



# TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY  
AUTHORITY  
ISSN 0039-9795

WEDNESDAY 25 NOVEMBER 2009

OVER THE COUNTER  
SALES \$1-10  
INCLUDING G.S.T.

## CONTENTS

### VACANCIES—

Economic Development, Tourism and the Arts .....	2165
Education.....	2166
Health and Human Services .....	2182
Justice .....	2191
Port Arthur Historic Site Management Authority.....	2192
Primary Industries, Parks, Water and Environment .....	2192
Public Trustee .....	2193

### STAFF MOVEMENTS—

Appointments .....	2193, 2194
Promotions.....	2194
Resignations .....	2194
Retirements.....	2194

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](http://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](http://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](http://www.jobs.tas.gov.au) site or the enquiries person. Application forms are available from the [www.jobs.tas.gov.au](http://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](http://www.jobs.tas.gov.au) site. A list of currently operating registers is also available from this site.

# Higher Term Deposit rates than the big four banks.

## Guaranteed.\*

# 0.25% p.a.\*

higher than the big four banks.\*

### Now that's bright banking.

Now you can have an award-winning term deposit with a rate guaranteed to be 0.25%p.a. higher than any offered by the big four banks on deposits of \$10,000 or more\*. We already offer you a choice of competitive rates and terms. Plus, you'll be saving with Australia's 5th largest bank, giving you the security you need, with the personal service you want. Start saving higher today.

 Call 6235 8988

[www.suncorp.com.au/savehigher](http://www.suncorp.com.au/savehigher)



Visit your local Hobart branch  
at GD 111 Macquarie Street.



## SUNCORP BANK



Fixed Term Deposits issued by Suncorp-Metway Ltd ABN 66 010 831 722. AFSL No. 229882. ("Suncorp Bank"). \*0.25% higher offer applies to Term Deposit rates advertised by National Australia Bank, Commonwealth Bank of Australia, Australia and New Zealand Bank & Westpac, available at the time of entering the Term Deposit, during the period 18 October 2009 to 12 December 2009. Conditions imposed by the big four banks for obtaining the advertised rates (including, but not limited to, minimum deposits, interest payment frequency and term) may, at Suncorp Bank's discretion, apply. Term Deposits must be opened by 12 December 2009. Rates subject to change without notice. Minimum investment of \$10,000. Fees and charges may apply. An interest adjustment will apply for early withdrawals. Full details of Terms and Conditions available on request. Please read the Product Disclosure Statement (PDS) or Product Information Document (PID) before you make any decision regarding this product. For a copy visit your local branch or contact us on 13 11 55. Suncorp Bank has been awarded the 2009 AFR Smart Investor Blue Ribbon Award for Best Term Deposit (30 to 300 day), August 2009. \*Guarantee is under the Australian Government's Financial Claims Scheme for 3 years commencing 12 October 2008 and guarantees up to \$1m of a customer's total deposits with Suncorp Bank. The amount guaranteed, the period of time the guarantee is in place and the conditions attaching to the Australian Government guarantee may change at any time.

16427 31/10/09 A



## Just to let you know

Over the festive season our trading hours are  
8am - 12 noon Thursday 24 December 2009  
Closed 25th December 2009 to 10th of January 2010  
We resume normal working hours from 11th January 2010

### 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](http://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](http://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](mailto: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

CULTURE, RECREATION AND SPORT

*Tasmanian Museum and Art Gallery*

#### *Gallery Assistant (Generic)*

Applications Close:—Friday, 30 September 2011.

Salary:—\$32,500 – \$40,482 See Below.

Tasmanian State Service Award, General Stream, Band 1.

Register Fixed-term Casual until 30 September 2011

Location:—Hobart

Casual Hourly Rate: \$19.66 - \$24.49 including a 20% loading in lieu of leave entitlements.

Duties:—Assist the public in their use of the Museum's buildings and facilities and ensure the security of the Museum's buildings and collections. Attend to the cleanliness, general maintenance and upkeep of the buildings.

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. Identification check and Disciplinary action in previous employment check.

Desirable Requirements:—Previous experience in a customer service focussed role would be considered an advantage. Certificate 3 in Security Operations or the ability to attain.

Enquiries to Garry Armstrong, Customer Service Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6211 4134, email [Garry.Armstrong@development.tas.gov.au](mailto:Garry.Armstrong@development.tas.gov.au)

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5852, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au)

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

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*LINC's West*

## Burnie LINC

## Burnie Group

***Co-ordinator Community Learning and Information Services (700026)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$47,437 – \$51,634 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 56.37 hours per fortnight

Location:—Smithton Library

Description of the Role:—To co-ordinate the day-to-day delivery of community learning and information services in an Online Access Centre or specified Library.

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:—Certificate IV in Workplace Training and Assessment, Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification.

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 Price, Department of Education, phone (03) 6434 6417, email [craig.price@education.tas.gov.au](mailto:craig.price@education.tas.gov.au)

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)****Speech and Language Pathologist (956101)***

Applications Close:—Friday, 4 December 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 from 1 January 2010

Location:—Learning Services (North)

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

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

Conviction check for: Crimes of violence, Sex related offences, Serious drug offences

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

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

Enquiries to Heather Fahey, Department of Education, phone (03) 6336 2594, email [heather.fahey@education.tas.gov.au](mailto:heather.fahey@education.tas.gov.au)

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Cressy District High School

***Teacher Aide Special—2 vacancies (952387)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 10 hours per fortnight (for each vacancy) for up to 42 weeks per year

Location:—Cressy District High School

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

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

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

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



Enquiries to Julie Reid, Department of Education, phone (03) 6397 6281, email [julie.reid@education.tas.gov.au](mailto:julie.reid@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Deloraine High School

#### **Teacher Aide Special (960834)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time From 8 February 2010, 40 hours per fortnight for up to 42 weeks per year

Location:—Deloraine High School

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

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

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

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

Enquiries to Berice Van Der Aa, Department of Education, phone (03) 6362 2742, email [berice.van.der.aa@education.tas.gov.au](mailto:berice.van.der.aa@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Hagley Farm Primary School

#### **Teacher Aide Special—2 vacancies (952200)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 15 hours per fortnight (for each vacancy) for up to 42 weeks per year

Location:—Hagley Farm Primary School

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

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

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

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

Enquiries to Lynette Brewer, Department of Education, phone (03) 6392 2272, email [lynette.brewer@education.tas.gov.au](mailto:lynette.brewer@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Mowbray Heights Primary School

#### **School Executive Officer (960719)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time

Location:—Mowbray Heights Primary School

Description of the Role:—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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

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

numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Marie Gavlick, Department of Education, phone (03) 6326 1892, email [marie.gavlick@education.tas.gov.au](mailto:marie.gavlick@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Perth Primary School

