



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.

Writing Clear Procedures

Throughout this practical workshop participants apply the skills to case studies and their own examples.

- The 7 elements of a well written procedure
- How to break processes into logical 'chunks'
- What do staff really want from a procedure?
- How to rewrite bureaucratic guidelines in plain English
- How to make 'boring' instructions relevant to the reader
- Using questions and catchy headings to grab people's attention
- How to incorporate diagrams and flow charts
- Editing, proofreading and testing your procedure
- Designing a simple version control system



	Public	Hobart	In-house (for 6 to 16 people)
Writing clear procedures	\$295	24 March	\$1795/day
Effective business writing	\$275	20 March	\$1795/day
Influencing skills	\$275	27 March	\$1795/day
Practical project management	\$595	1 & 2 April	\$1795/day



Developing Potential (Australia) Pty Ltd

34 Anglesea Street, South Hobart
Phone: 6224 1066

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

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

ECONOMIC DEVELOPMENT AND TOURISM**INDUSTRY DEVELOPMENT DIVISION***Resources and Infrastructure Development***Senior Project Manager (424425).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$79,834–\$83,597 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—To make a significant contribution to economic development in Tasmania through facilitation of infrastructure development projects, including development opportunities relating to commercial and government property, tourism infrastructure and issues associated with land use planning and development.

To provide high level, authoritative policy advice in relation to property development, land use planning and infrastructure development issues.

Desirable Requirements:—Current driver's licence. Relevant tertiary or industry recognised qualifications and affiliations are highly desirable.

Enquiries to Peter Sheldon-Collins, Assistant General Manager RAID, Department of Economic Development and Tourism, phone (03) 6233 5618, email Peter.Sheldon-Collins@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, 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 (North)*

Lilydale District School

Clerk (961219).

Applications Close:—Friday, 13 March 2009.

Salary:—\$32,020 – \$38,873 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 30 hours per fortnight for up to 42 weeks per year from 20 April 2009.

Location:—Lilydale District School.

Description of the Role:—Under direction carry out routine clerical and keyboard support duties as required.

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.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 Helen Hale, Department of Education, phone (03) 6395 1231, email helen.hale@education.tas.gov.au.

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

EDUCATION**LEARNING SERVICES***Learning Services (North)*

Port Dalrymple School

Clerk (305249).

Applications Close:—Friday, 13 March 2009.

Salary:—\$36,574 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 29.4 hours per fortnight up to 42 weeks per year from 15 June 2009.

Location:—Port Dalrymple School.

Description of the Role:—Under direction carry out routine clerical and keyboard support duties as required.

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.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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

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Enquiries to Peggy Pickrill, Department of Education, phone (03) 6382 0500, email peggy.pickrill@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport Primary School

Canteen Supervisor (981289).

Applications Close:—Friday, 13 March 2009.

Salary:—\$33,858 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time from 20 April 2009, 55 hours per fortnight for up to 40 weeks per year.

Location:—Devonport Primary School.

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

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

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 Joanne Gow, Department of Education, phone (03) 6424 7788, email joanne.gow@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

Teacher Aide (956041).

Applications Close:—Friday, 13 March 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 30 hours per fortnight for up to 42 weeks per year from 20 April 2009.

Location:—Devonport Primary School.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students.

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

Desirable Requirements:—College or TAFE studies in health and/or education.

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 Joanne Gow, Department of Education, phone (03) 6424 7788, email joanne.gow@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

East Ulverstone Primary School

Teacher Aide (960898).

Applications Close:—Friday, 13 March 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year from 27 April 2009.

Location:—East Ulverstone Primary School.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students.

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

Desirable Requirements:—College or TAFE studies in health and/or education.

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 Margaret Burgess, Department of Education, phone (03) 6425 1917, email margaret.burgess@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Moriarty Primary School

School Executive Officer (951305).

Applications Close:—Friday, 13 March 2009.

Salary:—\$47,437 – \$51,634 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 66.15 hours per fortnight 42 weeks per year from 20 April 2009.

Location:—Moriarty Primary School.

Description of the Role:—Administration of a school office including accounting for funds and undertaking clerical/administrative and keyboard functions.

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.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 Jerome Pape, Department of Education, phone (03) 6426 9275, email jerome.pape@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Risdon Vale Primary School

Canteen Supervisor (954183).

Applications Close:—Friday, 13 March 2009.

Salary:—\$33,858 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 15 hours per fortnight for up to 40 weeks per year.

Location:—Risdon Vale Primary School.

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

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

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 Jodie Gaul, Department of Education, phone (03) 6233 5445, email jodie.gaul@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

SKILLS TASMANIA

Training Consultancy and Agreements

Training Consultants

Student Services Officer (420366).

