



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

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

## Vacancies—General Information

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

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

## Tasmanian Government Gazette

Email text copy to

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

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

## State Service Notices

### Vacancy, Direct Selection and Staff Movement Notices

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a **www.jobs.tas.gov.au** system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or email: **jobsadmin@dpac.tas.gov.au**

### Order Information

When using this facility please ensure your order and a copy of the material or vacancy reference are faxed to Print Applied Technology Pty Ltd on (03) 6216 4294

### Deadlines

*Government Gazette* :—

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4pm Friday** prior to publication.

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

**Deadlines will be strictly adhered to**

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

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

### EXPORT AND ENTERPRISE DEVELOPMENT DIVISION

#### **Small Business Development Director (424346).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$87,398 – \$97,572 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

**Duties:**—To deliver sustainable economic benefits to Tasmania through the identification, initiation and implementation of development opportunities that encourage investment and job creation with particular emphasis on the micro, small and medium enterprise (SME) sector.

**Desirable Requirements:**—Relevant tertiary or industry recognised qualifications and affiliations.

Enquiries to Alan Campbell, General Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5790, email **alan.campbell@development.tas.gov.au**

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

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (North)*

Lilydale District School

#### **School Administration Clerk—2 Vacancies.**

Applications Close:—Friday, 6 November 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 305377.

Permanent part-time 58.8 hours per fortnight for up to 42 weeks per year.

Location:—Lilydale District School.

Vacancy No. 961219.

Fixed-term part-time 54 hours per fortnight for up to 42 weeks per year from 1 February 2010 to 17 December 2010.

Location:—Lilydale District 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.

Enquiries to Helen Hale, Department of Education, phone (03) 6395 0100, email **helen.hale@education.tas.gov.au**

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (North)*

Lilydale District School

#### **School Attendant, Cleaning (964189).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$35,507 – \$37,558 pro rata.

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

Permanent part-time from 27 January 2010, 20 hours per fortnight.

Location:—Lilydale District High School.

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

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

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

Enquiries to Helen Hale, Department of Education, phone (03) 6395 0100, email [helen.hale@education.tas.gov.au](mailto:helen.hale@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### West Launceston Primary School

#### ***School Attendant, Grounds/Cleaning (952384).***

Applications Close:—Friday, 6 November 2009.

Salary:—\$35,507 – \$37,558 pro rata.

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

Permanent part-time 60 hours per fortnight.

Location:—West Launceston 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.

Enquiries to Helene Boyer, Department of Education, phone (03) 6331 4160, email [helene.boyer@education.tas.gov.au](mailto:helene.boyer@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)*

##### Sassafras Primary School

#### ***School Executive Officer (951370).***

Applications Close:—Friday, 6 November 2009.

Salary:—\$52,276 – \$61,582 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 47.5 hours per fortnight for 42 weeks per year.

Location:—Sassafras Primary School.

**Description of the Role:**—Co-ordinate the operations of a school office and support the Principal in the management of school administrative service and resources. Direct and supervise assigned non teaching staff. Provide advice to the Principal and other school staff on administrative and resource matters.

**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.

Enquiries to Rachel Brown, Department of Education, phone (03) 6426 7240, email [rachel.brown@education.tas.gov.au](mailto:rachel.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 (North-West)*

##### Sheffield School

#### ***School Administration Clerk (963820).***

Applications Close:—Friday, 6 November 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 29.4 hours per fortnight for 42 weeks per year.

Location:—Sheffield 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 Charmaine Butcher, phone (03) 6491 1302, email [charmaine.butcher@education.tas.gov.au](mailto:charmaine.butcher@education.tas.gov.au)

Enquiries to Malcolm Moore, Department of Education, phone (03) 6491 1302, email [malcolm.moore@education.tas.gov.au](mailto:malcolm.moore@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)*

##### Smithton High School

#### **Laboratory Technician (200471).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$47,437 – \$51,634 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time from 25 January 2010, 36.75 hours per fortnight up to 51.45 hours per fortnight.

Location:—Smithton High School.

Description of the Role:—Provide technical support to a school or college's science unit and undertake associated administrative duties.

Essential Requirements:—An Associate Diploma in Laboratory Technology from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

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:—Post secondary studies in the fields of science and/or technology.

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 Andrew Mahoney, Department of Education, phone (03) 6452 1376, email [andrew.mahoney@education.tas.gov.au](mailto:andrew.mahoney@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)*

##### Spreyton Primary School

#### **School Administration Clerk (963913).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20.5 hours per fortnight for 42 weeks per year.

