



TASMANIAN STATE SERVICE NOTICES

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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.

Tasmanian Government Gazette

Email text 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 4pm 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, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Property and Procurement

Conference Centre Officer (424843).

Applications Close:—Friday, 13 November 2009.

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-Term part-time (20hrs per week) for the period 01/12/2009 - 30/09/2010.

Location:—Hobart Technopark, Dowsings Park.

Duties:—Provide front of house reception, administrative and hospitality services to the Technopark, Technopark tenants and clients to ensure the effective operation of the Technopark managed office and conference facilities.

Enquiries to Sean Kerr, Senior Facilities Officer, Technopark, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5500, email **Sean.Kerr@development.tas.gov.au**

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, GPO Box 646 Hobart 7001, phone (03) 6233 5864, fax (03) 6233 5703, email **applications@development.tas.gov.au**

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Secretariat

Senior Liaison Officer (425084).

Applications Close:—Friday, 13 November 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—To provide high level support to the Manager Secretariat with the efficient and timely operation of the agency's secretariat activities.

As a member of the Secretariat team provide the highest level of client liaison for all divisions of the agency to ensure quality service delivery and information flow to the ministers, the secretary, public and private sector organisations, and the community.

Desirable Requirements:—Relevant tertiary qualifications from a recognised institution or equivalent. Well developed interpersonal skills. Demonstrated experience in positions related to policy, advice and research related to government.

Enquiries to Heidi Jones, Manager Secretariat, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5785, email **Heidi.Jones@development.tas.gov.au**

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, GPO Box 646 Hobart 7001, phone (03) 6233 5864, fax (03) 6233 5703, email **applications@development.tas.gov.au**

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Tasmanian Museum and Art Gallery

Flora Writer (706024).

Applications Close:—Friday, 13 November 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-Term part-time (0.7 FTE) for 12 months.

Location:—Hobart.

Duties:—Complete accounts for the Flora of Tasmania Online, conduct taxonomic research on the Tasmanian flora and contribute to the Tasmanian Herbarium's key role in providing botanical advice at all levels.

Essential Requirements:—The Head of Agency has determined that the person nominated for this position is to satisfy pre-employment checks 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; crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Desirable Requirements:—A current drivers licence.

Enquiries to Marco Duretto, Senior Curator Botany, Department of Economic Development, Tourism and the Arts, phone (03) 6226 1806, email **Marco.Duretto@tmag.tas.gov.au**

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, GPO Box 646 Hobart 7001, phone (03) 6233 5852, fax (03) 6233 5703, email **applications@development.tas.gov.au**

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

INDUSTRY DEVELOPMENT DIVISION

*Business Response***Program Manager (424062).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Develop, deliver and evaluate grant programs that align with the strategic direction of the department and aim to help Tasmanian enterprises create and retain jobs; attract investment; increase exports and import replacement; and stimulate innovation and business development.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or affiliations in a business related discipline. A current driver's licence.

Enquiries to Tim Peterson for a copy of the Statement of Duties, phone (03) 6233 5807 or email Tim.Peterson@development.tas.gov.au For further information about the position please contact Emily Jayne-Drew, Senior Program Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5739, email Emily-Jayne.Drew@development.tas.gov.au

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, GPO Box 646 Hobart 7001, phone (03) 6233 5797, fax (03) 6233 5703, email applications@development.tas.gov.au

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

INDUSTRY DEVELOPMENT DIVISION

*Sectoral Development***Manager Antarctic Tasmania, Science and Research (424654).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Actively develop and enhance the contribution of the International Antarctic and Southern Ocean sector and the Science and Research sector to the Tasmanian economy, community and brand.

Assist entrepreneurial businesses and researchers to commercialise innovative products and services that grow the Tasmanian economy through the facilitation of skills development.

Desirable Requirements:—A relevant tertiary or industry recognised qualification and/or professional affiliation. Current drivers licence.

Enquiries to Mary Woolnough for a copy of the Statement of Duties, phone (03) 6233 5493 or email Mary.Woolnough@development.tas.gov.au For further information about the position please contact Anthea Pritchard, Director, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5492, email Anthea.Pritchard@development.tas.gov.au

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, GPO Box 646 Hobart 7001, phone (03) 6233 5797, 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)***Advanced Skills Teacher (963521).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$81,854 pro rata.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Fixed-Term part-time 28 hours per fortnight from 8 February 2010 to 16 Dec 2011.

Location:—Learning Services North.

Description of the Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

Enquiries to Kevin Fagan, Department of Education, phone (03) 6336 2594, email kevin.fagan@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

*Learning Services (North)***Social Worker (955038).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$46,148 – \$73,844 p.a.