Applications Close:—Friday, 13 March 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Responsible for the efficient and prompt processing of claims for travel and accommodation allowances to apprentices and trainees, and the processing and administration of training agreements. Liaison with intrastate and interstate training organisations, apprentices, trainees and employers in relation to attendance of structured training as required under the Vocational Education and Training Act 1994.

Desirable Requirements:—A current driver's licence.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 Karen Pritchard, Department of Education, phone (03) 6233 7713, email karen.pritchard@education.tas.gov.au.

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

EDUCATION

SKILLS TASMANIA

Training Consultancy and Agreements

Training Consultants

Training Consultant (421874).

Applications Close:—Friday, 13 March 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from As soon as possible to 30 September 2009.

Location:—Hobart.

Description of the Role:—Provide a training consultancy client service for approved traineeships and apprenticeships administered by Skills Tasmania.

Desirable Requirements:—A current driver's licence.

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 Carolyn Nichols, Department of Education, phone (03) 6233 4642, email carolyn.nichols@education.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Information Services

Strategic Projects Information Services

Project Consultant (518734).

Applications Close:—Friday, 13 March 2009.

Salary:—\$65,874 – \$75,280 p.a.

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

Fixed-term full-time day work from As soon as possible until 30 June 2011.

Location:—Shared location between St Johns Park and 99 Bathurst Street, Hobart.

Duties:—The job assists and supports the Project Manager in the planning, co-ordination and delivery of project and change activity and outputs associated with the implementation of new client management and clinical information systems (CMandCIS) within Mental Health and Statewide Services (MHSS). As a member of the project team work to ensure defined project outputs meet the clinical and business requirements of MHSS.

Desirable Requirements:—High-level project management, change management and organisational development skills, including the capacity to develop and interpret business processes and workflows. Demonstrated knowledge and experience in the procurement, evaluation and implementation of information systems. High-level consulting skills including the capacity to research information, prepare reports and correspondence, and develop requirements, together with effective problem-solving skills and the ability to facilitate business agreements.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 62337856, email warren.lewis@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

CARE REFORM

Human Resources

HR Relationship Management Team, Department and Business Services Network

HR Relationship Manager, Department and BSN (513854).

Applications Close:—Friday, 13 March 2009.

Salary:—\$79,047 – \$82,814 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work.

Location:—Hobart.

Duties:—Leadership role in HR management for the business units of the Department, the Business Service Network, Financial Services and Human Resources units. Analyse, facilitate and broker strategic and operational HR solutions in accordance with DHHS strategic, policy and operational frameworks.

Desirable Requirements:—Demonstrated high level human resource management skills, knowledge and experience in the complete range of HR Services. Demonstrated change management, organisational development and leadership skills, experience and ability. Knowledge of and experience in the

management of Industrial Relations issues, and the ability to provide advocacy on issues in State and Federal tribunals.

Enquiries to Gabrielle Peacock, Department of Health and Human Services, phone (03) 6233 3536, email gabrielle.peacock@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

CARE REFORM

Human Resources

Recruitment Services

Recruitment Operations

Team Leader Recruitment (511368).

Applications Close:—Friday, 13 March 2009.

Salary:—\$65,874 – \$75,280 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Exciting and challenging leadership role. This outstanding opportunity will suit a talented achievement oriented recruitment or HR professional who thrives on variety and challenge. Responsible for the delivery of quality statewide recruitment services for the Agency, you will manage the recruitment team, and the delivery of high quality, flexible, responsive, best practice services.

Desirable Requirements:—Leadership and management. Individuals who demonstrate this capability will have highly developed team leadership skills, the capacity to manage and deliver a diverse range of services with timely, quality outcomes for themselves and the team and the ability to manage for high performance. They will be able to anticipate priorities and develop long-term plans for the work area and inspire a sense of purpose and direction. Knowledge, High level knowledge of contemporary human resource management principles and issues in particular recruitment with a proven ability to apply this knowledge in a dynamic and geographically dispersed environment. Communication skills and client focus – Individuals who demonstrate this capability will demonstrate high level communication skills both oral and written, show the capacity to build productive networks, share and translate information and establish and maintain effective relationships with a wide range of internal and external clients and stakeholders. They will understand critical success factors and anticipate and respond flexibly to changing client demands.

Enquiries to Tracey Mulcahy, Department of Health and Human Services, phone (03) 62333288, email tracey.mulcahy@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Clinical Nurse—2 Vacancies.

Applications Close:—Friday, 13 March 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Vacancy No. 514652.

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

Location:—Mersey Community Hospital.

Vacancy No. 514700.

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

Location:—Mersey Community Hospital.

Duties:—To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients. Collaborates with other members of the health care team to ensure the delivery and evaluation of nursing care.

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.

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

Clinical Nurse (517765).

Applications Close:—Friday, 13 March 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

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

Location:—Mersey Community Hospital.

Duties:—To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients. Collaborates with other members of the health care team to ensure the delivery and evaluation of nursing care.

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) 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.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

North West Regional Hospital

Administrative Assistant (515322).

