



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1.10  
INCLUDING G.S.T.

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The State Service provides a reasonable opportunity to members of the community to apply for State Service employment.

## Vacancies—General Information

Vacancy notices and job kits including statements of duties, selection criteria and an application form are available at:

**[www.jobs.tas.gov.au](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.

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## Gazette

Email copy to

**govt.gazette@thepat.com.au**

or fax to (03) 6216 4294. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 6110.

## State Service Notices

### Vacancy, Direct Selection and Staff Movement Notices.

The only way to place a State Service vacancy, direct selection and staff movement notices is through the [www.jobs.tas.gov.au](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 4 p.m. Friday** prior to publication.

*State Service Notices—Vacancy, Direct Selection and Staff Movement Notices*:—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication. Telephone (03) 6233 6687

**Deadlines will be strictly adhered to**

**Subscription or account enquiries phone (03) 6233 3148**

## EDUCATION

### LEARNING SERVICES

#### *Programmes - Students*

Inclusive Learning Support Service

Services to Deaf/Hearing Impaired

### **State Co-ordinator Deaf Services (952934).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$86,795 p.a.

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

Permanent full-time from 1 January 2010.

Location:—Region South, Hobart.

Description of the Role:—Implement and manage appropriate learning programmes across the State for students who are Deaf or who have a hearing impairment. Assess individual student progress and provide, with the Manager State Support Service, educational leadership, management and administration to staff of the service. Co-ordinate the professional development and general curriculum for the Department's teaching services for deaf and hearing impaired students.

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:—Experience and or qualifications in Deaf Education. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005. Postgraduate studies in education, especially in the fields of deaf and hearing impaired education. A current driver's licence.

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

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

Enquiries to Lynne James, Department of Education, phone 0419 588 062, email [lynne.james@education.tas.gov.au](mailto:lynne.james@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)

## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

### **Media and Communications Manager (518376).**

Applications Close:—Friday, 16 October 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital.

Duties:—Working with the Chief Executive Officer to lead the North West Area Health Services (NWAHS) public and internal information and communication programmes. Ensure an accurate and timely response to the media in regard to NWAHS and promote awareness of the Areas services to the community. Liaise and work with the staff of the Department of Health and Human Services, the staff of the NWAHS including the Rural Clinical School in organising events and on media issues.

Desirable Requirements:—Extensive experience in strategic communications, media relations, staff communications and corporate publications, including demonstrated experience in the management and successful implementation of communication strategies and projects. Proven high level research skills, the ability to evaluate information and contribute to the development of communication and marketing policies and practices, including the ability to develop and maintain networks and liaise effectively and efficiently with staff and stakeholders, both within and external to the Agency. Proven ability to simultaneously manage a number of communication projects and

activities in a complex environment, monitoring progress and achieving targets within tight deadlines.

Enquiries to Jane Holden, Department of Health and Human Services, phone (03) 64306516, email jane.holden@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Clinical Nurse (Community) (514069).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Fixed-term casual shift work, as and when required, commencing 1 November 2009 to 31 October 2011.

Location:—Rosebery Community Health Centre.

Duties:—Functions as an advanced clinical practitioner and provides management support to the Clinical Nurse Manager (CNM) 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.

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 Yvonne Armstrong, Department of Health and Human Services, phone (03) 6473 5700, email yvonne.armstrong@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Enrolled Nurse—4 Vacancies.**

Applications Close:—Friday, 30 October 2009.

Salary:—\$46,204 – \$48,420 p.a.

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

Vacancy No. 502373.

Permanent full-time shift work.

Location:—Health West, Queenstown.

Vacancy No. 502486.

Permanent full-time shift work.

Location:—Health West, Queenstown.

Vacancy No. 502488.

Permanent full-time shift work.

Location:—Health West, Queenstown.

Vacancy No. 502986.

Permanent full-time shift work.

Location:—Health West, Queenstown.

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Community Nurse (504703).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work, not working weekends but working public holidays.

Location:—Westbury/Longford Community Nursing Service.

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 programmes. Collaborate 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 Annette Barrett, Department of Health and Human Services, phone (03) 6393 5800, email [annette.barrett@dhhs.tas.gov.au](mailto:annette.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.

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#### HEALTH AND HUMAN SERVICES

##### NORTHERN AREA HEALTH SERVICE

###### *Primary Health Services North*

#### **Personal Care Assistant (507546).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$36,748 – \$40,884 pro rata.

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

Fixed-term casual shift work, as and when required, commencing 19 October 2009 to 17 October 2011.

Location:—Campbell Town Health and Community Service.

Duties:—Under the supervision of a Registered Nurse, the Personal Care Assistant will provide assistance to clients with a range of activities of daily living that a person would normally do for themselves.