#### **Teacher Aide Special (981033)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 10 hours per fortnight for up to 42 weeks per year

Location:—Perth Primary School

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

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

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

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

Enquiries to Marj Colvill, Department of Education, phone (03) 6398 2302, email [marj.colvill@education.tas.gov.au](mailto:marj.colvill@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Port Dalrymple School

#### **Teacher Aide Special—3 vacancies (305296)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 15 hours per fortnight (each vacancy) for up to 42 weeks per year

Location:—Port Dalrymple School

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

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

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Scottsdale Primary School

#### **Teacher Aide Special—2 vacancies (305796 and 305794)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time From 8 February 2010, 10 hours per fortnight (for each vacancy) for up to 42 weeks per year

Location:—Scottsdale Primary School

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

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

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

South George Town Primary School

#### ***Teacher Aide Special (952584)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 10 hours per fortnight for up to 42 weeks per year

Location:—South George Town Primary School

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

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

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

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

Enquiries to Bev Shadbolt, Department of Education, phone (03) 6382 1564, email [bev.shadbolt@education.tas.gov.au](mailto:bev.shadbolt@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

St Helens District High School

#### ***Teacher Aide Special (980987)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 20 hours per fortnight for up to 42 weeks per year

Location:—St Helens District High School

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

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

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

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

Enquiries to Christine Treloggen, Department of Education, phone (03) 6376 7100, email [christine.treloggen@education.tas.gov.au](mailto:christine.treloggen@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

St Leonards Primary School

#### ***Teacher Aide Special (306034)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time From 8 February 2010, 10 hours per fortnight for up to 42 weeks per year

Location:—St Leonards Primary School

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

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

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

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

Enquiries to Jane Bovill, Department of Education, phone (03) 6339 1462, email jane.bovill@education.tas.gov.au

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

St Marys District High School

#### **Teacher Aide Special (306076)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$378,334 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 40 hours per fortnight for up to 42 weeks per year

Location:—St Marys District High School

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

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

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

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

Enquiries to Brian Shephard, Department of Education, phone (03) 6372 3900, email brian.shephard@education.tas.gov.au

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

Summerdale Primary School

#### **Teacher Aide Special—2 vacancies (952602)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 20 hours per fortnight (for each vacancy) for up to 42 weeks per year

Location:—Summerdale Primary School

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

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

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

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

Enquiries to Craig Newman, Department of Education, phone (03) 6344 5333, email craig.newman@education.tas.gov.au

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

Summerdale Primary School

#### **Teacher Aide Special—3 vacancies (960203)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 20 hours per fortnight (for each vacancy) for up to 42 weeks per year

Location:—Summerdale Primary School

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

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

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

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



Enquiries to Craig Newman, Department of Education, phone (03) 6344 5333, email [craig.newman@education.tas.gov.au](mailto:craig.newman@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

Trevallyn Primary School

#### **Teacher Aide Special (950655)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time From 8 February 2010, 20 hours per fortnight for up to 42 weeks per year

Location:—Trevallyn Primary School

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

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

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

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

Enquiries to Cheryl McFadzean, Department of Education, phone (03) 6331 9657, email [cheryl.mcfadzean@education.tas.gov.au](mailto:cheryl.mcfadzean@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### **Program Manager School Leadership (596682)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$115,766 p.a.

Teaching Service (TPS) Award, Band 3, Level 8.

Fixed-term full-time from 1 January 2010 to 31 December 2011 Non-Teaching conditions apply

Location:—Learning Services (North-West)

Description of the Role:—The focus of the role will be on the implementation of the 'School Leadership Professional Learning for 2010 and beyond' paper and specifically its recommendations. These recommendations provide an appropriate and professional learning program for potential and incumbent leaders in the Department of Education from 2010. The successful development and implementation of each of the elements of this program will be the major focus of this role in 2010 and 2011.

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

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 proven track record in educational leadership and project management.

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 Malcolm Wells, Department of Education, phone (03) 6434 6350, email [malcolm.wells@education.tas.gov.au](mailto:malcolm.wells@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### **Social Worker (960742)**

Applications Close:—Friday, 4 December 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:—West Coast

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 Sharon Rush, Department of Education, mobile 0409 942 207, email [sharon.rush@education.tas.gov.au](mailto:sharon.rush@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

Early Childhood Intervention Services, Burnie

#### **Teacher Aide Special (961886)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 30 hours per fortnight for up to 42 weeks per year

Location:—Early Childhood Intervention Services, Burnie

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

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

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

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

For a copy of the Statement of Duties please contact Rose French, phone (03) 6435 2021, email [rose.french@education.tas.gov.au](mailto:rose.french@education.tas.gov.au)

Enquiries to Diane Walsh, Department of Education, phone (03) 6435 2021, email [diane.walsh@education.tas.gov.au](mailto:diane.walsh@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

King Island District High School

#### **School Administration Clerk (300317)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time from 25 January 2010, 30 hours per fortnight for 42 weeks per year

Location:—King Island District High School

**Description of the Role:**—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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

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

For a copy of the Statement of Duties please contact Sur Taylor, phone (03) 6462 1366, email [sue.taylor@education.tas.gov.au](mailto:sue.taylor@education.tas.gov.au)

Enquiries to Leanne OBrien, Department of Education, phone (03) 6462 1366, email [leanneobrien@education.tas.gov.au](mailto:leanneobrien@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

Penguin High School

#### **Advanced Skills Teacher (201230)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$81,584 p.a.

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

Permanent full-time from 8 February 2010

Location:—Penguin 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 Trudy Pearce, Department of Education, phone (03) 6437 2102, email [trudy.pearce@education.tas.gov.au](mailto:trudy.pearce@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Ridgley Primary School

#### ***School Attendant (Cleaning) (963878)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$35,507 p.a.

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

Permanent part-time from 1 January 2010, 40 hours per fortnight

Location:—Ridgley Primary School

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

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

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

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

For a copy of the Statement of Duties please contact Susan Kennerley, phone (03) 6420 8100, email [susan.kennerley@education.tas.gov.au](mailto:susan.kennerley@education.tas.gov.au)

Enquiries to Anne Stewart, Department of Education, phone (03) 6420 8100, email [anne.stewart@education.tas.gov.au](mailto:anne.stewart@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

##### Ridgley Primary School

#### ***Teacher Aide Special (963950)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time From 8 February 2010, 40 hours per fortnight for up to 42 weeks per year

Location:—Ridgley Primary School

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

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

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

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

Enquiries to Denise Wotherspoon, Department of Education, phone (03) 6435 7291, email [denise.wotherspoon@education.tas.gov.au](mailto:denise.wotherspoon@education.tas.gov.au)

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



## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

School of Special Education, Burnie

**Teacher Aide Special (300982)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 40 hours per fortnight for up to 42 weeks per year

Location:—School of Special Education, Burnie

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

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

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

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

Enquiries to Grace Brown, Department of Education, phone (03) 6433 3870, email [grace.brown@education.tas.gov.au](mailto:grace.brown@education.tas.gov.au)Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au)

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

Geeveston District High School

**Principal (204511)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$98,096 p.a.

Teaching Service (TPS) Award, Band 3, Level 4.