Location:—Spreyton Primary 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 Annette Durose, phone (03) 6427 2075, email [annette.durose@education.tas.gov.au](mailto:annette.durose@education.tas.gov.au)

Enquiries to Toni Douglas, Department of Education, phone (03) 6427 2075, email [toni.douglas@education.tas.gov.au](mailto:toni.douglas@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)*

## Wesley Vale Primary School

**Principal (200931).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$98,096 p.a.

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

Permanent full-time from 1 January 2010.

Location:—Wesley Vale Primary 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 Malcolm Wells, Department of Education, phone (03) 6434 6350, email 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 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Goulburn Street Primary School

**Teacher Aide Special (953628 and 953761).**

Applications Close:—Friday, 6 November 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:—Goulburn Street 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 Fran Hamill phone (03) 6234 1884, email frances.hamill@education.tas.gov.au

Enquiries to Bill Linton, Department of Education, phone (03) 6234 1884, email william.linton@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)*

## Hazelwood School

**Teacher Aide Special (954807-954062-963682-963683).**

Applications Close:—Friday, 6 November 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:—Hazelwood 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 Penny Laming, Department of Education, phone (03) 6233 2100, email [penelope.laming@education.tas.gov.au](mailto:penelope.laming@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 (South)*

##### Huonville High School

#### **Teacher Aide Special (958153 and 981093).**

Applications Close:—Friday, 6 November 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:—Huonville 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.*

For a copy of the Statement of Duties please contact Helen Freeman phone (03) 6264 8828, email [helen.freeman@education.tas.gov.au](mailto:helen.freeman@education.tas.gov.au)

Enquiries to Alison Grant, Department of Education, phone (03) 6264 8800, email [alison.grant@education.tas.gov.au](mailto:alison.grant@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 (South)*

##### Lenah Valley Primary School

#### **Teacher Aide Special (966026 and 954399).**

Applications Close:—Friday, 6 November 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:—Lenah Valley 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 Paul Blackaby, Department of Education, phone (03) 6228 0311, email [paul.blackaby@education.tas.gov.au](mailto:paul.blackaby@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 (South)*

##### Springfield Gardens Primary School

#### **Teacher Aide Special (954372).**

Applications Close:—Friday, 6 November 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:—Springfield Gardens 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 Stephanie Hickey, Department of Education, phone (03) 6272 7877, email [stephanie.hickey@education.tas.gov.au](mailto:stephanie.hickey@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

### STRATEGIC POLICY AND PERFORMANCE

#### *Liaison and Children's Projects*

#### Children and Family Centres Project

#### ***Social Inclusion Community Liaison Officer (964136).***

Applications Close:—Friday, 6 November 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from as soon as possible to 30 June 2010.

Location:—Burnie.

Description of the Role:—Work with other project members to ensure networks and relationships in communities are established to increase social inclusion for excluded groups and individuals in designated areas by identifying the barriers to participation through community engagement. Assist with the establishment of Tasmanian Government social infrastructure including, in particular the Children and Family Centres (CFCs).

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.

Enquiries to Leigh Taylor, Department of Health and Human Services, phone (03) 6233 9624, email [leigh.taylor@dhhs.tas.gov.au](mailto:leigh.taylor@dhhs.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

### STRATEGIC POLICY AND PERFORMANCE

#### *Liaison and Children's Projects*

#### Children and Family Centres Project

#### ***Social Inclusion Community Liaison Officer—3 Vacancies.***

Applications Close:—Friday, 6 November 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 964170.

Fixed-term full-time from as soon as possible to 30 June 2010.

Location:—Huon Valley.

Vacancy No. 964172.

Fixed-term full-time from as soon as possible to 30 June 2010.

Location:—Clarendon Vale.

Vacancy No. 964173.

Fixed-term full-time from as soon as possible to 30 June 2010.

Location:—New Norfolk.

Description of the Role:—Work with other project members to ensure networks and relationships in communities are established to increase social inclusion for excluded groups and individuals in designated areas by identifying the barriers to participation through community engagement. Assist with the establishment of Tasmanian Government social infrastructure including, in particular the Children and Family Centres (CFCs).

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.

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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

### HUMAN SERVICES

#### *Disability, Child, Youth and Family Services*

#### ***Rostered Carer (Casual Pool) (517953).***

Applications Close:—Sunday, 28 February 2010.

Salary:—\$36,748 – \$40,884 p.a.

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

Fixed-term casual hours as and when required commencing as soon as possible for a period of 12 months.

Location:—Children and Family Services, South.