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 Kaye McCoy, Department of Health and Human Services, phone (03) 6381 3300, email [kaye.mccoy@dhhs.tas.gov.au](mailto:kaye.mccoy@dhhs.tas.gov.au)

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

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#### HEALTH AND HUMAN SERVICES

##### NORTHERN AREA HEALTH SERVICE

###### *Primary Health Services North*

#### **Registered Nurse (Relief) (504321).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-term casual day work, as and when required, commencing 30 November 2009 to 29 November 2011.

Location:—Deloraine District Hospital.

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

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before

taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction Check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

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

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

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#### HEALTH AND HUMAN SERVICES

##### NORTHERN AREA HEALTH SERVICE

###### *Primary Health Services North*

#### **Specialist Rural Social Worker (504617).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—Westbury Community Health Centre.

Duties:—To develop, provide and evaluate specialist rural social work services as part of a multi-disciplinary or inter-disciplinary service and in line with identified community needs, enhanced access to multidisciplinary health care services with a Primary Health care focus, and increased participation and access to services, which assist clients to develop personal skills, strengthen community action, and develop environments which are supportive of positive mental, psychological, and physical health.

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

Enquiries to Annette Barrett, Department of Health and Human Services, phone (03) 6393 5800, email [annette.barrett@dhhs.tas.gov.au](mailto:annette.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.

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Primary Health Services South*

#### **ACAT Assessor, Nursing (506342).**

Applications Close:—Friday, 23 October 2009.

Salary:—\$72,136 – \$77,219 pro rata.

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

Permanent part-time day work, working 39.5 hours per fortnight.

Location:—South.

Duties:—Comprehensively assess the needs of frail elderly and their carers within the region. Facilitate access to appropriate community and residential services, through a multi-disciplinary team approach.

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 Chris Priest, Department of Health and Human Services, phone (03) 6222 7274, email christine.priest@dhhs.tas.gov.au

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Administrative Assistant (501100).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$32,183 – \$40,003 p.a.

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

Fixed-term part-time day worker, 45.6 hours per fortnight, commencing as soon as possible until 28 October 2010.

Location:—Sexual Health Services, 42 Canning Street, Launceston.

Duties:—Provide an efficient and effective receptionist and clerical support service to the Sexual Health Service. Receive confidential enquiries of a sensitive nature and refer clients to appropriate members of the Sexual Health Service or to external service providers.

Desirable Requirements:—Proven administrative, clerical and support skills within an office environment, including well-developed keyboard, audio typing, network computer, and data entry skills. Demonstrated ability to work under routine supervision in a multidisciplinary environment. Ability to work in a supportive, non-judgmental, confidential and professional manner. An understanding of issues relating to HIV/AIDS and Sexual Health, or the ability to quickly acquire this knowledge.

Enquiries to Dr Maree O'Sullivan, Department of Health and Human Services, phone (03) 6233 3557, email maree.o'sullivan@dhhs.tas.gov.au

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Administrative Officer (Relief) (517913).**

Applications Close:—Friday, 23 October 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Fixed-term casual day worker. To commence as soon as possible until 24 September 2010.

Location:—Peri Operative Unit.

Duties:—The occupant will:

Update patient information on the Patient Information System. Provide relief for Peri-operative and Endoscopy Clerical staff and other areas of the hospital as directed by the Administrative Manager. Complete, document and follow up quality improvement activities according to departmental programme. Liaise with clients and staff including dealing with more complex enquiries in person and by telephone. Provide executive support to senior staff within the hospital as required. Assist in clerical training of new Customer Service Officers as requested. Operate in accordance with occupational health and safety guidelines.

Desirable Requirements:—High level communication skills with the ability to liaise effectively with all levels of professional staff within and outside the hospital, together with a proven ability to maintain confidentiality and communicate directly with patients in a tactful and diplomatic manner. Knowledge of medical record management standards including terminal digit filing system, together with the ability to work within hospital policies and guidelines. Demonstrated ability to set priorities, work with flexibility and meet deadlines together with a demonstrated capacity to handle a number of tasks concurrently in a public environment with a demanding schedule.

Enquiries to Ruth Cazaly, Department of Health and Human Services, phone (03) 6222 8528, mobile 0458895531, email ruth.cazaly@dhhs.tas.gov.au

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Clinical Nurse (509893).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time shift worker.

Location:—General Surgical and Gynaecological (Women's Health) Unit.

Duties:—We are seeking an innovative, team orientated Clinical Nurse to join our unit, which incorporates General Surgery, Colorectal and state wide services for Vascular and Gynaecological Oncology. The Nurse Unit Manager and staff in this combined unit are supported by Clinical Nurse Consultants specialising in Gynaecology/Women's Health, Wound Management, Stomal Therapy and Clinical Nurse Educators - resulting in a multifocal approach to patient care.