Fixed-term full-time from 1 January 2010 to 31 December 2011

Location:—Geeveston District High School

Description of the Role:—To lead and direct the educational program and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

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 Brendan Kelly, Department of Education, phone (03) 6212 3242, email [brendan.kelly@education.tas.gov.au](mailto:brendan.kelly@education.tas.gov.au)Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au)

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

Kingston High School

**Advanced Skills Teacher (Maths/Science) (204606)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$81,584 p.a.

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

Permanent full-time from 9 February 2010

Location:—Kingston 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.

The successful applicant will be expected to provide leadership in the curriculum areas of Mathematics, Numeracy and Science to boys from 7 to 10.



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 Gourley, Department of Education, phone (03) 6229 4388, email [helen.gourley@education.tas.gov.au](mailto:helen.gourley@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Montrose Bay High School

#### **Principal (964223)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$111,491 p.a.

Teaching Service (TPS) Award, Band 3, Level 7.

Permanent full-time from 1 January 2010.

Location:—Brooker Avenue, Glenorchy

Context:—From February 2010, Claremont High School and Rosetta High School will amalgamate as the new Montrose Bay High School serving the northern area of Hobart.

At the core of the design for the new school lies the replacement of a traditional 1960s high school with a series of 'learning communities' or schools within schools.

The transformation of teaching and learning and its contribution to raising standards is at the core of the vision for the new school. We envisage a school that puts personalized learning at the heart of its thinking.

Montrose Bay High School will use the possibilities offered by the new learning technologies to open up the world as an unlimited resource for learning. Students will be producers as well as consumers of the new digital media; e-portfolios and a learning platform will be an integral part of their learning journey.

Alongside the redevelopment of the old Rosetta High School site will be the development of a new Big Picture School at Goodwood which will further extend our personalized and authentic program. The Big Picture School will remain a part of Montrose Bay High School, but will operate as a stand alone entity for day to day activity.

This is a genuine 21st century high school. Montrose Bay High School will tackle head on the need to question limited and self imposed pedagogy and teaching practice. It is built purposely on the work of international education experts such as David Hargreaves and Stephen Heppell, in advocating an enlightened and democratic approach to education. It captures the spirit of our times and gives meaning to the notion of a kind, clever and connected Tasmania where everyone can achieve.

The new school will operate from the start of 2010. In the first year the school will operate across three campuses and for

this transition year a set of interim duties have been assigned. From 2011 the role of the Principal as defined in the generic Principal Statement of Duties will apply.

**Description of the Role:**—The successful applicant will have an important role in establishing Montrose Bay High School, a new entity created from the merge of Claremont High School and Rosetta High School. In 2010 the school will operate across three campuses. In 2011 the Claremont campus will close and the school will consolidate on two sites. This role offers an exciting opportunity to be involved in the educational and administrative challenges and achievements of successfully combining two secondary schools into one with significant development of one of the established schools. The experience and rewards gained through creating this new combined school will be a significant career opportunity. The interim role will include active participation in the construction of the new school through collaboration with the local community, the Steering Committee and the successful contractors.

**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 Brendan Kelly, Department of Education, phone (03) 6212 3242, email [brendan.kelly@education.tas.gov.au](mailto:brendan.kelly@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Mount Stuart Primary School

#### **Teacher Aide Special—3 vacancies (954404, 307095 and 981012)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 9 February 2010, 20 hours per fortnight (for each vacancy) for up to 42 weeks per year

Location:—Mount Stuart Primary School.

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

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

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

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

For a copy of the Statement of Duties and Local Task List please contact Sandi Johnson, phone (03) 6234 1705, email sandra.johnson@education.tas.gov.au

Enquiries to Penny Fried, Department of Education, phone (03) 6234 1705, email penelope.fried@education.tas.gov.au

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### New Town High School

#### ***Assistant Principal (950912)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$91,307 p.a.

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

Permanent full-time

Location:—New Town High School

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

**Essential Requirements:**—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

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

Enquiries to Darryl Moir, Department of Education, phone (03) 6278 0400, email darryl.moir@education.tas.gov.au

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

#### ***Speech and Language Pathologist (953139)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$46,148 – \$73,844 p.a.

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

Fixed-term full-time from 4 January 2010 to 31 December 2010

Location:—Learning Services (South-East)

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

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

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

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

Enquiries to Megan Cavanagh, Department of Education, phone (03) 6265 4606, mobile 0407 367 324, email megan.cavanagh@education.tas.gov.au

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## Bothwell District High School

**Principal (202438)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$86,795 p.a.

Teaching Service (TPS) Award, Band 3, Level 2.

Permanent full-time from 1 January 2010

Location:—Bothwell District High School

Description of the Role:—To lead and direct the educational program and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

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 Bob Phillips, Department of Education, phone (03) 6212 3120, email bob.phillips@education.tas.gov.au

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

Description of the Role:—The Transition Leader, Learning Federation will work with the Manager, Learning Federation and school principals and school senior staff to develop and implement a staff professional learning plan designed to enable staff to build the skills, understanding and dispositions needed to meet the underpinning philosophy and goals of the Federation's Educational Concept Brief and the Government's education policy of Learner at the Centre and with the Learning Service South East vision statement that "every child succeeds".

The Transition Leader will have the key responsibility for designing the structures and programs needed to support the professional learning plan and will take a lead role in delivery of those programs. In particular the Transition Leader will take a lead role in supporting staff to prepare for the full operation of the Federation in 2011 during the 2010 transition year.

The Transition Leader will contribute to the ongoing development of the Federation Educational Concept Brief and the Federation School Improvement Plan and provide input to the design of Federation programs and facilities.

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

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 Andy Bennett, Department of Education, phone (03) 6262 5500, mobile 0419 658 100, email andrew.bennett@education.tas.gov.au

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## Bridgewater Learning Federation

**Transition Leader, Learning Federation (964218)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$107,950 p.a.

Teaching Service (TPS) Award, Band 3, Level 6.