We are seeking Rostered Carers to work on a casual as and when required basis to support the care of children and young people in our Residential Care Homes. The homes are designed to provide a family experience to children and young people at challenging times of their lives. We recognise that these roles can be challenging, but they are also rewarding and there are children and young people who currently need someone to



assist them with their everyday living needs. You will need to be able to live and work with a range of children and young people with complex needs and support their daily living and personal care. All children need someone to cook their dinner, take them to sport, help them with their homework..

Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change, and an ability to maintain a high level of confidentiality. A drivers licence and good driving record is highly desirable as you will need to transport children to and from access visits, various appointments, school, sport and recreational activities and support and enhance their engagement in family, social, school and community activity. You will need to successfully complete a criminal convictions check.

PLEASE NOTE: Applications can be submitted at any time up until 28 February 2010.

**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 Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email [leeann.russell@dhhs.tas.gov.au](mailto:leeann.russell@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Disability, Child, Youth and Family Services*

#### **Team Leader (501538).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Fixed-term full-time day work commencing as soon as possible until 30 June 2010.

Location:—Children and Family Services, South West.

**Duties:**—To co-ordinate the service delivery, including the management of financial, human and physical resources, of Child Protection staff employed to perform all functions of the statutory Child Protection program.

**Desirable Requirements:**—Significant post graduate experience in a relevant field. A demonstrated ability to provide supervision, leadership and direction to field staff. A high level of knowledge and understanding of current statutory requirements and Departmental procedures or the ability to acquire such knowledge.

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

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 Rosie Crumpton-Crook, Department of Health and Human Services, phone (03) 6230 7654, email [rosie.crumpton-crook@dhhs.tas.gov.au](mailto:rosie.crumpton-crook@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Senior Housing Strategy Consultant (519086).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$80,233 – \$85,737 p.a.

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

Fixed-term full-time day work commencing as soon as possible for a period of 12 months.

Location:—Housing Tasmania, Hobart.

**Duties:**—In the Housing Strategy branch: Contribute to the management of planning, development and co-ordination of major initiatives and their reporting requirements within the indigenous and homelessness national reform agenda. Be responsible for the provision of policy and strategic direction in relation to major change initiatives and service development projects including co-ordination across agency programs and the non-government sector. Be responsible for providing consultancy advice on best practice models and developing and implementing relevant industrial relations and contract management processes. Be responsible for undertaking complex and sensitive negotiations on a range of service development issues with key stakeholders in the government and non-government sectors.

**Desirable Requirements:**—Extensive knowledge of and demonstrated experience in high-level program and project management, change management and leadership skills including an ability to initiate, formulate and manage complex and diverse projects and demonstrated experience in developing project specifications, procurement processes, policy, service protocols and service specifications. Demonstrated self-management skills including organisational skills, flexibility, capacity to deal with pressure, ambiguity and change and the ability to exercise sound judgement in complex situations and to work effectively either individually, co-ordinating a team and/or as a member of a team. High level interpersonal skills, including consultation, communication, negotiation and conflict resolution skills and the capacity to identify and negotiate mutually acceptable solutions in situations of differing interests.

Enquiries to Skye Fraser, Department of Health and Human Services, phone (03) 6233 4766, email [skye.fraser@dhhs.tas.gov.au](mailto:skye.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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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Housing Tasmania***Senior Policy Analyst (519087).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Fixed-term full-time day work commencing as soon as possible for a period of 12 months.

Location:—Housing Tasmania, Hobart.

Duties:—As a member of the Social Housing Policy and Reform Unit, participate in the development of the strategic policy framework for Housing Tasmania, housing models and services, planning and performance frameworks and generally undertake high level research and analysis as it pertains to the affordable housing system. The Social Housing Policy and Reform Unit uses key housing data to develop policies aimed at providing housing options that enhance health and well-being.

Desirable Requirements:—High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues and strategies to address them. High level skills in the field of qualitative and quantitative social research and the ability to operate in a technological environment. Well developed ability, either individually or as a member of a team, to plan, organize, set priorities and work flexibly in an environment subject to work pressure and change.

Enquiries to Janet Locke, Department of Health and Human Services, phone (03) 6233 4767, email janet.locke@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

*Mersey Community Hospital***Horticulturalist (514992).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

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

Location:—Engineering and Maintenance.

Duties:—Provide a high quality gardening and landscaping service to departmental properties located in the Mersey Community Hospital.

Desirable Requirements:—Demonstrated experience in the provision of specialist horticultural services, including the capacity to provide advice and support to team members in the Maintenance department as required. Demonstrated capacity to contribute to the planning and undertaking of works, including an understanding of the process of programmed maintenance. Capacity to exercise initiative and judgement in the resolution of day to day problems.