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

Enquiries to Annette Goulding, Department of Health and Human Services, phone (03) 6222 8481, email rhg.cnmgeneralsurgicalunit@dhhs.tas.gov.au

You are encouraged to apply online (below) or forward

your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES  
SOUTHERN TASMANIA AREA HEALTH SERVICE  
*Royal Hobart Hospital*

**Hyperbaric Research Nurse (HOLLT Trial) (519081).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$72,136 – \$77,219 pro rata.

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

Fixed-term part-time day worker, working 32 hours per fortnight. To commence as soon as possible for two years.

Location:—Hyperbaric Unit.

Duties:—To provide a specialist service for the management of patients who undergo hyperbaric oxygen treatment as a part of the HOLLT research trial. To co-ordinate advanced nursing care and hyperbaric oxygen treatment/s for patients of the HOLLT trial within normal business hours and within the initial time frame required for the trial. To co-ordinate advanced nursing care to those patients who may require hyperbaric oxygen treatment/s as a part of the HOLLT trial outside of normal business hours. In conjunction with stakeholders, undertake a leadership role in and maintaining preparedness for the RHH's participation in Hyperbaric research additional to the HOLLT Trial.

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

Enquiries to Dr David Smart, Department of Health and Human Services, phone (03) 6222 8193, email [david.smart@dhhs.tas.gov.au](mailto:david.smart@dhhs.tas.gov.au)

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

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HEALTH AND HUMAN SERVICES  
SOUTHERN TASMANIA AREA HEALTH SERVICE  
*Royal Hobart Hospital*

**Rostering Services Support Officer (510961).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Provide effective rostering support to Hospital Managers using the ProAct rostering system and provide administrative support for Hospital Managers on rostering related issues including collation of staffing related management reports.

Desirable Requirements:—Knowledge of the provisions of relevant legislation and awards. High-level computer skills and a knowledge of statistical recording and analysis and developed interpersonal, organizational and communication skills.

Enquiries to Marc Bester, Department of Health and Human Services, phone (03) 6222 8152, email [marc.bester@dhhs.tas.gov.au](mailto:marc.bester@dhhs.tas.gov.au)

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES  
*Mental Health Services North West*

**Allied Health Professional (518259).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time shift work (set rotational).

Location:—Adult Community Mental Health Services, North West.

Duties:—To provide specialist mental health services to consumers in the 0364 region of Tasmania in accordance with professional discipline skills and standards, and promote community awareness in relation to mental health, including first assessments, psychological therapies and case work/case management across a variety of settings.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers, or a Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australian Association of Occupational Therapists).

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

Enquiries to Susan Ballard, Department of Health and Human Services, phone (03) 6434 6434, 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.

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES  
*Mental Health Services North West*

**Clinical Psychologist (503111).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—Adult Community Mental Health Services, North West.

**Duties:**—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Psychologist undertakes the delivery of quality psychological services utilising evidence-based best practice, principles and within a collaborative and multi-disciplinary framework, and provide a specialist psychological assessment and treatment service to clients of an Adult Community Mental Health Team, and their families in relation to mental health issues in accordance with discipline specific skills and abilities.

**Essential Requirements:**—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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

Enquiries to Susan Ballard, Department of Health and Human Services, phone (03) 6434 6434, 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.

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#### HEALTH AND HUMAN SERVICES

##### STATEWIDE AND MENTAL HEALTH SERVICES

###### *Mental Health Services North West*

#### **Senior Psychologist (502830).**

Applications Close:—Friday, 16 October 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:—Adult Community Mental Health Services, North West.

**Duties:**—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Senior Clinical Psychologist provides a specialist clinical psychological assessment, treatment and assertive case management service to clients of the regional Adult Community Mental Health Service utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework, assists the Principal Clinical Psychologist to ensure the quality of clinical psychological services in the Adult Mental Health Service through the implementation of the model of professional accountability and supervision and takes a lead role in ongoing service development and intersectoral liaison.

**Essential Requirements:**—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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

Enquiries to Susan Ballard, Department of Health and Human Services, phone (03) 6434 6434, 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.

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#### HEALTH AND HUMAN SERVICES

##### STATEWIDE AND MENTAL HEALTH SERVICES

###### *Mental Health Services South*

#### **Administrative Assistant (505045).**

Applications Close:—Friday, 23 October 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:—Clarence and Eastern Districts.

**Duties:**—Provide day to day Administrative Support to a designated team/unit. Contribute towards optimal administrative and business support processes at the local level.

**Desirable Requirements:**—Ability to exercise initiative, judgement, and confidentiality to work in a senior management and clinical environment under pressured circumstances. Ability to undertake administrative duties, including the efficient operation of keyboard and word processing equipment, office automation systems and facsimile machine and possess a high standard of secretarial skills. Ability to work either individually or as a member of a team.