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

Permanent full-time 76 hours per fortnight.

Location:—North East.

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

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: Crimes of violence, Sex related offences, Serious drug offences.

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

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

Enquiries to Shane Frost, Department of Education, mobile (03) 6336 2594, email shane.frost@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Deloraine High School

Teacher, Music (205164).

Applications Close:—Friday, 13 November 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time 70 hours per fortnight from 8 February 2010.

Location:—Deloraine High School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

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

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

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

Enquiries to Craig Brown, Department of Education, phone (03) 6362 2742, email craig.brown@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Exeter High School

Advanced Skills Teacher (205219).

Applications Close:—Friday, 13 November 2009.

Salary:—\$81,584 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time 70 hours per fortnight.

Location:—Exeter High School.

Description of the Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Christine Males, Department of Education, phone (03) 6394 4366, email christine.males@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Flinders Island District High School

Teacher, Primary (957064).

Applications Close:—Friday, 13 November 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time 70 hours per fortnight from 8 February 2010.

Location:—Flinders Island District High School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: Crimes of violence, Sex related offences, Serious drug offences.

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

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

Enquiries to Gary Sykes, Department of Education, phone (03) 6359 2021, email gary.sykes@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Ringarooma Primary School

Teacher, Primary (203492).

Applications Close:—Friday, 13 November 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time 70 hours per fortnight from 8 February 2010.

Location:—Ringarooma Primary School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: Crimes of violence, Sex related offences, Serious drug offences.

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

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

Enquiries to Dawn McCauley, Department of Education, phone (03) 6353 2271, email dawn.mccauley@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Scottsdale High School

Teacher, Health and Well Being (203945).

Applications Close:—Friday, 13 November 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time 70 hours per fortnight from 8 February 2010.

Location:—Scottsdale High School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: Crimes of violence, Sex related offences, Serious drug offences.

Desirable Requirements:—Ability to teach Health and Well Being. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Enquiries to Ann Fedyk, Department of Education, phone (03) 6352 2477, email ann.fedyk@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Scottsdale High School

Teacher, MDT (203256).

Applications Close:—Friday, 13 November 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time 70 hours per fortnight from 8 February 2010.

Location:—Scottsdale High School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis. The Commissioner has determined that the person

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

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

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

Enquiries to Ann Fedyk, Department of Education, phone (03) 6352 2477, email ann.fedyk@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Scottsdale Primary School

Advanced Skills Teacher (203530).

Applications Close:—Friday, 13 November 2009.

Salary:—\$81,584 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time 70 hours per fortnight.

Location:—Scottsdale Primary School.

Description of the Role:—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Helen Munro, Department of Education, phone (03) 6352 2328, email helen.munro@education.tas.gov.au

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

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

Early Years

Child Care Unit

Licensing Officer (951193).

Applications Close:—Friday, 13 November 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-Term full-time 73.5 hours per fortnight from asap to 14 May 2010.

Location:—Devonport.

Description of the Role:—To promote the provision of high quality childcare through the provision of licensing, monitoring, information and related services to child care providers, users and other interested parties.

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.

Desirable Requirements:—Early childhood and/or tertiary qualifications in a relevant field. A current driver's licence.

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 Vivienne Mitchell, Department of Education, phone (03) 6233 5650, email vivienne.mitchell@education.tas.gov.au

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

HEALTH AND HUMAN SERVICES

Clinical Director, Mental Health Services (South) (512665).

Applications Close:—Friday, 20 November 2009.

Salary:—To be negotiated.

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

Permanent full-time day work (with oncall).

Location:—St Johns Park, New Town.

Duties:—The position of Clinical Director, Mental Health Services South is a clinical leadership role that provides high level advice and support to the State-wide Clinical Director and works in partnership with the Area Manager to optimise mental health service delivery at the regional level across generalist inpatient and community and specialist Older Persons and Child and Adolescent mental health settings. It extends to facilitating the development and effective co-ordination of an integrated mental health service in Southern Tasmania across a range of designated inpatient and community practice settings, ensuring the provision of an appropriately qualified, credentialed and supervised specialist psychiatric medical workforce. Acts as a consultant to all mental health professionals and health service providers, including general practitioners and other agencies, with regard to the assessment and management of patients with serious mental health disorders. Undertakes a defined clinical service provision role within the region and participating in an on-call roster for night and weekend psychiatric medical cover as required.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996, who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment and who has had at least eight year's experience in that speciality subsequent to the gaining of the specialist qualification. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Mark Oakley Browne, Department of Health and Human Services, phone (03) 6230 7732, mobile 0417 115 759, email mark.oakley-browne@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services.

