tips for a green office.

Reduce the amount of paper used

- Use scrap paper for notes
- 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

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

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

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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