Highly Desirable:—Current drivers licence.

Enquiries to Robin Partridge, Department of Health and Human Services, phone (03) 64265140, email robin.partridge@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

*North West Regional Hospital***Pharmacy Technician (501876).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time day work.

Location:—North West Regional Hospital.

Duties:—To assist professional staff in providing a comprehensive pharmaceutical service to patients and other clients of the hospital, and to other Divisions within the Agency in the North West Region including hospitals with contractual agreements.

Essential Requirements:—An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work; or relevant training and/or experience determined in accordance with the provisions of section 37 of the State Service Act 2000 appropriate to the nature of the work.

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

Enquiries to Suzette Seaton, Department of Health and Human Services, phone (03) 6430 6717, email suzette.seaton@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Clinical Nurse (503952).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

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

Location:—Intensive Care/Coronary Care Unit.

Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance.

Desirable Requirements:—Demonstrated advanced clinical competence in the specified clinical area. Ability to utilize an advanced level of written, verbal and interpersonal skills in all aspects of the role. Demonstrated ability to apply the legal requirements, relevant policies and procedures to the practice setting. Ability to provide support to Nurse Unit Manager in the management of human, material and financial resources.

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

Enquiries to Jenny Parker, Department of Health and Human Services, phone (03) 63487513, email [jenny.parker@dhhs.tas.gov.au](mailto:jenny.parker@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

#### *Launceston General Hospital*

#### **Deputy Chief Physicist (Education) (519027).**

Applications Close:—Friday, 13 November 2009.

Salary:—To be negotiated.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5 Grade 1.

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

Location:—W.P. Holman Clinic.

Duties:—The position is being created due to the commencement of the ACPSEM training of registrars and also to support the expansion of the service from two to three multi-modality accelerators. Accelerators are fitted with CBCT. We are currently working towards the implementation of respiratory-gated radiotherapy. The Clinic also has a high dose rate brachytherapy unit, Philips CT-Sim and Pinnacle3 planning system. The role includes the planning, development and supervision of radiation oncology physicist post-graduate training within a clinical setting, in collaboration with professional colleagues and the ACPSEM. It also includes the provision of high quality, comprehensive medical physics support to W. P. Holman Clinic.

Essential Requirements:—Eligibility for Ordinary Membership of the Australian College of Physical Scientists and Engineers in Medicine.

Enquiries to Martin Pracy, Department of Health and Human Services, phone (03) 63487140, email [martin.pracy@dhhs.tas.gov.au](mailto:martin.pracy@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Director, Allied Health (519068).**

Applications Close:—Friday, 6 November 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Allied Health Services, Launceston General Hospital.

Duties:—Within a tertiary Hospital setting and in accordance with Agency policy and legal requirements provide leadership and direction in the strategic development and management of Allied Health Services across the Northern Area Health Service. Oversee the provision of clinical leadership, professional support and best practice standards, in accordance with organisational policies and professional codes of conduct, for services provided in a multi disciplinary environment. Provide effective management of human, physical and financial resources. Provide leadership and direction in the provision of clinical, teaching and research activities. Develop effective linkages with professional staff within the Agency and key external stakeholders including professional bodies, the private sector and other Government Departments in relation to the provision of an integrated professional health service.

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

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

Enquiries to Melissa Wimmer, Department of Health and Human Services, phone (03) 63487043, email [melissa.wimmer@dhhs.tas.gov.au](mailto:melissa.wimmer@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

#### *Launceston General Hospital*

#### **House Services Assistant (503567).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$35,040 – \$35,956 pro rata.

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

Permanent part-time shift work, working 70 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. Hours of work will be 5.00PM to 12.00 Midnight.

Location:—House Keeping and Accommodation.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Medical Orderly (503592).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term casual shift work, working as and when required. To commence as soon as possible until 2 November 2010.

Location:—Attendants.

Duties:—To provide assistance to Medical, Nursing and Para Medical staff in the lifting, positioning and general care of patients. To provide an immediate response to Code Blacks as members of the Aggressive Management Team.

Desirable Requirements:—Physical capacity to provide the range of orderly services. Knowledge of safe lifting practice and OHandS principles. Ability to communicate with patients, staff and visitors. Ability to work under general supervision.

Enquiries to David Webb, Department of Health and Human Services, phone (03) 63487460, email [david.webb@dhhs.tas.gov.au](mailto:david.webb@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Registered Nurse—2 Vacancies.**

Applications Close:—Friday, 6 November 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Vacancy No. 504401.