Child and Family Health Nurse Nurse Home Visitor (516580).

Applications Close:—Friday, 13 November 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Children & Family Services, South West.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse Home Visitor will: provide assessment, care and support to individuals and groups; undertake aspects of early identification and early intervention activities within the structured home visit program.

Desirable Requirements:—Minimum of three years post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of child and family health nursing with a focus on teen parents. ie. infant and child development including social and emotional, attachment principles, understanding of adult mental health issues especially postpartum.

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

Enquiries to Raylene Cox, Department of Health and Human Services, phone (03) 6230 7865, email raylene.rox@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Access & Support Planning Officer (517018).

Applications Close:—Friday, 13 November 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, South 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 Merlene Walker, Department of Health and Human Services, phone (03) 6216 4492, email merlene.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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Policy Analyst (500568).

Applications Close:—Friday, 13 November 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

Permanent part-time day work (45.6 hours per fortnight).

Location:—Housing Tasmania, Hobart.

Duties:—As a member of Housing Services, Operational Policy Unit, participate in developing the policy framework for the Group, research and analysis, service development and performance measurement and reporting arrangements.

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

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Office for the Community Sector

Executive Assistant (516148).

Applications Close:—Friday, 13 November 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time day work.

Location:—Office of the Community Sector, North.

Duties:—Provide high level administrative, clerical and reception support to Manager, Quality and Safety. Manage and co-ordinate the provision of a complete range of efficient and effective office management support services to Quality and Safety Unit, Office for the Community Sector. Co-ordinate the preparation of complex documents including Ministerial correspondence, provide support to meetings as required, and ensure the smooth administration operation of the Quality and Safety Unit, Office for the Community Sector.

Desirable Requirements:—Knowledge of, and experience in, day to day office management activities within a senior management environment including the ability to undertake financial processing and routine reporting functions. Ability to exercise initiative, judgement, sensitivity and discretion, including the ability to interpret and analyse information and recommend or decide on appropriate action. High level written

and verbal communication skills, with the proven ability to liaise with a wide range of clients in a sensitive and confidential manner.

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

Enquiries to Liz O'Malley, Department of Health and Human Services, phone (03) 6336 2207, email elizabeth.omalley@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse—2 Vacancies.

Applications Close:—Friday, 13 November 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Vacancy No. 518561.

Fixed-Term part-time shift work (fully rotational), working 70 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—High Dependency Unit and Emergency Department.

Vacancy No. 518560.

Fixed-Term part-time shift work, working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—High Dependency Unit and Emergency Department.

Duties:—Registered Nurse working predominantly night duty across the High Dependency and Emergency Departments.

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

Enquiries to Julie Duff, Department of Health and Human Services, phone (03) 64265468, email julie.duff@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Home Help Personal Carer (502683).

Applications Close:—Friday, 13 November 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Permanent part-time day work, not working weekends but working public holidays, working 38 hours per fortnight.

Location:—Smithton District Hospital and Community Health Centre.

Duties:—Within a primary health care framework the Support Worker will function effectively as a member of a health team concerned with the care of an individual and family unit within the community.

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

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

Enquiries to Nancy Grogan, Department of Health and Human Services, phone (03) 6452 4650, email nancy.grogan@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Hotel Services Assistant (502462).

Applications Close:—Friday, 20 November 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-Term casual shift work, as and when required, commencing 15 November 2009 to 13 November 2010.

Location:—Smithton District Hospital and Community Health Centre.

Duties:—To provide a high standard of cleaning services within the Smithton District Hospital & Community Health Centre, Packham Centre and associated areas, which conforms with established hospital protocols and procedures and to assist in the preparation and delivery of meals to patients, staff and other clients.

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

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

Enquiries to Geraldine Benson, Department of Health and Human Services, phone (03) 6452 4654, email geraldine.benson@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Registered Nurse (503009).

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—HealthWest, Queenstown.

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

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

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

Enquiries to Bob Cartledge, Department of Health and Human Services, phone (03) 6472 2300, email bob.cartledge@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Medical Physics Registrar (519025).

Applications Close:—Friday, 13 November 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 4 January 2010.

Location:—W.P. Holman Clinic.