**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 Vicki Polanowski, Department of Health and Human Services, phone (03) 6211 4580, email [vicki.polanowski@dhhs.tas.gov.au](mailto:vicki.polanowski@dhhs.tas.gov.au)

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

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#### HEALTH AND HUMAN SERVICES

##### STATEWIDE AND MENTAL HEALTH SERVICES

###### *Mental Health Services South*

#### **Post Graduate Nurse Rotation Mental Health—4 Vacancies.**

Applications Close:—Friday, 23 October 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

**Vacancy No. 508647.**

Fixed-term full-time shift work (full rotational), commencing between December 2009 and February 2010 for a period of 2 years.

Location:—South.

**Vacancy No. 512041.**

Fixed-term full-time shift work (full rotational), commencing between December 2009 and February 2010 for a period of 2 years.

Location:—South.

**Vacancy No. 515461.**

Fixed-term full-time shift work (full rotational), commencing between December 2009 and February 2010 for a period of 2 years.

Location:—South.

**Vacancy No. 518570.**

Fixed-term full-time shift work (full rotational), commencing between December 2009 and February 2010 for a period of 2 years.

Location:—South.

**Duties:**—Utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care. Collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care. Complete the Graduate Diploma in Advanced Nursing (Mental Health/Psychiatric Nursing).

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practice as a Registered Nurse in Tasmania. Enrolment in a post-graduate mental health nursing course. Acceptance as a student in the relevant diploma or certificate programme.

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 Kerry Mollenhagen, Department of Health and Human Services, phone (03) 6230 7868, email [Kerry.Mollenhagen@dhhs.tas.gov.au](mailto:Kerry.Mollenhagen@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services South*

**Registered Nurse (505060).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Roy Fagan Centre, Lenah Valley.

**Duties:**—The Registered Nurse practices in accordance with ANMC competencies, which include the following: Utilising a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients; Interacting 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; and Remaining 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.

**Highly Desirable:**—A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing job.

**Pre-Employment Check:**—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 Craig Fraser, Department of Health and Human Services, phone (03) 6228 9055, email [craig.fraser@dhhs.tas.gov.au](mailto:craig.fraser@dhhs.tas.gov.au)

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

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## JUSTICE

### COMMUNITY CORRECTIONS

**Learning and Development Manager (356163).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart, Launceston or Burnie.

**Duties:**—Develop, implement and oversee the development of a strategic framework of learning and development for Community Corrections in accordance with the business needs of the organisation. Develop the capacity of regional staff in relation to induction and ongoing learning and professional development. In consultation with the other members of the Senior Management Team and other stakeholders develop, implement and oversee a workforce development strategy for Community Corrections.

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

Enquiries to Ginna Webster, Acting Director Community Corrections, Department of Justice, phone (03) 6233 4753, email [Ginna.Webster@justice.tas.gov.au](mailto:Ginna.Webster@justice.tas.gov.au)

Applications to Heather Sweetlove, Co-ordinator Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7001, phone (03) 6233 2528, 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 Ginna

Webster on (03) 6233 4753 or alternatively [Ginna.Webster@justice.tas.gov.au](mailto:Ginna.Webster@justice.tas.gov.au)

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

### COMMUNITY CORRECTIONS

#### **Senior Practice Consultant (356164).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart, Launceston or Burnie.

Duties:—Lead and manage a framework of professional standards for Tasmanian Community Corrections. Lead, inform and support the operation of Community Corrections by identifying and implementing changes to practice, based on evidence to improve outcomes for offenders, the community and other stakeholders. Identify and monitor trends in offending and offender management, in order to develop appropriate measures and strategies to improve outcomes for offenders and internal and external stakeholders and build capacity within Community Corrections.

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

Enquiries to Ginna Webster, Acting Director Community Corrections, Department of Justice, phone (03) 6233 4753, email [Ginna.Webster@justice.tas.gov.au](mailto:Ginna.Webster@justice.tas.gov.au)

Applications to Heather Sweetlove, Co-ordinator Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7001, phone (03) 6233 8438, 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 Ginna Webster on (03) 6233 4753 alternatively [Ginna.Webster@justice.tas.gov.au](mailto:Ginna.Webster@justice.tas.gov.au)

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## JUSTICE

### COMMUNITY CORRECTIONS

#### **State-wide Operations Manager (356165).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$87,398 – \$97,572 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart, Launceston or Burnie.