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

Location:—Department of Emergency Medicine.

Vacancy No. 504211.

Permanent part-time shift work, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine.

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

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

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

Enquiries to Maree Dakin, Department of Health and Human Services, phone (03) 63487392, email [maree.dakin@dhhs.tas.gov.au](mailto:maree.dakin@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Team Leader (Elective Surgical Systems/Patient Flow Redesign) (518816).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$83,606 p.a.

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

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

Location:—Surgery.

Duties:—To provide leadership and management to the patient flow unit, improve efficiency of elective surgery systems in line with Key Priorities of TESIP and provide leadership, co-ordination and facilitation for clinical and service redesign programs within the hospital. Improve the processes and be responsible for the development of documentation and for leading multidisciplinary groups to implement service improvements.

Desirable Requirements:—Demonstration of high level knowledge, skills and experience with patient flow, elective surgery systems and redesign processes in the acute care facility. Demonstration of strategic, conceptual and analytical skills along with ability to provide advice, facilitate and implement effective and sustainable change. Demonstrated ability to utilise data as evidence to implement and monitor redesign processes together with the ability to utilise available data to validate views on problems and causes.

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



Enquiries to Cassandra Sampson, Department of Health and Human Services, phone (03) 63488707, email [cassandra.sampson@dhhs.tas.gov.au](mailto:cassandra.sampson@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Telephonist—2 Vacancies.**

Applications Close:—Friday, 6 November 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Vacancy No. 503290.

Permanent part-time day work, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Telecommunications.

Vacancy No. 503290.

Permanent part-time day work, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Telecommunications.

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

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

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Domestic Services Officer (512923).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Permanent part-time shift work (fully rotational), working 8 hours per fortnight.

Location:—St Marys Community Health Centre.

Duties:—To provide a high standard of cleaning services within the St Marys Community Health Centre, which conforms with established hospital protocols and procedures and to assist in the preparation and delivery of meals to patients and staff.

Desirable Requirements:—Demonstrated knowledge and experience in the provision of cleaning services in health related environment and sound interpersonal and communication skills, together with an understanding of the needs and comforts of patients utilising hospital services.

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Multiskilled Domestic, Relief (506072).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term casual shift work, as and when required, commencing 30 November 2009 to 26 November 2011.

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

Duties:—Clean allocated areas of the hospital, complying with standards of infection control and assist in the preparation and delivery of meals to clients in accordance with FoodSafe guidelines.

Desirable Requirements:—Previous experience and knowledge of cleaning procedures in a health related organisation, using the principles of infection control, knowledge of the principles of "FoodSafe" legislation, and good communication skills with clients, the community and other members of the Health Care team and ability to maintain client and organisational confidentiality.

Enquiries to Louise Peacock, Department of Health and Human Services, phone (03) 6376 5205, email [peacock@dhhs.tas.gov.au](mailto:peacock@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***Physiotherapist—2 Vacancies.**

Applications Close:—Friday, 13 November 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Vacancy No. 507417.

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

Location:—St Marys Community Health Centre.

Vacancy No. 506714.

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

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

Duties:—In accordance with organisational policies and professional code of ethics, to be responsible for the efficient and effective provision of Physiotherapy Services and co-ordinate the physiotherapy services to clients living in the St Helens Community and/or St Marys communities, and supervision and support of staff and students and contribute to health promotion in the St Helens and/or St Marys municipalities.

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

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

Enquiries to Miriam Deacon, Department of Health and Human Services, phone (03) 6376 5222, email [miriam.deacon@dhhs.tas.gov.au](mailto:miriam.deacon@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***Community Podiatrist (505514).**

Applications Close:—Monday, 30 November 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 1 October 2010.

Location:—South.

Duties:—Looking for diversity in work and play? Then a move to southern Tasmania could be for you! If you're dynamic, enthusiastic and enjoy a relaxed lifestyle in spectacular scenery, come and join the Southern Tasmanian Area Health Service

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 co-ordinated 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.

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

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

Enquiries to Kendra Strong, Department of Health and Human Services, phone (03) 6222 8601, email [kendra.strong@dhhs.tas.gov.au](mailto:kendra.strong@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 Consultant (Discharge Coordinator) (515574).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—As a member of the Central Coordination Unit provide leadership in the implementation of change management processes to ensure the hospital is positioned with discharging processes to allow continuity of care, maximum access availability, maximised responsiveness to demand management and healthy and positive relationships with other interfacing organisations.