Applications Close:—Friday, 13 March 2009.

Salary:—\$40,815 – \$43,348 p.a.

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

Permanent full-time day worker.

Location:—Corporate Services, Medical Staffing Unit.

Duties:—Responsible for the provision of administrative support to the Medical Staffing Unit. Work with the Medical Staff Co-ordinator to effectively manage the Medical Staffing Unit.

Desirable Requirements:—Sound knowledge of office organisation and procedures in order to ensure the efficient operation of the Medical Staffing Unit at the North West Regional Hospital. High level oral, written and interpersonal communication skills and ability to work effectively as part of a team. A high level of keyboard skills, together with demonstrated knowledge and proficiency in operation of computerised information systems.

Enquiries to Cheryl Stewart, Department of Health and Human Services, phone (03) 6440 8000, email cheryl.stewart@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

North West Regional Hospital

Senior Physiotherapist Outreach Clinics (502070).

Applications Close:—Friday, 27 March 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. To commence as soon as possible until 26 February 2010.

Location:—Clinical Services, Allied Health/Physiotherapy.

Duties:—To organise and develop the Physiotherapy Service at West Coast District Hospital, Smithton District Hospital and the King Island Multi-Purpose Centre. To promote, provide and maintain optimal physiotherapy care for clients, including the specialist Physiotherapy outpatients.

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

Enquiries to Ali Macrae, Department of Health and Human Services, phone (03) 6430 6608, email physio.burnie@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 (505588).

Applications Close:—Friday, 20 March 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time shift work (fully rotational), working 48 hours per fortnight.

Location:—Repatriation Centre, Hobart.

Duties:—In accordance with agency policy and legal requirements, the Palliative Care Clinical Nurse assists with planning, co-ordinating and evaluation of service provision to palliative care clients and their families. Provides clinical leadership in all aspects of Primary Health Care and collaborates with the members of the health care team in providing palliative care knowledge and co-ordination of care. Acts as a clinical resource for issues relating to client care management and management support. The nursing practice will reflect a specialist interdisciplinary team 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 Sheila Campbell, Department of Health and Human Services, phone (03) 6220 2400, email sheila.campbell@dhhs.tas.gov.au.

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Palliative Care

Enrolled Nurse (505592).

Applications Close:—Friday, 20 March 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

Permanent part-time shift work (fully rotational) working 28 hours per fortnight.

Location:—Repatriation Centre, Hobart.

Duties:—In accordance with primary health care principles, Agency policies and legal requirements, ANCI competencies, the Enrolled nurse provides direct and indirect nursing care to palliative care clients and their families or significant others, 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 Sheila Campbell, Department of Health and Human Services, phone (03) 6220 2400, email sheila.campbell@dhhs.tas.gov.au.

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Administrative Assistant (515374).

Applications Close:—Friday, 13 March 2009.

Salary:—\$40,815 – \$43,348 p.a.

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

Permanent full-time day work.

Location:—Primary Health North.

Duties:—Provide administrative support within the Office of the Chief Executive Officer (CEO), Primary Health, including support to the Manager, Planning Policy and Performance Unit, co-ordinate all activities associated with records management within the Primary Health Sub-Division, and provide administrative support to staff of the Primary Health Directorate, including relief executive support to the CEO.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices, demonstrated knowledge of and experience in records management, preferably within the operation of a large and comprehensive records management information system, eg. an electronic records management system such as TRIM, and the ability to exercise initiative, judgement and discretion and the flexibility to work under pressure in a senior management environment, meeting identified time frames within a demanding work schedule.

Enquiries to Rod Meldrum, Department of Health and Human Services, phone (03) 6336 5595, email rod.meldrum@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

Cleaner/Kitchen Hand Casual Relief (518715).

Applications Close:—Friday, 13 March 2009.

Salary:—\$35,421 – \$35,990 pro rata.

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

Fixed-term casual shift work, as and when required, commencing as soon as possible to 23 March 2011.

Location:—Deloraine District Hospital.

Duties:—To carry out and assist in food preparation and cleaning within the Kitchen area, maintaining a high standard of hygiene. To carry out and assist in the cleaning of allocated areas within the facility in compliance with established standards and protocols.

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 Brigid Riall, Department of Health and Human Services, phone (03) 6362 5000, email brigid.riall@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Enrolled Nurse (512951a).

Applications Close:—Friday, 13 March 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

Fixed-term casual shift work, as and when required, commencing 30 March 2009 to 25 March 2011.

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

Multi Skilled Domestic (507156).

Applications Close:—Friday, 13 March 2009.

Salary:—\$35,421 – \$35,990 pro rata.

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

Fixed-term casual shift work (fully rotational), as and when required, commencing as soon as possible to 22 January 2011.

Location:—Flinders Island Multi Purpose Centre.