Fixed-term full-time from as soon as possible to 31 December 2010 Non-Teaching conditions apply

Location:—Bridgewater and Southern Midlands Learning Federation

## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## Brighton Primary School

**Teacher Aide Special (964229)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 20 hours per fortnight for up to 42 weeks per year

Location:—Brighton Primary School



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

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

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

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

Enquiries to Pam Noble, Department of Education, phone (03) 6268 1231, email pam.noble@education.tas.gov.au

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

#### Geilston Bay High School

#### **Assistant Principal (201678)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$91,307 p.a.

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

Permanent full-time from 9 February 2010

Location:—Geilston Bay High School

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

**Essential Requirements:**—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

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

Enquiries to Robyn Tummon, Department of Education, phone (03) 6243 8633, email robyn.tummon@education.tas.gov.au

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

#### Lindisfarne North Primary School

#### **Teacher Aide Special—2 Vacancies**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 953782.

Permanent part-time from 9 February 2010, 34 hours per fortnight for up to 42 weeks per year

Location:—Lindisfarne North Primary School

Vacancy No. 953604.

Permanent part-time from 9 February 2010, 24 hours per fortnight for up to 42 weeks per year

Location:—Lindisfarne North Primary School

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

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

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

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

For a copy of the Statement of Duties please contact Helene Trivett, phone (03) 6243 0101, email helene.trivett@education.tas.gov.au

Enquiries to Philippa Roberts, Department of Education, phone (03) 6243 0101, email philippa.roberts@education.tas.gov.au

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



## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## New Norfolk High School

**Advanced Skills Teacher (202975)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$81,584 p.a.

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

Permanent full-time from 9 February 2010

Location:—New Norfolk 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.

The successful applicant will be required to work with a team of teachers to manage the educational program of senior students as the Head of Senior School as well as other duties as required.

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 Youd, Department of Education, phone (03) 6261 7800, email [craig.youd@education.tas.gov.au](mailto:craig.youd@education.tas.gov.au)

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## Oatlands District High School

**Teacher Aide Special (954413)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 11 February 2010, 30 hours per fortnight for up to 42 weeks per year

Location:—Oatlands District High School

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

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

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

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

Enquiries to Shirley Pennicott, Department of Education, phone (03) 6254 1110, email [shirley.pennicott@education.tas.gov.au](mailto:shirley.pennicott@education.tas.gov.au)

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## Richmond Primary School

**Teacher Aide Special (960520)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year

Location:—Richmond Primary School

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

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

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

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

of your electronic application will be acknowledged by return email within two working days.

Enquiries to Kate Slater, Department of Education, phone (03) 6260 2191, email [kate.slater@education.tas.gov.au](mailto:kate.slater@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Risdon Vale Primary School

#### **Teacher Aide Special—3 Vacancies**

Applications Close:—Friday, 4 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 960130.

Permanent part-time From 10 February 2010, 29.4 hours per fortnight for up to 42 weeks per year

Location:—Risdon Vale Primary School

Vacancy No. 002781.

Permanent part-time From 10 February 2010, 14.7 hours per fortnight for up to 42 weeks per year

Location:—Risdon Vale Primary School

Vacancy No. 960130L.

Permanent part-time From 10 February 2010, 29.4 hours per fortnight for up to 42 weeks per year

Location:—Risdon Vale Primary School

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

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

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

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

Enquiries to Mark Koppelman, Department of Education, phone (03) 6233 5445, email [mark.koppelman@education.tas.gov.au](mailto:mark.koppelman@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Rokeby High School

#### **Assistant Principal (201977)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$91,307 p.a.

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

Permanent full-time from 9 February 2010

Location:—Rokeby High School

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

Enquiries to Steven Lewis, Department of Education, phone (03) 6247 7800, email [steven.lewis@education.tas.gov.au](mailto:steven.lewis@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Swansea Primary School

#### **School Executive Officer (954719)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time from 27 January 2010

Location:—Swansea Primary School

**Description of the Role:**—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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

Conviction check for: Crimes of violence, Sex related offences, Serious drug offences

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Tasman District High School

#### **School Executive Officer (961577), *WITHDRAWN***

Applications Close:—Friday, 4 December 2009.

Salary:—\$63,838 – \$66,761 pro rata.

Tasmanian State Service Award, General Stream Band 5.

Permanent part-time 44.10 hours per fortnight or 52 weeks per year

Location:—Tasman District High School

**Description of the Role:**—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant

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

Enquiries to Stephen Bowes, Department of Education, phone (03) 6250 2222, email stephen.bowes@education.tas.gov.au

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

##### Triabunna District High School

#### **Teacher, Maths/Science (960214)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time 70 hours per fortnight from 9 February 2010

Location:—Triabunna 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 Maths/Science. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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



Enquiries to Annette Parker, Department of Education, phone (03) 6257 3199, email [annette.parker@education.tas.gov.au](mailto:annette.parker@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Programs, Personalised Learning*

#### Guaranteeing Futures

#### ***Vocational Education and Learning Development Officer (Special Projects youthBUILD) (963247)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$81,584 p.a.

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

Fixed-term full-time 1 January 2010 to 30 June 2011 Non-Teaching conditions apply

Location:—South

Description of the Role:—On a state-wide basis and in partnership with the Housing Industry Association, provide leadership and project management in the development and implementation of a youthBUILD construction program. This program supports Government policy, including the Vocational Education and Learning (VEL) Framework and the Guaranteeing Futures element of Tasmania: A State of Learning.

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

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 Lynne Hanlon, Department of Education, phone (03) 6249 6801, email [lynne.hanlon@education.tas.gov.au](mailto:lynne.hanlon@education.tas.gov.au)

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

## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

#### *Population Health*

#### ***Needle and Syringe Program Support Officer (517404)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Permanent part-time day work, for 47 hours per fortnight from 18 January 2010 - 25 June 2010

Location:—Clarence Community Health Centre, Rosny

Duties:—In accordance with Agency policy and direction, legal requirements, service policy and procedure undertake duties associated with the day to day running of a Needle and Syringe Program outlet at the Clarence Community Health Centre, Bayfield Street, Rosny and participate in the Needle and Syringe Program accreditation.

Desirable Requirements:—Well developed interpersonal, communication and conflict resolution skills and demonstrated experience in working with internal and external service providers. An understanding of the Needle and Syringe Program and Tasmanian drug culture, and of the issues affecting people who inject drugs. Basic understanding of the legal environment, including confidentiality and the health and wellbeing of people who inject drugs.

Enquiries to Francine Smith, Department of Health and Human Services, phone (03) 6222 7689, mobile 0409 867 569, email [francine.smith@dhhs.tas.gov.au](mailto:francine.smith@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

#### *Population Health*

#### ***Tobacco Control Officer (513636)***

Applications Close:—Friday, 4 December 2009.

Salary:—\$51,579 – \$60,746 pro rata.

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

Permanent part-time day work for 45.6 hours per fortnight

Location:—Hobart

Duties:—To provide tobacco control services in southern Tasmania in partnership with key stakeholders, including the provision of information and support to Nominated Officers and retailers.