Duties:—The Registrar will undertake training towards registration as a Radiation Oncology Medical Physics Specialist according to the Training and Education Program of the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM). He/ she will participate in all clinical activities of the Medical Physics section of the WP Holman Clinic (Launceston General Hospital) under supervision. The programme takes approximately 3 years and comprises a structured in-service clinical training programme working in a clinical placement based at Launceston General Hospital. The registrar will also be expected to attend the WP Holman Clinic, Royal Hobart Hospital to undertake training in the quality assurance and commissioning of a superficial X-ray Unit. Successful completion of the programme will satisfy the requirements of the ACPSEM for accreditation in radiation oncology.

Essential Requirements:—Masters Degree in Medical Physics approved by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Enquiries to Martin Pracy, Department of Health and Human Services, phone (03) 63487140, email martin.pracy@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Senior Occupational Therapist (503808).

Applications Close:—Friday, 13 November 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

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

Location:—Occupational Therapy.

Duties:—To promote, develop and provide Occupational Therapy services, in accordance with professional standards, to a predominantly specialist caseload, spinal rehabilitation and community Occupational Therapy. To provide professional supervision and guidance to, Level 1 Occupational Therapists. To provide professional advice and staff development to others with regard to the field of specialization.

Desirable Requirements:—Current Driver's Licence.

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

Enquiries to Cindy Hollings, Department of Health and Human Services, phone (03) 63487221, email cindy.hollings@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Technical Officer (503773).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$46,801 – \$50,944 pro rata.

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

Fixed-Term part-time day work, working 30 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 25 December 2009.

Location:—Biomedical Engineering.

Duties:—To assist senior technical staff in providing a Biomedical Engineering services to the Launceston General Hospital and outlying districts as required.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position: An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work, or. Relevant Training and/or experience determined in accordance with the provisions of Section 37 of the Tasmanian State Service Act 1984 appropriate to the nature of the work.

Enquiries to Alan Parnell, Department of Health and Human Services, phone (03) 63487424, email alan.parnell@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Community Health Nurse (504715).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Flinders Island Multi Purpose Centre.

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

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

offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Don Sawyer, Department of Health and Human Services, phone (03) 6359 2122, email don.sawyer@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Enrolled Nurse (504592).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

Fixed-Term part-time shift work (fully rotational), working 20 hours per fortnight, commencing 23 November 2009 to 22 May 2010.

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

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

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

Enquiries to Janette Cumming, Department of Health and Human Services, phone (03) 6376 5222, email janette.cumming@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Enrolled Nurse (Pool) (507391).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

Fixed-Term casual shift work (fully rotational), as and when required, commencing 23 November 2009 to 21 November 2011.

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

Duties:—In accordance with primary health care principles,

Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Medication Endorsed Enrolled Nurse in Tasmania.

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

Enquiries to Janette Cumming, Department of Health and Human Services, phone (03) 6376 5222, email janette.cumming@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Enrolled Nurse (RELIEF) (507444).

Applications Close:—Friday, 13 November 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 asap to 23 October 2011.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

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

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Medication Endorsed Enrolled Nurse in Tasmania.

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6352 5523, 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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North.

Registered Nurse (507482).

Applications Close:—Friday, 13 November 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-Term part-time shift work, working 64 hours per fortnight, commencing asap to 24 October 2010.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

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

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6352 5523, email sue.bucher@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Registered Nurse, Geriatric Evaluation and Management and Transitional Care Unit (515257).

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work (fully rotational). Please note: Part time hours will also be considered.

Location:—South.

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

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

Enquiries to Jenny Batt, Department of Health and Human Services, phone (03) 6222 7829, mobile 0417 126 910, email jennifer.batt@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Clinical Nurse (510316).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Burns & Surgical Specialties Unit.

Duties:—The Clinical nurse functions as an advanced clinical practitioner within the Surgical Specialties Unit and provides management support to the Nurse Unit Manager including participation in staff education and the management of staff performance.

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

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

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Food Services Officer (508041).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$35,040 – \$35,956 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—To assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation. A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state. Ability to maintain a high standard of personal cleanliness and hygiene.

Enquiries to Ange Young, Department of Health and Human Services, phone (03) 6222 8546, email ange.young@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Food Services Officer (507976).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$35,040 – \$35,956 p.a.

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

Permanent part-time day work (30 hours per fortnight).

Location:—Royal Hobart Hospital.

Duties:—To assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation. A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state. Ability to maintain a high standard of personal cleanliness and hygiene.

Enquiries to Gwen Bloomfield, Department of Health and Human Services, phone (03) 6222 8544, email gwen.bloomfield@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Nurse Unit Manager, Maternity Services (511278).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$77,219 – \$79,045 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Provide leadership to the Maternity Unit. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by coordinating the clinical, management, education and nursing research functions within the Maternity Unit.