Duties:—To carry out and assist in food preparation and cleaning within the Kitchen areas, maintaining a high standard of hygiene. Assist in the cleaning of allocated areas and Laundry Service in compliance with established standards and protocols.

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 Sue Bucher, Department of Health and Human Services, phone (03) 6359 2122, email sue.bucher@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

Physiotherapist—2 Vacancies.

Applications Close:—Friday, 13 March 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Vacancy No. 507417.

Permanent part-time day work, working 30 hours per fortnight.

Location:—St Marys Community Health Centre.

Vacancy No. 506714.

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

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

Duties:—In accordance with organisational policies and professional code of ethics, to be responsible for the efficient and effective provision of Physiotherapy Services to clients living in the St Helens Community and/or St Marys communities.

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

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

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Manager Podiatry (508274).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$102,233 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Manager, Level 5, Grade 2.

Fixed-term part-time day work (15.2 hours per fortnight) commencing As soon as possible until 31 October 2009.

Location:—Hobart.

Duties:—Responsibility for planning and management, including financial, physical and human resource management of the Podiatry Service provided through Continuing Care Services (CCS), Royal Hobart Hospital and for Community Podiatry, Area Services, Primary Health South.

In accordance with Agency policy and legal requirements provide leadership and direction in the strategic development and management of Podiatry Services in Southern Tasmania.

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

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

Enquiries to Helen Burnet, Department of Health and Human Services, phone (03) 6222 8601, email helen.burnet@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Senior Podiatrist (515867).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Fixed-term part-time day work (38 hours per fortnight), commencing As soon as possible until 3 October 2009.

Location:—Hobart.

Duties:—At a senior clinician level provide a high standard of podiatric assessment, diagnosis and treatment of clients of the Royal Hobart Hospital and its off-site campuses and actively contribute to positive client outcomes as part of multidisciplinary teams.

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

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

Enquiries to Helen Burnet, Department of Health and Human Services, phone (03) 6222 8601, email helen.burnet@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Strategy Planning and Performance

Corporate Planning and Performance

Data Analyst (Elective Surgery) (518611).

Applications Close:—Friday, 13 March 2009.

Salary:—\$65,874 – \$75,280 p.a.

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

Permanent full-time day work.

Location:—1st Floor, 34 Davey St.

Duties:—Undertake statistical data analysis with a view to evaluating and reporting on the Elective Surgery Waiting List and hospital activity within the Tasmanian public hospital system. Make evidence based recommendations regarding implementation of the Tasmanian Elective Surgery Improvement Plan (TESIP), and provide high level advice on the analysis of elective surgery and related hospital performance data.

Enquiries to Hannah Paal, Department of Health and Human Services, phone (03) 6233 3548, email hannah.paal@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

Family Violence Worker-Adult Programme, FVCSS (501700).

Applications Close:—Friday, 13 March 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Permanent part-time day work (38 hours per fortnight).

Location:—Children and Family Services, South.

Duties:—To work as a member of a professional team in the provision of services to adults affected by family violence as part of the multidisciplinary Family Violence Service established through the Government's Safe at Home initiative. Provide specialist services to adults affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework. Provide programmes that incorporate multi-level assessments and interventions and address the needs of adults affected by family violence.

Desirable Requirements:—Demonstrated knowledge and understanding of family violence and its impact on adults. Demonstrated ability to work effectively with adults with complex needs and apply appropriate models of intervention. Demonstrated ability to exercise professional judgement and initiative, work with general supervision and seek guidance as appropriate.

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 Liz Mulder, Department of Health and Human Services, phone (03) 6216 4394, mobile 0408507921, email liz.mulder@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Information Support Officer (515622).

Applications Close:—Friday, 13 March 2009.

Salary:—\$65,874 – \$75,280 p.a.

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

Permanent full-time day work.

Location:—Children and Family Services, Hobart.

Duties:—As a member of the Information Management (IM) Team, provide a high level of project management leadership and support for the successful implementation of IM projects in Human Services Group.

Desirable Requirements:—Demonstrable project management expertise and experience including the development, planning and implementation of integrated corporate information systems. Demonstrable expertise in business analysis and the proven capacity to provide high level process redesign and technical advice on complex issues to senior management and project governance committees. Proven capacity to develop and manage strategic contractual relationships with vendors, including experience in the evaluation of technical service provision and the preparation of specification of requirements documentation (business and technical requirements specifications and project proposals).

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 Nagy Wassif, Department of Health and Human Services, phone (03) 6233 4927, email nagy.wassif@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Rostered Carer (Casual Pool) (517953).

Applications Close:—Friday, 13 March 2009.

Salary:—\$36,204 – \$38,977 p.a.

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

Fixed-term casual shift work (as and when required) commencing As soon as possible for a period of 12 months.

Location:—Children and Family Services, South West.

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

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

Essential Requirements:—Current drivers licence.

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

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability Services

Professional Officer, Allied Health (515593).