Duties:—Manage and co-ordinate regional teams to ensure effective and efficient management of offenders. Provide oversight of, and co-ordinate the planning and implementation of service delivery in Community Corrections. In consultation with the Senior Practice Consultant, conduct ongoing monitoring and reporting of service delivery and performance regionally and at a state-wide 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 checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Ginna Webster, Acting Director, Community Corrections, Department of Justice, phone (03) 6233 4753, email [Ginna.Webster@justice.tas.gov.au](mailto:Ginna.Webster@justice.tas.gov.au)

Applications to Heather Sweetlove, Co-ordinator Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7001, phone (03) 6233 8438, 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 Ginna Webster on (03) 6233 4753 or alternatively email [Ginna.Webster@justice.tas.gov.au](mailto:Ginna.Webster@justice.tas.gov.au)

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## JUSTICE

### COMMUNITY CORRECTIONS

#### *Southern Region*

#### **Community Service Order Support Officer—2 Vacancies.**

Applications Close:—Friday, 16 October 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 356055.

Permanent full-time working 73.50 hours per fortnight.

Location:—Southern Region.

Vacancy No. 356056.

Permanent full-time working 73.50 hours per fortnight.

Location:—Southern Region.

Duties:—Perform a range of administrative tasks associated with the Community Service Order Scheme, including the

preparation of correspondence and maintenance of electronic records and data. Assist Probation Officers with the co-ordination and delivery of the induction programme to offenders undertaking Community Service Orders, including facilitation of the workplace health and safety sessions. Co-ordinate activities and rosters with Community Service Order Supervisor's, project sites and CSO related tasks.

**Essential Requirements:**—A current Tasmanian 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 checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Relevant tertiary qualifications.

**Additional Information :**—Shortlisted applicants may be required to undergo a psychological assessment prior to the interview being conducted. At the interview stage, the panel may discuss and clarify with the applicant any issues raised from the psychological assessment.

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

Applications to Heather Sweetlove, Co-ordinator Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7001, phone (03) 6233 8438, 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 Pamela Honan on (03) 6233 4635 or alternatively email [pamela.honan@justice.tas.gov.au](mailto:pamela.honan@justice.tas.gov.au)

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JUSTICE

TASMANIA PRISON SERVICE

### **General Manager (355605).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$110,953 See Below.

Correctional Officers Interim Agreement 2008, General Manager.

Permanent full-time Salary package consists of salary and on-call allowance, superannuation and a private plated car.

Location:—Risdon Prison Complex.

**Duties:**—Ensure that all activities and functions of the prison complex or a group of prisons are co-ordinated and consistent with the vision, mission and supporting behaviours of the Tasmania Prison Service. Develop, promote and implement a culture of continuous improvement and innovation in contemporary correctional management practices, including liaison with relevant stakeholders. Manage and be actively

involved in the professional development and performance assessment of staff.

The General Manager is required to participate in the on-call Directors roster. Participation is rostered on call for 1 week in every 3. An allowance of 17.5% is paid for participation in this roster.

**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: Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Relevant post secondary qualifications and management qualifications. At least five years satisfactory service in a custodial environment or equivalent operational area.

Enquiries to Gregory Partridge, Assistant Director of Prisons, Tasmania Prison Service, Department of Justice, phone (03) 6216 8060, email [greg.partridge@justice.tas.gov.au](mailto:greg.partridge@justice.tas.gov.au)

Applications to Daphne Webb, Human Resources Officer, Recruitment and Establishment, 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 Nikki Bowes or Haylie Allie on (03) 6216 8183.

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.

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JUSTICE

TASMANIA PRISON SERVICE

### **Groundsman (356008).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time working 44.10 hours per fortnight, 3 days per week. Negotiable.

Location:—Risdon Prison.

**Duties:**—Instruct, train and supervise inmates in assigned and allocated work tasks, ensure work is carried out safely in accordance with relevant procedures and practices. Provide grounds maintenance to the Risdon Prison Complex as required. Work in conjunction with other stakeholders to develop long and short-term strategies for the landscaping of the site. Undertake associated clerical duties, including the maintaining of an inmate training register, sourcing of goods and services for procurement, accounting and technical records as necessary.

**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: Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes

involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Current Driver's License, Current First Aid Certificate, Experience working as a Landscape Gardener.

Enquiries to Jo Maxfield, Acting Manager, Risdon Prison, Department of Justice, phone (03) 6216 8285, email [jo.maxfield@justice.tas.gov.au](mailto:jo.maxfield@justice.tas.gov.au)

Applications to Susan Johnson, Human Resources, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7001, phone (03) 6233 2528, 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 Jo Maxfield on (03) 6216 8285 or alternatively email [jo.maxfield@justice.tas.gov.au](mailto:jo.maxfield@justice.tas.gov.au)

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## JUSTICE

### TASMANIA PRISON SERVICE

#### INTEGRATED OFFENDER MANAGEMENT

#### **High Needs Support Counsellor (355594).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$47,437 – \$63,838 p.a.