Desirable Requirements:—Understanding of tobacco control issues and relevant legislation, including sales to minors, advertising and display restrictions and the health effects of tobacco use. Ability to take a lead role in enforcement activities (including warning retailers about breaches of relevant sections of the Public Health Act 1997; preparation of prosecution briefs; issuing of infringement notices; liaison with Government and non Government Agencies, Nominated Officers, DHHS' Environmental Health Officers and the public); and representing the Agency in guilty plea or no plea court cases.



An appreciation of health outcomes approaches as they relate to public health. Good oral and written communication skills, including proven ability to work as a team member.

Enquiries to Kylie Thomson, Department of Health and Human Services, phone (03) 6222 7716, email [kylie.thomson@dhhs.tas.gov.au](mailto:kylie.thomson@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Senior Project Officer (500004)**

Applications Close:—Friday, 4 December 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:—Housing Tasmania, South

Duties:—To contribute to the strategic management of the Director of Housing's real estate property portfolio by: Undertaking a range of projects within the Strategic Asset Management section. Providing best practice advice on project management to sectional staff. Providing strategic advice and support to the Manager, Strategic Asset Management on issues pertaining to operational management of the real property portfolio.

Desirable Requirements:—Well developed and proven project management skills, knowledge and experience preferably within an asset management, development and construction environment, including demonstrated ability to manage human, physical and financial resources within a project management framework and capacity to monitor efficiency and effectiveness. Well developed ability to interpret data, analyse information including economic and financial and demonstrated capacity to undertake business system analysis, as well as the capacity to analyse legislation and policy directions and to decide or recommend appropriate action. A sound understanding of building codes and practices, standards framework and other legislation as it applies to property management development, as well as knowledge of the resource management and planning system of Tasmania.

Enquiries to Glenn Hardwick, Department of Health and Human Services, phone (03) 6233 4836, email [glenn.hardwick@dhhs.tas.gov.au](mailto:glenn.hardwick@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Team Leader (516994)**

Applications Close:—Friday, 4 December 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 East

Duties:—Supervise a team of tenancy staff in the management of the day to day delivery of services to clients in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Well developed ability to supervise staff in a customer service environment subject to work pressure and change. Well developed interpersonal skills, including written and verbal communication, the ability to liaise, negotiate and prepare reports and documents. Demonstrated ability to exercise problem solving skills, initiative, judgement and discretion in recommending or deciding on appropriate action according to legislation, policy, guidelines, political environment and client circumstances.

Enquiries to Liz Murray, Department of Health and Human Services, phone (03) 6233 3649, email [liz.murray@dhhs.tas.gov.au](mailto:liz.murray@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Clinical Nurse (518557)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent part-time shift worker (not working weekends or public holidays) for 64 hours per fortnight

Location:—Day Procedure Unit, Mersey Community Hospital

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

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

Enquiries to Denise Donohue, Department of Health and Human Services, phone (03) 6426 5227, email [denise.donohue@dhhs.tas.gov.au](mailto:denise.donohue@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*North West Regional Hospital***Clinical Nurse Consultant-Infection Control (502296)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$72,136 – \$77,219 pro rata.

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

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

Location:—North West Regional Hospital, Burnie

Duties:—To liaise and consult with members of the health care teams, in line with Infection Control policies, practice and legal requirements, to provide safe quality patient care and co-ordinate the Infection Control programs throughout the North West Regional Hospital.

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

Enquiries to Marg Nicholson, Department of Health and Human Services, phone (03) 6430 6503, email [marg.nicholson@dhhs.tas.gov.au](mailto:marg.nicholson@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*North West Regional Hospital***Registered Nurse (502092)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work

Location:—North West Regional Hospital, Burnie

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 Bill Kerr, Department of Health and Human Services, phone (03) 6430 6652, email [bill.kerr@dhhs.tas.gov.au](mailto:bill.kerr@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*Primary Health Services North West***Community Health Nurse (506843)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$56,230 – \$67,183 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual shift work, as and when required, commencing asap to 22 November 2011.

Location:—Community Health, Ulverstone

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 and recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services, therefore plans and delivers services accordingly.

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 Judy Lee, Department of Health and Human Services, phone (03) 6429 8425, email [judy.lee@dhhs.tas.gov.au](mailto:judy.lee@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*Primary Health Services North West***Day Centre Assistant (503053)**

Applications Close:—Friday, 11 December 2009.

Salary:—\$36,748 – \$40,884 pro rata.

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

Fixed-term casual day work, as and when required, commencing 4 January 2010 to 2 January 2012.

Location:—King Island Hospital and Health Centre

Duties:—To assist with the care of Day Centre clients under the supervision of the day Centre Coordinator, with regard to Personal Care, ensure individual interests, custom, beliefs, cultural and ethnic backgrounds are valued and fostered in activities within the facility, and catering and hotel service roles.

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 Dawn Woolley, Department of Health and Human Services, phone (03) 6462 9900, email dawn.woolley@dhhs.tas.gov.au

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Home Help/Personal Care Assistant (502698)**

Applications Close:—Friday, 11 December 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term casual day work, as and when required, commencing 4 January 2010 to 2 January 2012.

Location:—King Island Hospital and Health Centre

Duties:—Within a primary health care framework the Home Help Staff 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:—Possession of/or willingness to undertake Home Care Certificate and/or Personal Carers/Home Help Training Courses. Current driver's license. First Aid Certificate.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check in the following areas: Crimes of Violence; Sex related Offences; Serious Drug Offences; and Crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check

Enquiries to Jacky Richards, Department of Health and Human Services, phone (03) 6462 9900, email jacky.richards@dhhs.tas.gov.au

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Registered Nurse Casual Pool—4 Vacancies**

Applications Close:—Friday, 4 December 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Vacancy No. 503197.

Permanent part-time shift work, working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Pool

Vacancy No. 503197.

Permanent part-time shift work, working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Pool

Vacancy No. 503197.

Permanent part-time shift work, working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Pool

Vacancy No. 503197.

Permanent part-time shift work, working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Pool

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 Robyn Liddington, Department of Health and Human Services, phone (03) 63487901, email robyn.liddington@dhhs.tas.gov.au

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Registered Nurse Casual Pool—2 Vacancies**

Applications Close:—Friday, 4 December 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Vacancy No. 503210.

Permanent part-time shift work, working 20 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Pool

Vacancy No. 503210.

Permanent part-time shift work, working 20 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Pool

**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 Robyn Liddington, Department of Health and Human Services, phone (03) 63487901, email [robyn.liddington@dhhs.tas.gov.au](mailto:robyn.liddington@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Administrative Assistant (519148)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$46,801 – \$50,944 pro rata.

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

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

Location:—South.

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

Enquiries to Carne Morris, Department of Health and Human Services, phone (03) 6222 7538, email [carne.morris@dhhs.tas.gov.au](mailto:carne.morris@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Director Allied Health Professional Services (508213)**

Applications Close:—Friday, 11 December 2009.