Applications Close:—Friday, 13 March 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 work (see Note below).

Location:—Disability Services, North West.

Note: This role is from As soon as possible for a period of 2 years, or until the duties of Professional Officer, Allied Health (515593) are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Duties:—Provide specialist habilitation services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community. Initiate and facilitate the establishment and development of services and resources for consumers. Initiate and develop professional and policy advice on specialist habilitation services and related issues for senior and corporate management.

Desirable Requirements:—Relevant post-graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programmes. Demonstrated specialist skills in the disability field and contemporary knowledge of the specialist area. Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people with disabilities.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers, or a Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; or 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 Kristen Webb, Department of Health and Human Services, phone (03) 6434 4103, email kristen.webb@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability Services

Team Leader Service Co-ordination (505678).

Applications Close:—Friday, 13 March 2009.

Salary:—\$50,816 – \$56,463 p.a.

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

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

Location:—Disability Services, South.

Note: This role is from 30 March 2009 until 23 August 2009, or until the duties of Team Leader Service Co-ordination (505678) are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Duties:—Supervise staff, manage allocated resources, and plan, organise, co-ordinate, monitor and review services provided to individuals and/or groups.

Desirable Requirements:—Diploma in Community Services and Health (Disability Work) or a qualification deemed equivalent, from a recognised academic/training organisation or progressing towards attaining this qualification. Ability to effectively supervise staff and manage human and material resources. Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people with disabilities.

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

Enquiries to Karen Keogh, Department of Health and Human Services, phone (03) 6230 7596, email karen.keogh@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Access and Support Planning Officer (517084).

Applications Close:—Friday, 13 March 2009.

Salary:—\$50,816 – \$56,463 p.a.

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

Fixed-term full-time day work commencing 15 April 2009 until 21 August 2009.

Location:—Housing Tasmania, North West.

Duties:—Ensure client access to appropriate housing services and assist in the management of tenancies at risk in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated analytical skills and experience in interpreting requirements and procedures and applying problem solving skills to make well-informed decisions and recommendations to match services to clients needs. Well developed interpersonal skills, including written and verbal communication skills, and the ability to develop and maintain relationships with a range of stakeholders to facilitate and negotiate early intervention and support planning for clients, and to prepare high level reports. Demonstrated understanding of the social housing system, including products and services provided by Housing Tasmania, other service providers and referral options.

Enquiries to Sally Pugsley, Department of Health and Human Services, phone (03) 6434 6288, email sally.pugsley@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Executive Officer (514754).

Applications Close:—Friday, 13 March 2009.

Salary:—\$60,227 – \$62,110 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, Hobart.

Duties:—The Executive Officer has responsibility for providing high level assistance concerning the management of intergovernmental relations, strategic policy, development and implementation of tied programmes under commonwealth state agreements, information systems, performance, planning and business improvement.

Desirable Requirements:—High-level written and oral communication skills, including the ability to prepare, present and evaluate reports, submissions and Ministerial or other correspondence. Demonstrated project management skills, including experience in planning, reporting and performance monitoring and the capacity to work individually and as a member of a team to achieve desired objectives within prescribed timelines. Strategic, creative and analytical skills, including an ability to understand the political, social and organisational environment and identify relevant issues.

Enquiries to Bernadette Jago, Department of Health and Human Services, phone (03) 6233 9423, email bernadette.jago@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Technical Consultant (511187).

Applications Close:—Friday, 13 March 2009.

Salary:—\$50,816 – \$56,463 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, North West.

Duties:—As a member of the Statewide Maintenance Services team conduct performance audits of works conducted on vacated properties and responsive maintenance works undertaken on Housing Tasmania properties. To identify and facilitate programmed maintenance works required on Housing Tasmania properties in accordance with contractual agreements, service delivery and quality standards.

Desirable Requirements:—Extensive experience in and knowledge of strategic asset management, as it relates to quality management and quality assurance principles and practice together with knowledge of the building and maintenance industry or the ability to acquire. Well developed ability to implement and monitor quality control guidelines and to audit contractor performance. Well developed ability to communicate

and negotiate effectively with service delivery staff, contractors, tenants, government agencies, industry organisations and other stakeholders to identify mutually agreed solutions in situations of differing interests.

Enquiries to Ian Vallance, Department of Health and Human Services, phone (03) 6336 2846, mobile 0418 133 798, email ian.vallance@dhhs.tas.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Tenancy Officer (517002).

Applications Close:—Friday, 13 March 2009.

Salary:—\$46,109 – \$48,920 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, South.

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

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

Enquiries to Julie Forward, Department of Health and Human Services, phone (03) 6233 8434, email julie.forward@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Youth Justice Services

Co-ordinator, Case Management (513515).

Applications Close:—Friday, 13 March 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 work commencing 26 March 2009 until 24 April 2009.

Location:—Ashley Youth Detention Centre.