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

Enquiries to Lorraine Larcombe, Department of Health and Human Services, phone (03) 6222 8767, email [lorraine.larcombe@dhhs.tas.gov.au](mailto:lorraine.larcombe@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***Infant Hearing Screener (517280).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$36,748 – \$40,884 p.a.

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

Fixed-term part-time Day Work, working 24 hours per fortnight (2x6 hour shifts per week commencing at 8am, and weekends as required) from as soon as possible until 31 December 2010.

Location:—Royal Hobart Hospital.

Duties:—This position will be part of the Tasmanian Infant Hearing Screening Program (TIHSP) which will be delivered by the Statewide Audiology Service and co-ordinated by Acute Health Services which has the ultimate aim of providing universal newborn hearing screening for all Tasmanian Public and Private Hospitals. The TIHSP aims to help children born with significant hearing loss to realise their full potential for language, academic and social development by: Offering a newborn hearing screening test to all babies born in Tasmania and facilitating appropriate assessment and early management. To work as a member of the TIHSP program offering a hearing screening program to all newborn infants under supervision of the Senior Audiologist and the Nurse Unit Manager for operational issues.

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 Lee Kethel, Department of Health and Human Services, phone 6222 7122, email [lee.kethel@dhhs.tas.gov.au](mailto:lee.kethel@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

*Alcohol and Drug Services***Clinical Nurse Specialist, Smoking Cessation Program (518073).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$71,562 – \$72,245 p.a.

Nurses (TPS) Award, Clinical Nurse Specialist.

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—Looking to make a difference to the health of Tasmanians? A vacancy for a Clinical Nurse Specialist exists within the Alcohol and Drug Service South may be the opportunity you are looking for. We are looking for a proactive, self motivated and enthusiastic nurse who likes a challenge! As a member of the smoking cessation team, you will be part of

the role out of a new and innovative 'ABC' approach to brief intervention for smoking cessation throughout the southern region of Tasmania. No one day will be the same. You will be supported to work creatively and autonomously as a member of the exciting new statewide program. Your role will involve education, preceptorship and providing peer support for health professionals. You will have the opportunity to participate in health promotion activities, evaluation strategies and service and policy development. You will work closely with other health professionals and non government organisations ensuring the successful implementation of this new initiative. You will play an important role in helping to reduce one of the major causes of death and disease in this community. If you enjoy a challenge and like working independently in a supportive, friendly and professional service, then consider coming to work with us. You can make a difference!.

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 Gwyneth Fullard, Department of Health and Human Services, phone (03) 6214 5719, email [gwyneth.fullard@dhhs.tas.gov.au](mailto:gwyneth.fullard@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

*Alcohol and Drug Services***Clinical Psychologist (501026).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 30 June 2010.

Location:—Alcohol and Drugs (South).

Duties:—The Clinical Psychologist will work as part of a multi-disciplinary team to provide evidence based treatment and specialist interventions for individuals and their families who may be affected by alcohol and other drug use issues. To provide leadership and specialist psychological services for people with multiple and complex needs including concurrent alcohol or other drug and mental health issues.

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 Robert Watkinson, Department of Health and Human Services, phone (03) 6230 7032, email robert.watkinson@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

#### *Alcohol and Drug Services*

#### **Senior Clinical Psychologist (501050).**

Applications Close:—Friday, 13 November 2009.

Salary:—\$80,262 – \$88,771 p.a.

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

Permanent full-time day work.

Location:—Alcohol and Drugs (South).

Duties:—As a senior clinician in a multi-disciplinary team delivering high quality alcohol and drug services in accordance with alcohol and drug service policies, agency policies, legal requirements and professional standards, the senior clinical psychologist will provide specialist clinical psychological assessment and treatment to clients of the Alcohol and Drug Service ADS (South). Assist the team leader in providing clinical leadership and direction in the development and management of a comprehensive treatment model for a community focused team. Ensure the quality of all clinical service in ADS (South) through the implementation of an appropriate model of professional accountability and supervision. Act as a consultant to other agencies with regard to the support and management of clients with substance use issues and associated complex needs.

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 John Alderdice, Department of Health and Human Services, phone (03) 6230 7802, mobile 0417 327 637, email john.alderdice@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.

#### *Health and Wellbeing Services*

#### *Oral Health Services*

#### **Specialist Dental Prosthetist (501294).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$63,041 – \$65,916 pro rata.

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

Fixed-term part-time day work, commencing as soon as possible until 17 September 2010.

Location:—Kelham Street, Launceston.

Duties:—To provide high level and complex dental prosthetic clinical services consistent with the policies and guidelines of Oral Health Services Tasmania.