Tasmanian State Service Award, Professional Stream, Band 1.

Permanent full-time 73.5 hours per fortnight.

Location:—Risdon Prison.

Duties:—To provide crisis support counselling for offenders identified as at risk of suicide or self-harm or those with complex or high support needs within the Tasmania Prison Service. Provide psycho-social assessment and treatment including the design, development, implementation and evaluation of treatment programmes.

Essential Requirements:—A graduate qualification relevant to the professional duties to be undertaken is required, as provided by a recognised university.

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: Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Additional Information:—Shortlisted applicants will be required to undergo a psychological assessment prior to the interview being conducted. More information on the assessment process is available by downloading the 'Recruitment of Integrated Offender Management Staff Policy' from the job kit

available on the jobs website.

Enquiries to Dr Kay Cuellar, Senior Psychologist, Tasmania Prison Service, Department of Justice, phone (03) 6216 8304, email [kay.cuellar@justice.tas.gov.au](mailto:kay.cuellar@justice.tas.gov.au)

Applications to Susan Johnson, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 2528, 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 Jill MacArthur on (03) 6216 8310.

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.

## TASMANIAN ACADEMY

### DON CAMPUS

#### **Administrative Assistant (001824).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time From 26/11/09 to 26/05/10.

Location:—Don Campus.

Duties:—Provide high level administrative, secretarial and organisational support to the Campus Principal and Campus Assistant Principals, including effective liaison and co-ordination between the Campus Principal Team and external bodies.

Manage the efficient flow of information and correspondence to and from that office including confidential correspondence and reports.

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

Enquiries to John Thompson, Principal, Tasmanian Academy, phone (03) 6424 0200, mobile 0419 872 126, email [john.thompson@academy.tas.edu.au](mailto:john.thompson@academy.tas.edu.au)

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

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

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

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

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

## TASMANIAN ACADEMY

## HOBART CAMPUS

**Teacher (Mathematics)—2 Vacancies.**

Applications Close:—Friday, 16 October 2009.

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Vacancy No. 001811.

Permanent full-time. Applications for part-time will be considered.

Location:—Hobart Campus.

Vacancy No. 001810.

Permanent full-time. Applications for part-time will be considered.

Location:—Hobart Campus.

This role commencing in January 2010.

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

Essential Requirements:—Appropriate Tertiary qualifications and eligibility for Teachers Registration 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.

Desirable Requirements:— Completion of Mathematics within achieved Degree. Teaching qualification, majoring in Mathematics.

Enquiries to Dawn Cripps, A/ Advanced Skills Teacher (Mathematics), Tasmanian Academy, phone (03) 6220 3133, email dawn.cripps@academy.tas.edu.au

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

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

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

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

## TASMANIAN POLYTECHNIC

## SHARED SERVICES

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

Applications Close:—Friday, 16 October 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 001217.

Permanent full-time.

Location:—North-West.

Vacancy No. 000881.

Permanent part-time 0.60 FTE, 44.1 hours per fortnight.

Location:—North-West.

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

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

Enquiries to Mandy Stubbs, Team Leader, Client Services, Tasmanian Polytechnic, phone (03) 6435 5112, email [mandy.stubbs@polytechnic.tas.edu.au](mailto:mandy.stubbs@polytechnic.tas.edu.au)

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

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

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

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

## TASMANIAN POLYTECHNIC

## STRATEGIC DEVELOPMENT

*Creative Arts***Administrative Assistant (330078).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 0.61 FTE, 45 hours per fortnight.

Location:—North.

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

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

Enquiries to Christine Hughes, Workforce Learning Leader, Tasmanian Polytechnic, phone (03) 6336 2752, email [christine.hughes@polytechnic.tas.edu.au](mailto:christine.hughes@polytechnic.tas.edu.au)

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

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

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

## TASMANIAN SKILLS INSTITUTE

## OPERATIONS

*Allied Trades***Teacher (Plumbing) (000702).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North West.

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

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

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

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

Enquiries to Scott Dalton, Unit Leader, Plumbing, Painting and Glazing, Tasmanian Skills Institute, phone (03) 6214 4401, mobile 0437 071 969, email [scott.dalton@skillsinstitute.tas.edu.au](mailto:scott.dalton@skillsinstitute.tas.edu.au)

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

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

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

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

## TASMANIAN SKILLS INSTITUTE

## OPERATIONS

*Tourism and Hospitality***Teacher (Cookery) (322460).**

Applications Close:—Friday, 16 October 2009.

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

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

Duties:—Responsible to the designated Unit Leader for teaching and co-ordination duties as may be required within the

specified area of Cookery.