Duties:—Responsible for the establishment, maintenance and development of an effective case management system for Ashley Youth Detention Centre. Perform management tasks as a member of the Case Management Team to ensure that all client services and programmes under their control conform to Agency principles, practices and standards relevant to youth custodial services. Provision of comprehensive, continuing and co-ordinated services aimed at the reintegration of young people in detention into the community.

Desirable Requirements:—A minimum of two years post graduate experience in a relevant field, and preferably some experience within a youth detention setting. Demonstrated knowledge of the Youth Justice Act 1997, other relevant legislation, and national standards, and demonstrated knowledge of contemporary issues, practices and trends in respect to services for young people who have offended, and their families; together with a commitment to working with young offenders, and sensitivity to and capacity for working closely with young people in detention. Ability to demonstrate high level management experience in a multi-disciplinary environment, including, problem-solving, change management and best practice.

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

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

Enquiries to Terry Whiteley, Department of Health and Human Services, phone (03) 6362 2311, email terry.whiteley@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Alcohol and Drug Services

Registered Nurse (Casual Pool) (501039).

Applications Close:—Friday, 13 March 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-term casual shift work (as and when required), commencing As soon as possible for a period of 2 years.

Location:—St Johns Park, New Town.

Duties:—The appointee will primarily be involved in the assessment and management of persons presenting at the In-Patient Withdrawal Unit with alcohol and drug related problems. The nurse will work in a clinical setting providing medicated and non-medicated withdrawal services, together with medical and para-professional staff within the Unit. Provide direct nursing care and support following established nursing procedures. You will be working as part of a dynamic and supportive team.

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 Calum Ross, Department of Health and Human Services, phone (03) 6230 7979, email calum.ross@dhhs.tas.gov.au.

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Alcohol and Drug Services

Youth Alcohol and Drug Worker (500845).

Applications Close:—Friday, 20 March 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:—St Johns Park, New Town.

Duties:—Within a primary health care framework, the Youth Alcohol and Drug Worker will provide assessment, treatment, community liaison and referral services and undertake community education and health promotion on alcohol and drug related issues to a specific geographical area or population.

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 Jann Smith, Department of Health and Human Services, phone (03) 6230 7901, email jannette.smith@dhhs.tas.gov.au.

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Clinical Psychologist (515556).

Applications Close:—Friday, 20 March 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—Child and Adolescent Mental Health Services North.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Psychologist undertakes the delivery of quality psychological services utilising evidence-based best practice, principles and within a collaborative and multi-disciplinary framework.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical 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. 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 Team Leader, Department of Health and Human Services, phone (03) 6336 2867, email teamleader.camhsn@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Social Worker (504901a).

Applications Close:—Friday, 20 March 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Fixed-term part-time day work, working 30.4 hours per fortnight, commencing 6 April 2009 to 2 April 2010.

Location:—Child and Adolescent Mental Health Services North.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Social Worker undertakes the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multidisciplinary framework.

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 Team Leader, Department of Health and Human Services, phone (03) 6336 2867, email teamleader.camhsn@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Therapy Nurse (504862).

Applications Close:—Friday, 13 March 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time day work.

Location:—Ward 1E, LGH Charles Street, Launceston.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards and Agency policy, legal requirements and relevant professional competencies, the Therapy Nurse utilises a problem-solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated group of clients requiring electroconvulsive therapy and more general therapeutic interventions for adult in-patients.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practicing certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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

Enquiries to Jan Dorman, Department of Health and Human Services, phone (03) 6348 7765, email jan.dorman@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

PREMIER AND CABINET

TASMANIA TOGETHER PROGRESS BOARD

Project Officer (Communication and Promotion) (001390).

Applications Close:—Friday, 13 March 2009.

Salary:—\$51,504 – \$57,221 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—As part of the Promotion and Communication Project, provide communications-related development, co-ordination, advice and assistance to the Director and the Board on communications aimed at the promotion of Tasmania Together, consultation with the community and the development of collaborative activity.

Desirable Requirements:—A tertiary qualification in a relevant discipline or research experience to similar level would be desirable.

Enquiries to Philip Hoysted, Director, Tasmania Together Progress Board, Department of Premier and Cabinet, phone (03) 6232 7016, email Philip.Hoysted@dpac.tas.gov.au.

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6270 5482, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

Office of the Valuer General

Valuer (700628).

Applications Close:—Friday, 13 March 2009.

Salary:—\$65,774 – \$71,831 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Permanent full-time.

Location:—Launceston.

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

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

Duties:—As a professional practitioner, the occupant is responsible for performing a range of statutory valuations as required under the provisions of the Valuation of Land Act 2001 and be responsible for the completion of statutory valuations and quality assurance checking of valuations on a statewide basis working to set timeframes. Undertake a wide variety of valuations including client valuations and compulsory acquisition valuations. Review valuations for statutory rating purposes undertaken by contractors. Contribute to an ongoing review of work practices and implement improved practices that will provide cost effective and revenue generating valuation services.