Essential Requirements:—Eligible for registration as a Dental Prosthetist in Tasmania with the Dental Prosthetists' Registration Board.

Enquiries to Dale Coombe, Department of Health and Human Services, phone (03) 6336 4207, email dale.coombe@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

### WORKPLACE STANDARDS TASMANIA

#### *Building Control*

#### **Audit and Investigation Officer (355900).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

Duties:—Conduct performance audits of building practitioners, permit authorities and councils and report the results to the Director of Building Control. Investigate complaints, allegations and other matters as directed by the Director of Building Control or under appointment as an approved investigator by the Building Appeal Board.

Essential Requirements:—A current Tasmanian Drivers Licence.

Desirable Requirements:—Previous experience in an investigation role in a building related area.

Enquiries to Adrian Nunn, Team Leader, Audit and Compliance, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 3819, email adrian.nunn@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If



a Statement of Duties cannot be downloaded, please contact Jenny Ratcliffe on (03) 6233 7692.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Operations*

#### **WITHDRAWN, District Officer Southern Region (520025).**

Applications Close:—Monday, 26 October 2009.

Salary:—\$89,025 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, District Officer.

Permanent full-time.

Location:—Southern Region.

Duties:—As a part of the Regional Management Team, contribute to the achievement of regional objectives through the management of career and volunteer firefighters, and the physical resources within the Region as well as the performance of regional duties allocated by the Regional Chief.

Essential Requirements:—Tasmanian Fire Fighting Industry Employees Award qualifications (or equivalent) for appointment/promotion to the rank of District Officer, including:

These qualifications require the acquisition of modules required up to and including Senior Station Officer and evidence of competent competence for those modules specified in the Skill Maintenance Training Schedule up to and including Senior Station Officer.

Desirable Requirements:—Post secondary/tertiary qualifications in management or a similar field.

A broad range of fire service experience particularly in the areas of district management, training, fire safety, and community education.

Current driver's licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Ken Burns on (03) 6230 8402 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Enquires to Ken Burns on (03) 6230 8402.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au)

## PREMIER AND CABINET

### PUBLIC SECTOR MANAGEMENT OFFICE

#### **Consultant (001590).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (Until August 2011).

Location:—Hobart.

Duties:—Assist in the provision of specialist advice on the development, implementation and maintenance of relevant and contemporary industrial relations enactments, policies, strategies, and initiatives that promote the industrial relations objectives of Government. Assist in the provision of representation services for Government, Agencies and other Public Sector employing authorities in industrial tribunals and other forums.

Desirable Requirements:—An appropriate tertiary qualification in law or related discipline and/or experience in employment management, advocacy skills [or an ability to acquire], policy development and a knowledge of labour related legislation.

Enquiries to Philip Baker, Manager Industrial Relations, Department of Premier and Cabinet, phone (03) 6232 7039, email [Philip.Baker@dpac.tas.gov.au](mailto:Philip.Baker@dpac.tas.gov.au)

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Diagnostic Services*

#### **Technical Officer (Fish Vaccine Research and Development) (702911).**

Applications Close:—Friday, 6 November 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time for 2 years, subject to funding.

Location:—Launceston (Mt Pleasant).

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

Duties:—Provide technical support for a research project to develop a novel vaccine for use with farmed fish. Undertake technical duties in the operation of a fish holding facility, assist in the collection of field samples and undertake sample preparation for laboratory diagnostic procedures and testing.

Essential Requirements:—A Certificate III or Certificate IV in Laboratory Skills or an equivalent qualification, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

Desirable Requirements:—At least two years experience in the provision of technical support for laboratory or field-based scientific research involving aquatic animals. 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 Robyn Campain, phone (03) 6336 5406, email [robyn.campain@dpiipwe.tas.gov.au](mailto:robyn.campain@dpiipwe.tas.gov.au)

Applications to Robyn Campain, Administrative Assistant, Department of Primary Industries, Parks, Water and Environment, PO Box 46, Kings Meadows TAS 7249, phone (03) 6336 5406, fax (03) 6336 5374, email [robyn.campain@dpiipwe.tas.gov.au](mailto:robyn.campain@dpiipwe.tas.gov.au)



PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

***Cave Guide—2 vacancies (705390 and 700724).***

Applications Close:—Friday, 6 November 2009.

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 30% FTE until 1 May 2010.

Location:—Mole Creek Caves.

Duties:—To conduct cave tours at both Marakooopa and King Solomons Caves within the Mole Creek Karst National Park. Provide advice and information on recreational opportunities, facilities and use of local reserves managed by the Parks and Wildlife Service. Carry out routine servicing, cleaning and site maintenance in and around the caves.