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

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

Enquiries to Lisa Lepretre, Unit Leader, Cookery, Tasmanian Skills Institute, phone (03) 6233 3861, mobile 0447 030 353, email [lisa.lepretre@skillsinstitute.tas.edu.au](mailto:lisa.lepretre@skillsinstitute.tas.edu.au)

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

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

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

## Tasmanian State Services Senior Executives Direct Selections

## HEALTH AND HUMAN SERVICES.

IT is my intention to request the State Service Commissioner to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the *State Service Act 2000* and to promote the following permanent employee —

R Yerbury

to perform the duties of Ambulance Officer (Certificate of Equivalence) 510907, Ambulance Officer (Certificate of Equivalence).

Duties:—

1. Attend to ambulance cases.
2. Deliver pre-hospital clinical care in accordance with accepted procedures and protocol.
3. Complete all relevant documentation.
4. Maintain immediate contact with State Communications Centre.
5. Maintain a prescribed level of knowledge in ambulance care practices and the correct application of ambulance equipment.
6. Maintain the allocated vehicle and equipment in a state of readiness at all times.
7. Ensure personal compliance with the *Workplace Health and Safety Act* and the Service's Workplace Health and Safety Policy and Procedures. Co-operate in the

- fulfillment of personal, employer and other employees' duty of care obligations.
8. Carry out their duties in accordance with instructions from the Supervisor (Tactical Operations).
  9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Evidence of the following must be provided prior to appointment to the job:

1. Certificate of Applied Science (Ambulance Officer) or equivalent qualifications recognised by the Director Tasmanian Ambulance Service.
2. Current drivers licence.

State Service employees aggrieved by this intention may make application to the State Service Commissioner for a review under section 50(1)(b) of the *State Service Act 2000*. Applications for review are to be lodged with the Office of the State Service Commissioner within 14 days of the publication date of this Gazette.

D. ROBERTS.

#### HEALTH AND HUMAN SERVICES.

IT is my intention to request the State Service Commissioner to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the *State Service Act 2000* and to promote the following permanent employee —

R Nauman

to perform the duties of Ambulance Officer (Certificate of Equivalence) 510903, Ambulance Officer (Certificate of Equivalence).

Duties:—

1. Attend to ambulance cases.
2. Deliver pre-hospital clinical care in accordance with accepted procedures and protocol.
3. Complete all relevant documentation.
4. Maintain immediate contact with State Communications Centre.
5. Maintain a prescribed level of knowledge in ambulance care practices and the correct application of ambulance equipment.
6. Maintain the allocated vehicle and equipment in a state of readiness at all times.
7. Ensure personal compliance with the *Workplace Health and Safety Act* and the Service's Workplace Health and Safety Policy and Procedures. Co-operate in the fulfillment of personal, employer and other employees' duty of care obligations.
8. Carry out their duties in accordance with instructions from the Supervisor (Tactical Operations).
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the job:

1. Certificate of Applied Science (Ambulance Officer) or equivalent qualifications recognised by the Director Tasmanian Ambulance Service.
2. Current drivers licence.

State Service employees aggrieved by this intention may make application to the State Service Commissioner for a review under section 50(1)(b) of the *State Service Act 2000*. Applications for review are to be lodged with the Office of the State Service Commissioner within 14 days of the publication date of this Gazette.

D ROBERTS.

#### HEALTH AND HUMAN SERVICES.

IT is my intention to request the State Service Commissioner to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the *State Service Act 2000* and to promote the following permanent employee —

M Prouten.

to perform the duties of Ambulance Officer (Certificate of Equivalence) 510744, Ambulance Officer (Certificate of Equivalence).

Duties:—

1. Attend to ambulance cases.
2. Deliver pre-hospital clinical care in accordance with accepted procedures and protocol.
3. Complete all relevant documentation.
4. Maintain immediate contact with State Communications Centre.
5. Maintain a prescribed level of knowledge in ambulance care practices and the correct application of ambulance equipment.
6. Maintain the allocated vehicle and equipment in a state of readiness at all times.
7. Ensure personal compliance with the *Workplace Health and Safety Act* and the Service's Workplace Health and Safety Policy and Procedures. Co-operate in the fulfillment of personal, employer and other employees' duty of care obligations.
8. Carry out their duties in accordance with instructions from the Supervisor (Tactical Operations).
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the job:

1. Certificate of Applied Science (Ambulance Officer) or equivalent qualifications recognised by the Director Tasmanian Ambulance Service.
2. Current drivers licence.

State Service employees aggrieved by this intention may make application to the State Service Commissioner for a review under section 50(1)(b) of the *State Service Act 2000*. Applications for review are to be lodged with the Office of the State Service Commissioner within 14 days of the publication date of this Gazette.

D ROBERTS.