Salary:—\$108,408 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5 Grade 4.

Permanent full-time day work.

Location:—South.

**Duties:**—Lead and direct the strategic development, management and evaluation of Allied Health Professional Services, in accordance with the Southern Tasmania Area Health Service strategic vision and values.

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

Enquiries to Lorraine Millar, Department of Health and Human Services, phone (03) 6222 8982, email [lorraine.millar@dhhs.tas.gov.au](mailto:lorraine.millar@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Medical Scientist (510225)**

Applications Close:—Friday, 11 December 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

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

Location:—South.

**Duties:**—Oversee the Quality Control of the Microbiology Laboratory section on a daily basis and provide direction and coordination of professional and technical staff in the area. Perform a range of specialised microbiology tests and associated quality assurance procedures.

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

Enquiries to David Jones, Department of Health and Human Services, phone (03) 6222 8909, email [david.jones@dhhs.tas.gov.au](mailto:david.jones@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **PACS/RIS Specialist (519005)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$80,233 – \$85,737 p.a.

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

Permanent full-time day work.

Location:—South.

**Duties:**—Initially support the implementation of the statewide Picture Archive Communication System and the Radiology Information System (PACS - RIS), and then provide specialist support for the technology to the radiologists, technical staff, hospital clinicians, departments and clinics.



Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, email shane.morgan@dhhs.tas.gov.au

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Podiatrist (508277)**

Applications Close:—Friday, 11 December 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 45.6 hours per fortnight.

Location:—South.

Duties:—Looking for diversity in work and play? Then a move to southern Tasmania could be for you! If you are dynamic, enthusiastic and enjoy a relaxed lifestyle in spectacular scenery, come and join the Southern Tasmanian Area Health Service (STAHS) Podiatry Service, based at the Royal Hobart Hospital (RHH). Our focus is delivering holistic care, managing the high risk foot and improving foot health status for people with chronic conditions through self management, education and coordinated care.

As a member of our team, you will have the opportunity to provide a wide range of podiatric services, including inpatient and outpatient services at RHH and outreach services at community health centres in southern Tasmania.

Salary Packaging is available.

Do not let relocation prevent you from having one of the best jobs and lifestyles around!

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

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

Enquiries to Helen Burnet, Podiatry Manager, Department of Health and Human Services, phone (03) 6222 8601, mobile 0417 284 267, email helen.burnet@dhhs.tas.gov.au

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Senior Physiotherapist, WITHDRAWN (517341)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent part-time day work, working 8 hours per fortnight

Location:—Central Highlands Community Health Centre

Duties:—The Senior Physiotherapist will, in accordance with organisational policies and the professional code of ethics, be responsible for the efficient and effective provision of Physiotherapy Services to clients living in the Central Highlands. You will coordinate the Physiotherapy services in the Municipality, and contribute to Health Promotion in the Municipality.

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

Enquiries to Patsy Anne Clark, Department of Health and Human Services, phone (03) 6287 1301, email patsy-anne.clark@dhhs.tas.gov.au

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Cleaner (510533)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$35,040 – \$35,956 p.a.

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

Fixed-term casual shift work, working as and when required, to commencing as soon as possible until 1 November 2010

Location:—South

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

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Clinical Nurse (509605)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time Shift Work (Fully Rotational)

Location:—Operating Theatre, Royal Hobart Hospital

Duties:—Functions as an advanced clinical practitioner within the designated area 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 Scott Dickson, Department of Health and Human Services, phone (03) 6222 8536, email [scott.dickson@dhhs.tas.gov.au](mailto:scott.dickson@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Customer Service Officer (509339)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Fixed-term casual day work, working as and when required to commence as soon as possible to 12 November 2010

Location:—South

Duties:—The Customer Service Officer, Patient Information Management Services (PIMS) provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services. This position requires flexibility across all areas of PIMS which includes working in areas such as Medical Records, Ward Clerks and Appointment scheduling. The position involves input and retrieving of patient information using the hospitals computerised information system in accordance with established system procedures and standards for the capture of patient details and patient activity.

Enquiries to Frances Boyle, Department of Health and Human Services, phone (03) 6222 8921, email [frances.boyle@dhhs.tas.gov.au](mailto:frances.boyle@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Customer Service Officer, PIMS (512428)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Fixed-term full-time day work, to commence as soon as possible to 31 October 2010

Location:—South

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

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Customer Service Officer PIMS (515935)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Fixed-term part-time day work, working 38 hours per fortnight, commencing as soon as possible to 31 October 2010

Location:—South

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

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Filing Clerk PIMS (511953)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$32,183 – \$40,003 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 1.

Fixed-term part-time day work, working 10 hours per fortnight, commencing as soon as possible to 31 October 2010

Location:—South

Duties:—Provide an efficient filing service for Patient Information Management Service. To assist with general clerical tasks as required and archiving of medical records into secondary storage areas. Perform quality assurance activities related to files in the Patient Information Management Service.

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Registered Nurse (518389)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time day work

Location:—South

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.

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## STATEWIDE AND MENTAL HEALTH SERVICES

*Correctional Health Services***Registered Nurse (512528)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

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

Location:—Risdon Prison Hospital

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies the Registered Nurse will utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care. You will collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care.

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

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 Shirley Wyper, Department of Health and Human Services, phone (03) 6216 8241, email shirley.wyper@dhhs.tas.gov.au

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

## STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services North***Registered Nurse (504856)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work (fully rotational)

Location:—Launceston General Hospital

Duties:—As part of a multi-disciplinary team delivering high quality mental health services the Registered Nurse will utilise a problem solving approach and establish nursing procedures in the delivery and evaluation of direct care to a designated number of clients. You will be expected to interact effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes. You will be actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North*

#### **Registrar (515319)**

Applications Close:—Friday, 4 December 2009.

Salary:—To be negotiated.

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

Fixed-term full-time Contract Position, day work (with oncall) commencing as soon as possible for a period of 12 months

Location:—Launceston General Hospital

Duties:—The role of the Registrar is the care and treatment of psychiatric patients in Mental Health Services North, including rostered emergency cover, as a junior doctor in supervision. You will provide clinical services, including assessment, treatment and further reviews of clients in the allocated service/training rotation. You will ensure availability during working hours for emergencies as required, and provide out-of-hours service in accordance with an approved roster (remote call). You will document all clinical contacts in accordance with Department requirements, including completion of discharge summaries within the required time period.

Essential Requirements:—A Medical Practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 and who has had a minimum of two year's post graduate experience and is undertaking a course of study to obtain a specialist qualification which is recognised under the provisions of the Commonwealth/State Agreement on Mutual Recognition. To be employed at this, Level the medical practitioner must be employed in a recognised Registrar position.