Essential Requirements:—Meet the necessary qualifications to practice as a Land Valuer in accordance with the Land Valuers Act 2001.

A current motor vehicle driver's licence.

Desirable Requirements:—A Degree in Business Studies (or similar), majoring in property valuations. Working experience in statutory rating valuations and compulsory property acquisition valuations.

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

Enquiries to Nadine Cleary, phone (03) 6233 2440, email nadine.cleary@dpiw.tas.gov.au.

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

TASMANIAN POLYTECHNIC

SHARED SERVICES

Client Services

Client Services Officer (322099).

Applications Close:—Friday, 13 March 2009.

Salary:—\$41,318 – \$43,922 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—North.

Duties:—Experienced clerical level involved in maintenance of Tasmanian Polytechnic's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

Enquiries to Jayne Sutcliffe, A/Team Leader, Client Services, Tasmanian Polytechnic, mobile 0438 525 431, email Jayne.Sutcliffe@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.

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 POLYTECHNIC

SHARED SERVICES

Client Services

Client Services Officer (330899).

Applications Close:—Friday, 13 March 2009.

Salary:—\$41,318 – \$43,922 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 0.5442 FTE (40 hours per fortnight) Hours of work are Monday to Friday, 4 hrs per day and must include hours between 12-2 pm.

Location:—Drysdale Campus, North.

Duties:—Experienced clerical level involved in maintenance of Tasmanian Polytechnic's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

Enquiries to Jayne Sutcliffe, A/Team Leader, Client Services, Tasmanian Polytechnic, mobile 0438 525 431, email Jayne.Sutcliffe@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.

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TASMANIAN POLYTECHNIC

SHARED SERVICES

Client Services

Client Services Officer (001518).

Applications Close:—Friday, 13 March 2009.

Salary:—\$46,736 – \$49,582 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 0.5 FTE (36.75 hours per fortnight) Hours of work are Monday to Friday, 3.675 hrs per day and must include hours between 12-2 pm.

Location:—North.

Duties:—Provide efficient and effective client focused general administrative services and functions under the direction of the Team Leader in a client services environment.

Enquiries to Jayne Sutcliffe, A/Team Leader, Client Services, Tasmanian Polytechnic, mobile 0438 525 431, email Jayne.Sutcliffe@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.

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 POLYTECHNIC

SHARED SERVICES

*Client Services***Client Services Officer—2 Vacancies.**

Applications Close:—Friday, 13 March 2009.

Salary:—\$46,736 – \$49,582 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 322822.

Permanent full-time.

Location:—South.

Vacancy No. 331580.

Permanent full-time.

Location:—South.

Duties:—Provide efficient and effective client focused general administrative services and functions under the direction of the Team Leader in a client services environment.

Enquiries to Rachel Willis, Team Leader, Tasmanian Polytechnic, phone (03) 6233 7209, mobile 0458 017 686, email Rachel.Willis@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 POLYTECHNIC

STRATEGIC DEVELOPMENT

*Community Services***Teacher (Childrens Services) (001509).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$45,875 – \$71,133 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Permanent part-time 0.4 FTE (28 hours per fortnight).

Location:—North.

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

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

Desirable Requirements:—Successful completion of a Diploma of Children's Services (or equivalent) or an early childhood degree and A minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or equivalent.

Enquiries to Maree Gerke, Workforce Sector Leader, Tasmanian Polytechnic, phone (03) 6336 4238, email Maree.Gerke@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 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 POLYTECHNIC

STRATEGIC DEVELOPMENT

*Science and Environment***Teacher (Conservation and Land Management) (322666).**

Applications Close:—Friday, 13 March 2009.

Salary:—\$45,875 – \$71,133 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Permanent part-time 0.75 FTE (52.5 hours per fortnight).

Location:—South.

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

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

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

Enquiries to Mark Geeves, Workforce Learning Leader, Tasmanian Polytechnic, phone (03) 6245 8165, email Mark.Geeves@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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If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Senior Compliance Data Analyst (724177).

Applications Close:—Friday, 20 March 2009.

Salary:—\$61,012 – \$62,895 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time for a period of 2 years.

Location:—Hobart.

Duties:—This position contributes to the efficient and effective collection of State taxation revenue and the payment of a range of grants. As part of the Compliance section, the Senior Compliance Data Analyst provides timely and high quality advice that contributes to the overall operation of the Branch and, in particular, assists in the risk assessment and selection of compliance related targets.

Working both individually and as a member of a team, the Senior Compliance Data Analyst will be required to carry out research and analysis activities. The position will require operational knowledge of Revenue Branch data and computer systems, as well as an ability to examine data received from external sources that will aid in case selection.