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

Enquiries to Nursing and Services Director, Women's and Children's Services, Department of Health and Human Services, phone (03) 6222 8766, email rh.nursecoordinator@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Professional Officer, Multiple Vacancies (508216).**

Applications Close:—Friday, 20 November 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 or part-time jobs, day work, hours to be negotiated.

Location:—South.

Duties:—Responsible for the co-ordination and management of Allied Health Professional and Continuing Care clinical projects.

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

Enquiries to Wendy Rowell, Department of Health and Human Services, phone (03) 6222 8261, email wendy.rowell@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Social Worker (512746).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$45,535 – \$73,058 pro rata.

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

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

Location:—South.

Duties:—To develop, provide and evaluate Social Work services for patients of the Royal Hobart Hospital, as authorised, in accordance with the Code of Ethics of the Australian Association of Social Workers.

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. Disciplinary action in previous employment check.

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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Storeperson, Food Services (512429).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—To provide an efficient service in Food Service Store by preparing orders, receipting, issuing and delivering food items within the Hospitals and Ambulance Service. Initiate action to provide and maintain computerised record of controlled stock.

Desirable Requirements:—Knowledge of purchasing procedures including procurement principles and practices. Knowledge of receiving, storage and distribution functions. Experience in goods receipt and management of stores inventory. Demonstrated computer literacy including knowledge of computerised supply systems, spreadsheets and word processing programs.

Enquiries to Matthew Pockett, Department of Health and Human Services, phone (03) 6222 7951, email matthew.pockett@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Allied Health Professional (515899).

Applications Close:—Friday, 20 November 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:—John L Grove Centre, Launceston.

Duties:—The Older Persons Mental Health Services Team in Northern Tasmania has a vacancy for an experienced Allied Health Professional to become an active member of their multidisciplinary team. OPMHS is a specialist service which ensures quality mental health outcomes for older people experiencing mental illness or organic mental disorder, their families, carers and community. You will be required to deliver case management, carer education, consultation and collaboration with General Practitioners (GPs), other professions and personnel with other agencies, government departments, voluntary organisations and self-help groups.

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. Disciplinary action in previous employment check.

Enquiries to Jenny Mayne, Department of Health and Human Services, phone (03) 6336 4156, email jennifer.mayne@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Therapist (501211).

Applications Close:—Friday, 13 November 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 or part time day work options available.

Location:—Southern Region.

Duties:—The Dental Therapist will provide dental care for eligible clients of the Children's Dental Service of the Oral Health Service, Tasmania in accordance with the Dental Practitioners Registration Act 2001. Will also provide dental health education and health promotional and preventive programs for clients, their families or carers, communities and other relevant stakeholders.

Essential Requirements:—Registered, or eligible for registration, as a Dentist Therapist under the Dental Practitioners Registration Act 2001.

Enquiries to Leigh Gorringer, Department of Health and Human Services, phone (03) 6214 5444, email leigh.gorringer@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Quality Officer (516478).

Applications Close:—Friday, 20 November 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Permanent full-time day work.

Location:—3 Warragul Avenue, New Town.

Duties:—As a member of the Quality and Clinical Standards unit the Quality Officer will develop, implement and evaluate quality improvement and consumer safety activities within Oral Health Services in accordance with Agency policies, statutory requirements and relevant standards and guidelines. Act as a resource to Oral Health Services staff, providing advice and support and assisting in the implementation and evaluation of quality improvement and consumer safety strategies. Facilitate incident management and complaint processes and quality improvement initiatives.

Desirable Requirements:—Comprehensive knowledge and demonstrated experience of quality improvement and consumer safety issues. An understanding of Oral Health Services issues would be desirable. Demonstrated ability to initiate, support and motivate a multidisciplinary team in the development, implementation and evaluation of quality improvement and clinical risk management activities. Demonstrated knowledge of legislation and guidelines relating to consumer safety and an ability to provide direction and support to management and staff in relation to the management and monitoring of adverse events and client related incidents.

Enquiries to Robyn Nikolai, Department of Health and Human Services, phone (03) 6214 5402, email robyn.nikolai@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, GPO Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Senior Occupational Therapist (504907).

Applications Close:—Friday, 20 November 2009.

Salary:—\$80,262 – \$88,771 p.a.

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

Fixed-Term full-time day work, commencing ASAP until 4 March 2011.

Location:—Frankland Street Launceston.