## 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	Project Manager	E. Breen	6 months	29.09.09
Education	Teacher Aide	J. Hopwood	6 months	28.09.09
Education	Teacher	D. Brain	6 months	28.09.09
Education	Teacher Aide	S. Anning	6 months	28.09.09
Health & Human Services	Registered Nurse	E Dwyer	6 months	28.09.09
Health & Human Services	Kitchen Hand	M. Bellchambers	6 months	02.10.09
Health & Human Services	Administrative Officer	A. Tooth	6 months	05.10.09
Health & Human Services	Registered Nurse	O. Cook	6 months	06.10.09
Health & Human Services	Registered Nurse	S. Hainsworth	6 months	04.10.09
Health & Human Services	Pay/Personnel Officer	E. Oldenhof	6 months	21.09.09
Health & Human Services	Registered Nurse	M. Durkin	6 months	04.10.09
Health & Human Services	Registered Nurse Level 1	G. Hogan	6 months	28.09.09
Health & Human Services	Pay/Personnel Officer	D. McGinniss	6 months	18.09.09
Health & Human Services	Child Protection Worker	A. Kent	6 months	05.10.09
Health & Human Services	Cardiac Technologist/Echocardiographer	J Bain	6 months	01.10.09
Health & Human Services	Administrative Assistant	K. Pearson	6 months	12.10.09
Primary Industries, Parks, Water & Environment	Fire Operations Officer	T. Ashlin	6 months	28.09.09
Tasmanian Academy	Teacher	J. Taylor	6 months	14.12.09

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	S. Kramme	Clinical Nurse	04.10.09
Justice	A Nunn	Team Leader Audit & Compliance	24.09.09
Police & Emergency Management	G. Freeman	Deputy Regional Chief North	21.09.09
Primary Industries, Parks, Water & Environment	A. Hughes	Project Manager Remediation	23.09.09
Tasmanian Academy	J. Thompson	Academy Principal	03.09.09
Tasmanian Academy	J. Sims	Academy Principal	03.09.09
Tasmanian Academy	J. Lee-Archer	Director Learning and Teaching	31.08.09
Tasmanian Academy	K. Cameron	Academy Principal	03.09.09
Tasmanian Skills Institute	L. Lepretre	Unit Leader	17.09.09
Tasmanian Skills Institute	G. Syrett	Unit Leader	29.06.09

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	H. Whittington	Tasmanian Academy	Academy Principal	01.01.10
Education	T. Siedler	Tasmanian Academy	Academy Principal	09.11.09
Education	D. Purnell	Tasmanian Academy	Academy Principal	01.01.10

*Fixed-Term Appointments of greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Administrative Assistant (Fox Eradication)	K. Withers	29/09/2008 - 31/03/2010	01.10.09

*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>
Primary Industries, Parks, Water & Environment	Water Management Officer	A Skold	19/01/09 - 30/06/2010	01.10.09

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Patient Transport Officer	K. Beams	25.09.09
Health & Human Services	Office Manager	L. Burston	30.09.09
Health & Human Services	Clinical Nurse Consultant	P Plummer	25.09.09
Justice	Safety Co-Ordinator	K Bain	30.09.09
Justice	Principal Policy Adviser	D Brown	30.09.09
Justice	Community Service Officer	P. Long	30.09.09
Primary Industries, Parks, Water & Environment	Senior Land Acquisition Officer	J.Skaife	05.10.09
Tasmanian Audit Office	Performance Analyst	B. Thomas	30.09.09

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Roving Curator	J. Paterson	02.10.09
Education	Teacher	G. Hassan	09.09.09
Health & Human Services	Registered Nurse	R. Dunk	05.09.09
Health & Human Services	Pay/Personnel Officer	J Kelly	02.10.09
Health & Human Services	Business Support Officer	P. Foster	25.09.09
Health & Human Services	Registered Nurse	A. Whiteley	24.09.09
Health & Human Services	Registered Nurse	S. Field	11.09.09
Health & Human Services	Manager Patient Information Management Services	H.Derham	30.08.09
Justice	Executive Officer	A. O'Neal	01.10.09
Justice	Administrative Assistant	P. Brown	01.10.09
Justice	Correctional Officer	R Kirkham	02.10.09
Police & Emergency Management	Police Public Enquiries Officer	G. Jacobson	01.10.09
Police & Emergency Management	Clerical Support Officer	S. Davis	30.09.09

*Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Data Analyst	D. Kjar	28.09.09
Health & Human Services	Youth Worker AYDC	C. Ralph	28.09.09
Premier & Cabinet	Computer Support Officer - Web Sites	L. Li	25.09.09



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# Together we are making a difference.

## Tips for a green office.

### Reduce the amount of paper used

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

### Ensure access to recycling services

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

### Reduce energy consumption:

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

### Reducing waste

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



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