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

Enquiries to Dr Manillal Maharajh, Department of Health and Human Services, phone (03) 6348 7188, email mani.maharajh@dhhs.tas.gov.au

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North West*

#### **Administrative Assistant (502838)**

Applications Close:—Friday, 4 December 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:—Mental Health Services North West

Duties:—The Administrative Assistant will be responsible for the provision of general office support to the clinical staff and clients of Mental Health Services North West. You will be required to deliver an effective and efficient receptionist and clerical service and provide personal and telephone reception facilities in accordance with agency policy and guidelines.

Desirable Requirements:—Ability to undertake administrative duties, including the efficient operation of keyboard, work processing, database equipment, office automation systems and facsimile machines. Possess a high standard of secretarial skills including the ability to take minutes of meetings. Competent word-processing skills including audio typing and knowledge of medical terminology. High, Level of communication skills with the capacity to communicate at all, Levels. The ability to maintain a calm efficient manner with skill and sensitivity in demanding situations.

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4070, email amanda-jane.pearce@dhhs.tas.gov.au

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North West*

#### **Team Leader (502812)**

Applications Close:—Friday, 4 December 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:—North West Region



**Duties:**—The Team Leader is responsible for the management and development of Child and Adolescent Mental Health Service North West in accordance with policy directions, service standards, financial and service performance targets. You will also act as a professional member of the CAMHS multidisciplinary team and provide a specialised assessment and treatment service to children, adolescents and their families in relation to mental health issues in accordance with discipline specific skills and abilities. Mental Health Services values co-operation, collaboration and consultation, believing that effective communication and professionalism are essential in achieving a higher, Level of quality outcomes. Therefore you will be expected for all interactions to reflect the values of integrity, respect, and openness in dealing with others, and will actively promote a partnership approach.

**Essential Requirements:**—Degree in Social Work giving eligibility for membership in the Australian Associate 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

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 Susan Ballard, Department of Health and Human Services, phone (03) 6434 4070, email [susan.ballard@dhhs.tas.gov.au](mailto:susan.ballard@dhhs.tas.gov.au)

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

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

## JUSTICE

### OFFICE OF THE OMBUDSMAN

#### *Office of the Health Complaints Commissioner*

#### **Administrative Assistant (355516)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time working 73.50 hours per fortnight for the period 21 December 2009 until 17 December 2010

Location:—Hobart

**Duties:**—Receive complaints and enquiries and register complaints on a case management database. Provide administrative support for all jurisdictions within the Office of the Ombudsman and Health Complaints Commissioner, including such tasks as opening files, collating correspondence, transcribing correspondence and other documentation prepared by Investigation Officers, proof reading, copying documents, entering data into the case management system, filing and preparing statistics. Assist with all aspects of records management, including maintenance of the enquiries and case management database.

**Desirable Requirements:**—Current Drivers Licence

Enquiries to Lianne Jager, Administration Manager, Office of the Ombudsman, Department of Justice, phone (03) 6233 6217, email [Lianne.Jager@ombudsman.tas.gov.au](mailto:Lianne.Jager@ombudsman.tas.gov.au)

Applications to Daphne Webb, Human Resources, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au)

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Lianne Jager on (03) 6233 6217.

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

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

## JUSTICE

### WORKCOVER

#### **Administrative Assistant (356184)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time 73.5 hours per fortnight for a period of 11 months

Location:—Rosny

**Duties:**—Assist the Office in basic administrative tasks, including filing, simple word processing tasks, assisting in the provision of a professional telephone and general enquiry service, photocopying, general correspondence handling and general deliveries.

**Desirable Requirements:**—Sound literacy and numeracy skills.

Enquiries to Phil Hickey, Senior Research and Projects Officer, WorkCover, Department of Justice, phone (03) 6233 3507, email [phil.hickey@justice.tas.gov.au](mailto:phil.hickey@justice.tas.gov.au)

Applications to Daphne Webb, Human Resources, Department of Justice, G.P.O. Box 825 Hobart 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au)

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Callum Gorrington on (03) 6233 3928.

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

INFORMATION AND LAND SERVICES

*Land Titles Office*

**Manager (Land Titles Office) (702694)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$87,398 – \$97,572 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time

Location:—Hobart

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

Duties:—Provide efficient and effective operation of the technical operations of the Land Titles Office including budget management, optimal use of resources and maintaining strategy and policy, administrative processes and projects. Ensure the timely delivery of Land Titles Office services including the development of strategies and programs to achieve Government objectives.

Desirable Requirements:—Relevant tertiary qualifications. A current motor vehicle driver's licence.

Applications should quote vacancy title and number, be marked Personal and 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 Alice Kawa, phone (03) 6233 3299, email [alice.kawa@dpipwe.tas.gov.au](mailto:alice.kawa@dpipwe.tas.gov.au)

Applications to Manager, Human Resources Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart 7001, phone (03) 6233 3004, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au)

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

RIVERS AND WATER SUPPLY COMMISSION

**Project Officer (703036)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time until 22 December 2011

Location:—Hobart

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

Duties:—Facilitate the implementation of the Irrigation Scheme Start-up and Support Program and develop policies, regulations and guidelines for the operation of the rural water, irrigation and drainage schemes and devolvement of schemes to local self-management.

Desirable Requirements:—An appropriate tertiary qualification in Science, Engineering, Agriculture or related discipline. A current motor vehicle driver's licence

Applications should quote vacancy title and number, be marked Personal and 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 Shane Lethborg, phone (03) 6233 5028, email [Shane.Lethborg@dpipwe.tas.gov.au](mailto:Shane.Lethborg@dpipwe.tas.gov.au)

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

PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY

ADMINISTRATION

**Accounts Payable Officer (0111)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Port Arthur Historic Site Staff Agreement 2009, General Stream, Band 2.

Permanent part-time 60.8 hours per fortnight

Location:—Port Arthur

Duties:—Undertake processing of transactions and reconciliations, principally in relation to accounts payable, in accordance with established policies and procedures and State and Commonwealth Government Legislation

Desirable Requirements:—Certificate III in Business or Accounting

Enquiries to Remo Carnevale, Senior Administration Officer, Port Arthur Historic Site Management Authority, phone (03) 6251 2347, email [remo.carnevale@portarthur.org.au](mailto:remo.carnevale@portarthur.org.au)

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au)

PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY

ADMINISTRATION

**Accounts Receivable Officer (0211)**

Applications Close:—Friday, 4 December 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Port Arthur Historic Site Staff Agreement 2009, General Stream, Band 2.