Duties:—As part of a multi-disciplinary team, delivering high quality mental health services, the Senior Occupational Therapist assists the Principal Occupational Therapist in ensuring quality clinical Occupational Therapy services within the Adult Community area. You will take a lead role in ongoing service development and intersectoral liaison as well as acting as a consultant to other Agencies with regard to the support and management of clients with mental health needs and actively promote awareness in relation to mental health.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists). The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Community Nurse (506432).

Applications Close:—Friday, 13 November 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Glenorchy & Northern Districts.

Duties:—The Community Mental Health Nurse will provide a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles. You will be required to work within a multi-disciplinary team to deliver co-ordinated assertive case management, including triage, crisis, intake & assessment and the development and implementation of individual service plans for designated clients experiencing mental health issues. You will be expected to support and work in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

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

Enquiries to Rosalind Cole, Department of Health and Human Services, phone (03) 6211 5000, email rosalind.cole@dhhs.gov.tas.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Senior Occupational Therapist (512317).

Applications Close:—Friday, 13 November 2009.

Salary:—\$80,262 – \$88,771 p.a.

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

Permanent full-time day work.

Location:—Clarence and Eastern Districts.

Duties:—As part of a multi-disciplinary team, delivering high quality mental health services, the Senior Occupational Therapist assists the Principal Occupational Therapist in ensuring quality clinical Occupational Therapy services within the Adult Community area. You will take a lead role in ongoing service development and intersectoral liaison as well as acting as a consultant to other Agencies with regard to the support and management of clients with mental health needs and actively promote awareness in relation to mental health.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists). The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Vicki Polanowski, Department of Health and Human Services, phone (03) 6211 4580, email vicki.polanowski@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, GPO Box 125, Hobart 7001.

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INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE POLICY AND PLANNING

Infrastructure Planning

Project Officer (372238).

Applications Close:—Friday, 13 November 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—To undertake research, analysis and data collection in the development, implementation and review of Tasmania's transport system, transport infrastructure and wider infrastructure policy and planning issues.

Desirable Requirements:—Relevant tertiary qualifications and/or experience.

Enquiries to Di Gee, A/Director Infrastructure Planning, Department of Infrastructure, Energy and Resources, phone (03) 6233 4867, email di.gee@dier.tas.gov.au

Applications to Jessica Kelly, Human Resources Advisor, Department of Infrastructure, Energy and Resources, GPO Box 936 Hobart TAS 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE POLICY AND PLANNING

Infrastructure Policy

Planning Analyst (371850).

Applications Close:—Friday, 13 November 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Undertake research and analysis on strategic transport and land use planning issues, focusing on an evidence-based approach that combines data and spatial analysis to contribute to the development of strategic planning recommendations. Work with stakeholders to assist with the development of integrated strategies and plans at a state, regional and local level, focusing on significant transport system, infrastructure and strategic planning issues.

Desirable Requirements:—Relevant tertiary qualifications and/or experience in strategic planning, geography or relevant discipline.

Enquiries to Di Gee, A/Director Infrastructure Planning, Department of Infrastructure, Energy and Resources, phone (03) 6233 4867, email di.gee@dier.tas.gov.au

Applications to Jessica Kelly, Human Resources Advisor, Department of Infrastructure, Energy and Resources, GPO Box 936 Hobart TAS 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au

JUSTICE

COMMUNITY CORRECTIONS

Southern Region

Assessor—2 Vacancies.

Applications Close:—Friday, 13 November 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 350818a.

Fixed-Term full-time Working 73.50 hours per fortnight from 4 January 2010 until 24 December 2010.

Location:—Southern Region.

Vacancy No. 350760a.

Fixed-Term full-time Working 73.50 hours per fortnight from 4 January 2010 until 24 December 2010.

Location:—Southern Region.

Duties:—Conduct assessments of offenders in order to determine their level of risk and their suitability for participation in a community based sentence. Liaise with representatives from other government agencies for the purpose of obtaining information relevant to the assessment. Provide written reports to the Magistrates Court outlining the findings of assessments including recommendations.

Desirable Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

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 checks in the following; arson and fire setting; violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; crimes involving dishonesty; crimes involving deception; making false declarations; malicious damage and destruction to property; serious traffic offences; crimes against public order or relating to the administration of law and justice; crimes against executive or the legislative power; crimes involving conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Pamela Honan, Southern Regional Manager, Community Corrections, Department of Justice, phone (03) 6233 4635, email pamela.honan@justice.tas.gov.au

Applications to Daphne Webb, HR Support Officer, Department of Justice, GPO Box 825, Hobart 7001, phone

(03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact pamela.honan@justice.tas.gov.au or alternatively by telephone (03) 6233 4635.

