



TASMANIAN STATE SERVICE NOTICES

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CONTENTS

VACANCIES—

Economic Development, Tourism and the Arts.....	1770
Education.....	1770
Health and Human Services	1771
Justice	1777
Police and Emergency Management	1778
Premier and Cabinet	1779
Tasmanian Academy.....	1779
Tasmanian Polytechnic.....	1779
Tasmanian Skills Institute.....	1780
Treasury and Finance.....	1781

STAFF MOVEMENTS—

Appointments	1782
Promotions.....	1783
Resignations	1782
Retirements.....	1782

Applicants for a vacancy published in this Gazette edition (other than Senior Executive Service vacancies), should note that for a period of six months from the date of publication, the selection process for that vacancy may be used to fill subsequent or similar vacancies on the same conditions as originally published.

Tasmanian Government Gazettes are available for perusal at the Public Sector Management Office, 9th Floor, 144 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

Tasmanian Government Gazettes are available for sale from Print Applied Technology Pty Ltd, 123 Collins Street, Hobart and Birchalls Newsagency, The Mall, Launceston.

Further Information

Applicants are strongly advised to seek further information including the statement of duties, from the www.jobs.tas.gov.au site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the www.jobs.tas.gov.au site or the enquiries person. Application forms are available from the www.jobs.tas.gov.au site and from the Agency that has advertised the vacancy.

Submission of Applications

Applications will close 9 calendar days after the date of publication in the Gazette unless otherwise stated.

Late applications may be accepted at the discretion of the Head of Agency.

Fixed-Term Appointment

Fixed-term appointment for a specified term or for the duration of a specified task may be obtained by:—

- responding to advertisements for fixed-term appointment placed in these notices;
- expressions of interest in registration on an Agency's fixed-term employment register;

Fixed-Term Employment Registers

An expression of interest in registration on a fixed-term employment register may be lodged with an Agency in response to an advertisement placed in these Notices or the www.jobs.tas.gov.au site. A list of currently operating registers is also available from this site.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

All permanent and some Officer and fixed-term vacancies are advertised in these Notices and may also appear in State and National newspapers.

Gazette

Email copy to

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices.

The only way to place a State Service vacancy, direct selection and staff movement notices is through the www.jobs.tas.gov.au

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Telephone (03) 6233 6687

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Tasmanian Museum and Art Gallery

Technical Officer (Invertebrate Zoology) (705851).

Applications Close:—Friday, 25 September 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time (0.6FTE) until April 2010.

Location:—Rosny.

Duties:—To provide technical support to the Senior Curator in the day-to-day care and management of the Invertebrate Zoology collections.

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

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

Desirable Requirements:— A Bachelors Degree (Honours) in Science (with an emphasis on Zoology).

A current motor vehicle licence.

Enquiries to Stella O'Brien for a copy of the Statement of Duties on (03) 6211 4178 or email Stella.O'Brien@tmag.tas.gov.au. For further information about the position please contact Andrew Rozefelds, Deputy Di, Department of Economic Development, Tourism and the Arts, phone (03) 6211 4148, email Andrew.Rozefelds@tmag.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport High School

Principal (201137).

Applications Close:—Friday, 25 September 2009.

Salary:—\$107,950 p.a.

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

Permanent full-time from 1 January 2010.

Location:—Devonport High School.

Description of the Role:—To lead and direct the educational programme 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.

HEALTH AND HUMAN SERVICES

Senior Service Development Consultant (517910).

Applications Close:—Friday, 2 October 2009.

Salary:—\$83,606 p.a.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—Are you interested in a career where you will support and drive the implementation of change and reform across the Alcohol, Tobacco and Other Drug (ATOD) service sector in Tasmania? As a member of the Alcohol and Drug Services Executive Unit, you will project manage and support programme development across the ATOD sector giving consideration to the establishment of evidence based service models, policies and guidelines, procedures and protocols, professional standards and practice. You will be expected to provide leadership and strategic thinking in the development of workforce capacity within the ATOD sector and provide management, leadership and strategic thinking in the development of pharmacotherapy and withdrawal management services in Tasmania. If you enjoy a challenge and like working as a member of a highly skilled and professional team, then consider coming to work with us.