In the context of the selection criteria, to be successful in the position applicants will have:—technical knowledge of computerised data manipulation, knowledge of, or the ability to quickly acquire knowledge of, taxes administered by the branch and the associated risks, excellent analytical skills, including the ability to identify and report on possible compliance risks posed by individuals or groups, utilising complex data sets, initiative and the capacity to effectively manage own outputs, the ability to draw well-considered conclusions from the outcomes of research and analysis activities and effective communication skills, both verbally and in writing, in a range of forums.

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

Enquiries to David Johnston, Principal Strategic Analyst, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2804, email david.johnston@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Pathway Planning Officer	J Djakic	6 months	24.02.09
Health & Human Services	Registered Nurse	S Gole	6 months	02.03.09
Health & Human Services	Clinical Nurse (Preceptor Education)	V. Mee	6 months	02.03.09
Health & Human Services	Business Analyst/Accountant	F. Crasto	6 months	02.03.09
Health & Human Services	Registered Nurse	E. Ramsay	6 months	01.03.09
Health & Human Services	Registered Nurse	B. Bakes	6 months	22.02.09
Health & Human Services	Pathology Phlebotomy Technician	C Stewart	6 months	01.03.09
Health & Human Services	Physiotherapist	P. Zacher	6 months	10.03.09
Health & Human Services	Personal Care Worker	G. Tregear	6 months	24.02.09
Health & Human Services	Enrolled Nurse	T Rusden	6 months	15.02.09
Health & Human Services	Registered Nurse Level 1	J. Phillips	6 months	19.04.09
Health & Human Services	Registered Nurse Level 1	C. Cunningham	6 months	19.04.09
Health & Human Services	Registered Nurse Level 1	L. Ockerby	6 months	19.04.09
Infrastructure, Energy & Resources	Senior Aboriginal Heritage Officer	S Everett	6 Months	23.02.09
Premier & Cabinet	Administrative Assistant	J. Elliott	6 months	19.02.09
Primary Industries & Water	Program Manager (Geodetic System)	S. Strong	6 months	24.02.09
Primary Industries & Water	Executive Assistant	C.Gillespie	1 Month	05.03.09

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Title</i>	<i>Date of Appointment</i>	<i>Duration</i>
Justice	R. Williams	Deputy Secretary	25.02.09	5 years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	N. Cross	Principal Educational Review Officer	01.03.09
Education	C. Absolom	Senior Internal Auditor	19.02.09
Education	S. Smith	Organisational Design Officer	24.02.09
Health & Human Services	E Dixon	Clinical Midwife	22.02.09
Health & Human Services	P Hunt	Registered Nurse Level 2	22.02.09
Health & Human Services	K. Williams	Manager Community Rehabilitation Unit	07.02.09
Health & Human Services	G. Sheldon-Collins	Bone Marrow Transplant/Haematology Nurse Coordinator	08.02.09
Health & Human Services	T. Spence	HR Relationship Manager - RHH	24.02.09
Health & Human Services	S. Wells	Pay Personnel Officer	24.02.09
Health & Human Services	K. Szolna	Community Mental Health Nurse	02.02.09
Health & Human Services	C Cross	Executive Assistant	13.03.09
Health & Human Services	J. Davis	Clinical Nurse Consultant - Delirium Dementia and Falls	22.02.09
Health & Human Services	D. Odgers	Clinical Instructor	16.03.09
Primary Industries & Water	M. Szczerbanik	Manager (Program Planning)	02.03.09
Primary Industries & Water	J. Walker	Team Leader (Lease and Licence Applications)	24.02.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Nursing Care Assist	A Hugo	01.02.09
Health & Human Services	Occupational Therapist	T Ho	17.02.09
Health & Human Services	Service Coordinator	J Gamble	20.02.09
Health & Human Services	Child & Family Health Nurse - Nurse Home Visitor	M Stubbs	23.01.09
Health & Human Services	Support Worker	W. Johnstone	03.02.09
Health & Human Services	Family Violence Worker	E. Shaw	13.02.09
Health & Human Services	Administrative Assistant	K. Balcombe	27.02.09
Health & Human Services	Registered Nurse	B. Fordham	13.02.09
Infrastructure, Energy & Resources	Executive Assistant	K Edwards	05.02.09
Police & Emergency Management	Clerical Support Officer	K. Llewellyn	20.03.09
Primary Industries & Water	Graduate Policy Officer	A Mylonas	04.03.09
Primary Industries & Water	Quarantine Officer	B. Chapman	22.02.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Manager Horticultural Assets	J. Cane	02.03.09
Health & Human Services	Registered Nurse	R. McKean	07.02.09
Premier & Cabinet	Records Clerk	A. Pettit	20.02.09

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries & Water	C. Young	Environment, Parks, Heritage & the Arts	Senior Curator Zoology	02.03.09
Infrastructure, Energy & Resources	L Newman	Primary Industries & Water	Senior Project Officer	27.02.09

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