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

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

POLICE AND EMERGENCY MANAGEMENT

EASTERN DISTRICT

Bellerive Division

Utility Officer/Speed Camera Operator (001950).

Applications Close:—Friday, 13 November 2009.

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Bellerive.

Duties:—Provide general maintenance, care and minor servicing of police buildings, vehicles, grounds and other routine tasks as required. Operate police vehicles and speed camera detection equipment at roadside locations when 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, crimes involving dishonesty, serious traffic offences.

Qualifications and Experience:—Unrestricted drivers licence would be highly desirable.

Enquiries to Mr Mark Kitchener, District Executive Officer, Department of Police and Emergency Management, 47 Liverpool Street, Hobart, phone (03) 6230 2727, email mark.kitchener@police.tas.gov.au

Applications to Coordinator, Employment Services, Department of Police and Emergency Management, 47 Liverpool Street, Hobart, phone (03) 6230 2266, fax (03) 6230 2199, email applications@police.tas.gov.au

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email 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 DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format, PDF or RTF (rich text format).

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Northern Region***Maintenance Officer (521180).**

Applications Close:—Monday, 16 November 2009.

Salary:—\$50,283 – \$54,732 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Northern Region.

Duties:—Provide a building construction, repair and maintenance service to the Northern Region of the Tasmania Fire Service (TFS) that ensures members are working in a safe environment and assists the Region with delivering effective services to the community.

Desirable Requirements:—A Trade Certificate or equivalent qualification with at least 5 years experience in the building trade. Experience in a supervisory position within the building industry. Hold a drivers' licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Peter Goss on (03) 6336 5633 or from www.jobs.tas.gov.au

Enquires to Peter Goss on (03) 6336 5633.

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

*Operations***Deputy Chief Officer (521030).**

Applications Close:—Monday, 23 November 2009.

Salary:—\$119,876 – \$131,863 p.a.

Senior Executive, Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—As the director of operations, provide strategic direction, leadership and management of TFS emergency response resources to enable safe, effective and efficient readiness for and response to fires and other emergencies. As the Deputy Chief Officer, act as the Chief Officer during absences of the Chief Officer.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Chief Officer Mike Brown on (03) 6230 8606 or from www.jobs.tas.gov.au

Enquires to Chief Officer Mike Brown on (03) 6230 8606, email m.brown@fire.tas.gov.au

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

PREMIER AND CABINET

COMMUNITY DEVELOPMENT DIVISION

*Office of Children and Youth Affairs***Executive Officer (001312).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the administrative functions and executive support for the Tasmanian Early Years Foundation. This work includes secretariat functions, financial management and other general administrative tasks.

Enquiries to Rebecca Smith, Manager, Office of Children and Youth Affairs, Department of Premier and Cabinet, phone (03) 6232 7051, email Rebecca.Smith@dpac.tas.gov.au

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

WATER AND MARINE RESOURCES

*Water Management***Groundwater Management Officer (702382).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-Term full-time until 30 June 2010.

Location:—Hobart.

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

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

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

Duties:—Coordinate the completion of a project to procure, install and make operational water-level logging and telemetry equipment for the Tasmanian groundwater monitoring network. Conduct routine groundwater monitoring and contribute to the review of the groundwater monitoring program and to the development of the Tasmanian Groundwater Management Framework.

Desirable Requirements:—Knowledge of and experience in the use and installation of water monitoring or similar electronic equipment would be highly regarded. A relevant qualification in Science, Engineering or Environmental Studies. A current motor vehicle driver's licence.

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

At DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

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

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

TASMANIAN POLYTECHNIC

WORKFORCE FUTURES

*Foundation Programs***Teacher (001606).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$48,577 – \$75,323 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Permanent part-time (0.6 FTE, 42 hours per fortnight).

Location:—North-West.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified area of the START Program and other course areas within Foundation Programs.

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.

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. This position involves working mainly with 15-19 year old disengaged students and successful experience and qualifications in working with disengaged youth would be highly desirable.

Enquiries to Andrew Cowlrick, Workforce Learning Leader, Tasmanian Polytechnic, phone (03) 6434 5890, email Andrew.Cowlrick@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, GPO Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au.

All applications are formally acknowledged within 3 working days of the closing date. Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within Shared Services. If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

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

Tasmanian Government Senior Executive Service

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

General Manager Strategic Policy and Performance (951157)

Applications Close:—Friday, 13 November 2009.

Salary:—\$182,947 p.a.

Senior Executive, Level 4.

Fixed-Term full-time Senior Executive Contract position for up to 6 months.