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

Current Drivers Licence.

Enquiries to Geoff Clifford, Department of Health and Human Services, phone (03) 6230 7904, mobile 0458 338 588, email geoff.clifford@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

Transition to Practice Placements for Graduate Registered Nurses (Annual Intake 2010).

Applications Close:—Friday, 25 September 2009.

Salary:—\$47,472 p.a.

Nurses (TPS) Award, Graduate Nurse RN, Level 1.

Fixed-term full-time for a period of 12 months. Various placements are rotational.

Location:—Hospital and/or Community placements.

Transition to Practice Placements for Graduate Registered Nurses Annual Intake 2010.

North West Area Health Service.

• North West Regional Hospital • Mersey Community Hospital • Primary Health Service.

Northern Area Health Service.

• Launceston General Hospital • Primary Health Service.

Southern Area Health Service.

• Royal Hobart Hospital • Primary Health Service.

Statewide and Mental Health Services.

• Forensic Mental Health • Mental Health • Alcohol and Drug Services.

Child Health and Parenting Service.

We offer a contemporary approach to your transition as a newly registered nurse with diverse and rewarding opportunities.

With the choices offered, we are sure to meet your individual needs or interests. Varied practice settings are available for placement including metropolitan hospitals, mental health, community nursing, child health and parenting, alcohol and drug services, correctional health and rural hospitals.

Graduate/Registered Nurse Transition to Practice Placement:—Facilitates your transition to practice as a newly registered nurse commencing with a comprehensive orientation which meets your individual needs. Orientation provides information relating to workplace policies, practices and processes and facilitates your socialisation to the organisation.

- Facilitates the consolidation of core skills that are transferable across a range of practice settings; builds on your knowledge and clinical skills providing a strong foundation for your future career pathway.

- Provides the opportunity for you to commence a specialised career pathway in a practice area of your choice.

- Provides professional development opportunities that recognise the unique requirements of you as a newly registered nurse, with a focus on commencing your career pathway development.

- Is supported by a dedicated team of Transition to Practice Co-ordinators, Clinical Preceptors and Nurse Educators who will assist you to achieve your clinical objectives and professional development goals and provide clinical support in practice.

ENQUIRIES.

General Enquiries.

Deanna Ellis on (03) 6336 5558/0417 034 048.

Royal Hobart Hospital.

Matilda Quelch on (03) 6222 8786.

Launceston General Hospital.

Denise Wilson on (03) 6438 7418.

North West Regional Hospital.

Molly Leatherbarrow on (03) 6430 6810.

Mersey Community Hospital.

Rebekah Edwards on (03) 6426 5200.

Primary Health Service and Statewide and Mental Health Services.

Kym Wolter-Saler on (03) 6222 7278.

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

If nominating a Primary Health Service or Statewide and Mental Health Services placement you are required to provide proof of your current driver's licence and you will be required to undertake a police check.

Applicants are encouraged to obtain further information about the Transition to Practice Placements for Graduate Registered Nurses (Annual Intake 2010) by visiting www.dhhs.tas.gov.au/nurses_and_midwives.

Please note that it is your responsibility to contact your referees and send them a referee report to complete. Report templates are available to download from the Supporting Documents area of this vacancy notice.

Please click on link under Supporting Documents to Apply Online.

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Facilities Management

Contracts and Maintenance

Energy and Contract Performance Analyst (500659).

Applications Close:—Friday, 25 September 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—This position has two main functions: To produce an energy management plan, based on research, analysis and business case development and implement strategies to optimise energy efficiency in DHHS buildings with particular reference to the Department's climate change policies and management of costs. To improve the quality and management of contracts relating to building sustainability and statutory compliance through the application of rigorous project and quality management techniques. Applicants whose experience lies in mainly one of these areas are encouraged to apply.

Desirable Requirements:—Extensive knowledge and understanding of contracts, their preparation and management, including their legal and practical implications. Demonstrated ability to manage (develop and implement) a strategic energy management plan which provides the optimal balance between energy reduction and service need. Demonstrated ability to manage contractor performance and take appropriate and innovative action to ensure that contracts are effectively managed so that the Department's objectives are met.