Fixed-term part-time 60.8hrs per fortnight until 26 November 2010

Location:—Port Arthur

Duties:—Process transactions and reconciliations principally in relation to accounts receivable, in accordance with established policies and procedures and State and Commonwealth Legislation

Desirable Requirements:—Certificate III in Business or Accounting

Enquiries to Remo Carnevale, Senior Administration Officer, Port Arthur Historic Site Management Authority, phone (03) 6251 2347, email [remo.carnevale@portarthur.org.au](mailto:remo.carnevale@portarthur.org.au)

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur, 7182, phone (03) 6251 2357, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au)

**PORT ARTHUR HISTORIC SITE MANAGEMENT  
AUTHORITY**

**CONSERVATION AND INFRASTRUCTURE**

***Interpretation Manager (0311)***

Applications Close:—Monday, 14 December 2009.

Salary:—\$77,210 – \$86,548 p.a.

Port Arthur Historic Site Staff Agreement 2009, Professional Stream, Band 3.

Permanent full-time

Location:—Port Arthur

Duties:—To manage the interpretive and education programs and the collections for the Port Arthur Historic Management Authority to ensure the cultural heritage values of the Port Arthur Historic Sites are maintained and protected

Essential Requirements:—Degree in History, Archaeology or a related cultural heritage discipline, or equivalent qualification

Desirable Requirements:—Postgraduate qualification in a relevant cultural heritage conservation discipline, Industry recognised professional affiliations

Enquiries to Dr Jane Harrington, Director, Conservation and Infrastructure, Port Arthur Historic Site Management Authority, phone (03) 6251 2330, mobile 0409 344598, email jane.harrington@portarthur.org.au.

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur, 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

**PUBLIC TRUSTEE**

**LEGAL SERVICES**

***Corporate Solicitor (790103)***

Applications Close:—Friday, 11 December 2009.

Salary:—\$84,283 – \$98,184 p.a.

Legal Practitioners Award, Level 3.

Permanent full-time

Location:—Hobart

Duties:—The Corporate Solicitor will provide expert and timely legal advice to the Board and CEO, and appear as Solicitor and Counsel in Court on behalf of the Public Trustee. The incumbent will lead and manage the Legal Services Team and Division, supervise internal legal advice and assist in training and coaching throughout the State to non-legal staff employed by the Public Trustee. In this role the incumbent will attend Public Trustee clients to prepare wills and provide general legal advice concerning estates, trusts and testamentary dispositions.

Essential Requirements:—Admitted or eligible for admission to the Supreme Court as a Barrister or Practitioner of the Supreme Court of Tasmania.

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

Desirable Requirements:—A minimum of five years practical experience as a Legal Practitioner.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Enquiries to Duncan Hall, General Manager Corporate Services, Public Trustee, 116 Murray Street, Hobart 7000, phone 6233 6874, email [dhall@publictrustee.tas.gov.au](mailto:dhall@publictrustee.tas.gov.au)

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street, Hobart 7000, phone 6233 7706, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au)

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community. Further information about our services is available at [www.publictrustee.tas.gov.au](http://www.publictrustee.tas.gov.au)

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Roving Curator	V. Macno	6 Months	25.11.09
Health & Human Services	Registered Nurse	E. Melrose	6 months	17.11.09
Health & Human Services	Hospital Assistant	J. Free	6 months	16.11.09
Health & Human Services	Registered Nurse	B. Mitchell	6 months	17.11.09
Health & Human Services	Hospital Assistant	K. Shuttler	6 months	16.11.09
Health & Human Services	Dental Technician	P.Ferguson	6 months	17.11.09
Health & Human Services	Registered Nurse	S Pallikkunnel	6 months	16.11.09
Health & Human Services	Registered Nurse (Midwifery)	M. Parsons	6 months	22.11.09
Health & Human Services	Case Manager	S. Walker	6 months	18.11.09
Health & Human Services	Clinical Nurse	C. Shipton	6 months	17.11.09
Health & Human Services	Administrative Assistant	K.Newland	6 months	30.11.09
Health & Human Services	Registered Nurse	A Cruz	6 months	16.11.09
Health & Human Services	Pharmacy Dispensary Assistant	B. Whiley	6 Months	11.10.09
Health & Human Services	Media and Communications Manager	N. Karpeles	6 months	14.11.09
Health & Human Services	Senior Physiotherapist (EMAT)	N. Smith	6 months	24.11.09

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Police & Emergency Management	Clerical Support Officer	J. Robbins	6 months	23.11.09
Police & Emergency Management	Communications Officer	J. Lidden	6 months	16.11.09
Primary Industries, Parks, Water & Environment	Seed Analyst	A. Ma	6 months	27.10.09

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	J Futcher	Executive Assistant	28.11.09
Health & Human Services	G. Kiernan	Pay/Personnel Officer	16.11.09
Health & Human Services	C. Miller	Pay/Personnel Officer	16.11.09
Health & Human Services	H.Sather	Clinical Nurse	17.11.09
Health & Human Services	L. Heazlewood	Community Nurse	27.12.09
Health & Human Services	P. Wood	Clinical Nurse	18.11.09
Health & Human Services	C. Lovell	Clinical Nurse	17.11.09
Health & Human Services	N. Smith	Project Support Officer	19.11.09
Health & Human Services	B. Russell	Team Leader (Elective Surgical Systems/ Patient Flow Redesign)	29.11.09
Health & Human Services	E.Sargent	Clinical Nurse	16.11.09

*Extension or Renewal of Fixed-Term Appointments beyond 12 months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Front of House Assistant	B. Cartledge	21 months	01.11.09

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Food Services Officer	A Wells	14.11.09
Infrastructure, Energy & Resources	Resource Officer	H Graham	13.11.09
Primary Industries, Parks, Water & Environment	Utility Officer (Farm)	L. Robson	25.11.09

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Staff Specialist NPICU	A. Cornelius	31.10.09
Health & Human Services	Cancer Clinic Coordinator	J. Hills	14.11.09
Health & Human Services	Occupational Therapist	M Anderson	13.11.09
Health & Human Services	Administrative Assistant	G Zeitzen	18.11.09
Health & Human Services	Cleaner	S. McIntyre	09.11.09
Health & Human Services	Registered Nurse	M. Fleer	31.10.09
Health & Human Services	Registered Nurse	K Dixon	15.11.09
Primary Industries, Parks, Water & Environment	Client Service Officer	S.Smith	18.11.09

*Retirement of Officers*

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date Effective</i>
Premier & Cabinet	M. Scott	Director	16.11.09

**Disclaimer.**

Products and services advertised in this publication are not endorsed by the State of and the State does not accept any responsibility for the content or quality of reproduction. The Contractor reserves the right to reject any advertising material it considers unsuitable for government publication.

**Copyright.**

The Tasmanian Government Gazette and Tasmanian State Services are subject to the Copyright Act. No part of any material published in the Tasmanian Government Gazette or the Tasmanian State Service Notices may be reproduced except in accordance with the Copyright Act.

**Printed by Print Applied Technology Pty Ltd under authority of the Government of the State of Tasmania.**