Location:—Region, South.

Description of the role:—Lead and co-ordinate policy development for the education system that reflects government direction, national initiatives, international trends and achievements, and interagency service improvement opportunities. Lead the development and implementation of data and information systems about school and student performance that improve school leadership capability and overall educational performance. Provide high level co-ordination and advice services to the Department and to the Minister, as well as information, particularly on the development and delivery of the Department's educational programs, cross-sectoral issues and responsibilities.

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

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

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

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. Receipt of your electronic application will be acknowledged by return email within two working days.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	J. Kemp	6 months	26.10.09
Health & Human Services	Clinical Nurse	K. Harris	6 months	15.10.09
Health & Human Services	Child Protection Worker	J. Grainger	6 months	09.11.09
Health & Human Services	Medical Transcriptionist	R. Moses	6 months	26.10.09
Health & Human Services	Child and Family Health Nurse	A. Sherman	6 months	26.10.09
Health & Human Services	Community Mental Health Nurse	S. Bain	6 months	03.11.09
Health & Human Services	Home Help	P. Heathcote	6 months	23.10.09
Health & Human Services	Clinical Nurse	G. Norton	6 months	15.10.09
Health & Human Services	Occupational Therapist	B. Tatarevic	6 months	26.10.09
Health & Human Services	Team Leader - Job Design	E. Jessup	6 months	02.11.09
Health & Human Services	Registered Nurse	D. Bent	6 months	26.10.09
Health & Human Services	Pharmacy Stores Technician	S. Triffett	6 months	12.10.09
Health & Human Services	Registered Nurse	R. Woodland	6 months	26.10.09
Health & Human Services	Clinical Nurse	T. Murphy	6 months	15.10.09
Health & Human Services	Medical Equipment Procurement Co-ordinator	D. Donnell	6 months	02.11.09
Primary Industries, Parks, Water & Environment	Client Service Officer	B. Harvey	6 months	26.10.09
Primary Industries, Parks, Water & Environment	Client Service Officer	N. Nelson	6 months	26.10.09
Treasury & Finance	Senior Research Officer	J. Antkowicz	6 months	04.11.09

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	V. Woodward	Clinical Nurse Educator	01.11.09
Health & Human Services	C. Lander	Team Leader	13.10.09
Health & Human Services	J. Smith	Assistant Data Manager	19.10.09
Health & Human Services	J. Campbell	Branch Station Officer	02.11.09
Health & Human Services	K. Thomson	Senior Advisor Tobacco	22.10.09
Health & Human Services	K. Heyward	Hospital Aide	01.11.09
Health & Human Services	J. Allingham	Clinical nurse	15.10.09
Health & Human Services	K. Turnbull	Clinical Nurse Educator	28.09.09

Fixed-Term Appointments of greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Coordinator Art Education	R. Tudor	2 years	02.11.09
Primary Industries, Parks, Water & Environment	Administrative Assistant	K. Withers	2/11/2009-1/11/2011	02.11.09
Treasury & Finance	National Electronic Conveyancing System Senior Project Officer	K. Clements	12 months	26.10.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	S. Jepson	28.10.09
Health & Human Services	Clinical Nurse	A.Stops	26.10.09
Infrastructure, Energy & Resources	Asset Engineer Bridges	G Roberts	28.10.09
Premier & Cabinet	Librarian	H. Crobsy	31.10.09
Primary Industries, Parks, Water & Environment	Vegetation Scientist	E. Corbett	28.10.09
Primary Industries, Parks, Water & Environment	Manager (Issues & Projects)	S. Haimes	30.10.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Attendant	L. Gale	28.10.09
Health & Human Services	Clinical Nurse	L Jackson	26.10.09
Health & Human Services	Enrolled Nurse	M.Reid	29.10.09
Health & Human Services	Ward Clerk (Theatre)	E. Ballot	23.10.09
Health & Human Services	Communications Officer	D. McKenna	25.10.09
Health & Human Services	Client Services Officer	A. Scully	23.10.09
Police & Emergency Management	Telephonist	S. Millar	20.11.09
Primary Industries, Parks, Water & Environment	Horticulturist	P. Domeney	11.11.09
Treasury & Finance	Principal Project Officer	H. Felton	30.10.09
Treasury & Finance	Senior Policy Analyst	A. Turner	30.10.09
Treasury & Finance	Administrative Officer	C. Graham	30.10.09



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Tips for a green office.

Reduce the amount of paper used

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

Ensure access to recycling services

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

Reduce energy consumption:

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

Reducing waste

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



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