Enquiries to Paul Flood, Enterprise Manager, for a copy of the Statement of Duties or for more information about the vacancy, phone (03) 6363 5182, email Paul.Flood@parks.tas.gov.au

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to, Melissa Chan, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart 7001, phone (03) 6233 3873, fax (03) 6233 3682, email applications@dipw.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

***Summer Cave Guide—2 vacancies (705393 and 705156).***

Applications Close:—Friday, 6 November 2009.

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 30% FTE until 19 April 2010.

Location:—Mole Creek Caves.

Duties:—To conduct cave tours at both Marakooopa and King Solomons Caves within the Mole Creek Karst National Park. Provide advice and information on recreational opportunities, facilities and use of local reserves managed by the Parks and Wildlife Service. Carry out routine servicing, cleaning and site maintenance in and around the caves.

Enquiries to Paul Flood, Enterprise Manager, for a copy of the Statement of Duties or for more information about the vacancy, phone (03) 6363 5182, email Paul.Flood@parks.tas.gov.au

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to, Melissa Chan, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart 7001, phone (03) 6233 3873, fax (03) 6233 3682, email applications@dipw.tas.gov.au

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Shareholder Policy and Markets Branch*

***Assistant Director (724202).***

Applications Close:—Friday, 13 November 2009.

Salary:—\$101,638 – \$111,802 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time.

Location:—Hobart.

Duties:—The Assistant Director, as a senior member of the Budget and Finance Division, will take a lead role in defining the long-term strategic direction and policy framework in relation to the State's interest in the Government-owned business sector and the development of the State's infrastructure. This includes the development of whole-of-government and/or Government business policies that have significant financial and economic benefits for the State. The Assistant Director will identify and respond to emerging, unprecedented strategic issues and/or reforms and provide technical leadership in the development and implementation of authoritative and creative responses.

In the context of the selection criteria, to be successful in the position applicants will have: a demonstrated and proven ability to apply expertise to highly complex issues that span multiple sectors and disciplines where little precedence exists, develop new policies impacting across agencies and Government businesses, and identify practicable solutions that can be implemented at a whole-of-government and/or industry level; a proven ability to influence strategic outcomes across whole-of-government and the Government business sector and define long-term strategic direction in a high pressure, political environment; and the ability to clearly articulate highly complex and technical issues in order to gain the cooperation of diverse stakeholders in achieving difficult and sometimes conflicting objectives and/or in implementing options which lie outside of established precedents.

Highly Desirable Requirements:—Completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Enquiries to Richard Sulikowski, Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6233 2600, email richard.sulikowski@treasury.tas.gov.au

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Administrative Assistant	S. Lockett	6 months	19.10.09
Health & Human Services	CSSD Technician	S. Watson	6 months	01.11.09
Health & Human Services	Registered Nurse	K. Menzies	6 months	21.10.09
Public Trustee	Client Account Manager	L. McGrath	6 months	19.10.09

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	A. Boote	Senior Consultant Community and Aged Care	15.10.09

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Treasury & Finance	M Adams	Infrastructure, Energy & Resources	Manager Corporate Information Services	26.10.09
Public Trustee	B. McManus	Justice	Assistant Deputy Registrar	19.10.09

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Library Technician	S. Moles	15.10.09
Education	Teacher	P. Rothwell	28.10.09
Police & Emergency Management	Speed Camera Operator	L. Kiernan	23.10.09
Primary Industries, Parks, Water & Environment	Heritage Officer	R. Hawson	23.10.09

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Community Learning Co-ordinator	A. Walker	12.10.09
Health & Human Services	Community Health Social Worker	C.Sykes	25.09.09
Health & Human Services	Staff Specialist	S. Bollipo	16.10.09
Health & Human Services	Registered Nurse	K Waldhuter	22.10.09
Health & Human Services	Clinical Nurse	R. Brotchie	10.10.09
Health & Human Services	Hospital Aide	K.Styles	17.10.09
Police & Emergency Management	Team Leader	W. Schramm	23.10.09
Premier & Cabinet	Security/Utility Officer	J. Chapman	23.10.09



**P**  
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Talk to one of our experienced sales representatives and you'll come away with a crystal clear understanding of the ins and outs of your printing job. We know what you want

because we know the right questions to ask.

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P 03 6233 3168 F 03 6233 5346

GPO Box 307, Hobart TAS 7001  
sales@thepat.com.au  
www.thepat.com.au



# 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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