Enquiries to Wayne Eastley, Department of Health and Human Services, phone (03) 6233 6847, email wayne.eastley@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

CARE REFORM

Human Resources and Workforce

Pay/Personnel

Pay/Personnel Officer—4 Vacancies (516236).

Applications Close:—Friday, 25 September 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:—Hobart.

Duties:—As a member of the Pay/Personnel Unit, perform tasks associated with the maintenance of human resource services, specifically those associated with pay and personnel activities.

Desirable Requirements:—Knowledge and understanding of payroll processing, personnel functions and legislative provisions, including policies, guidelines and protocols covering employees of the Department or ability to acquire this knowledge based on past experience. Demonstrated experience and ability with an electronic payroll/HR system (Empower, in particular) together with competency in the use of word processing, spreadsheet and database packages. Demonstrated ability to use initiative and a commitment to continuous quality improvement with the ability to interpret and analyse information and decided on an appropriate course of action.

Enquiries to Christine Miller, Department of Health and Human Services, phone (03) 62 336716, email christine.miller@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

CHIEF HEALTH OFFICER

Population Health

Administrative Officer, OzFoodNet (517947).

Applications Close:—Friday, 25 September 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 (Please note: Part-time hours will also be considered).

Location:—25 Argyle Street, Hobart.

Duties:—Provide high level administrative support to the Epidemiologist, OzFoodNet, within the Communicable Diseases Prevention Unit. Conduct data entry and quality control for the OzFoodNet project. Assist with the investigation into cases of foodborne illness by liaising with other sections of DHHS, medical practitioners, laboratories and local government.

Desirable Requirements:—Demonstrated high level administrative skills and accurate and efficient keyboard skills.

Demonstrated good working knowledge of both Microsoft Access and Excel.

Excellent communication skills, both written and verbal. Ability to communicate positively with affected members of the public and a range of stakeholders including laboratories, medical practitioners and local councils.

Enquiries to Dr Avner Misrachi, Department of Health and Human Services, phone (03) 6222 7726, email avner.misrachi@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

Support Worker, South East (518333).

Applications Close:—Friday, 25 September 2009.

Salary:—\$36,748 – \$40,884 pro rata.

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

Fixed-term casual day work, working as and when required from As soon as possible until 2 April 2010.

Location:—St Johns Park, New Town.

Duties:—Under the supervision of the Co-ordinator, provide support to children, young persons and families with the aim to enable children to grow up in a safe and supportive environment including providing transport and supervision of client access visits.

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 Andrew Porter, Department of Health and Human Services, phone (03) 6230 7867, email andrew.porter@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Community Health Nurse (503041).

Applications Close:—Friday, 25 September 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time shift work, working 20 hours per fortnight (2 positions of 10 hours) (2 hour evening shift).

Location:—Ulverstone.

Duties:—Function as an advanced clinical practitioner in nursing, using evidenced based practices in accordance with Primary Health Care principles, Agency Policies, legal requirements and professional competencies; the Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborates with other members of the health care team to ensure the delivery of high quality health care. Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individuals access to health services, therefore plans and delivers services accordingly.

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

Current Drivers Licence.

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

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

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 (503539).

Applications Close:—Friday, 25 September 2009.

Salary:—\$35,040 – \$35,956 p.a.

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

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

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. Well developed literacy and numeracy skills. An understanding of the uses of chemicals required in cleaning services.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, email 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

Registered Nurse (Post Graduate Paediatrics) (3 Vacancies) (504064).

Applications Close:—Friday, 25 September 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Fixed-term part-time shift worker (fully rotational), working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 4K.

Duties:—To manage and co-ordinate client care to ensure the delivery of quality, timely and appropriate care in conjunction with other members of the Health Care Team. Show satisfactory progress towards completion of the graduate certificate/diploma.

Essential Requirements:—Registration as a nurse with the Nursing Board of Tasmania. Holder of a current practising certificate. Acceptance as a student in the relevant diploma or certificate programme.

Enquiries to Sonja Leonard, Department of Health and Human Services, phone (03) 6348 7661, email sonja.leonard@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 AREA HEALTH SERVICE

Royal Hobart Hospital

Clinical Nurse Educator, Paediatric Nursing (518832).

Applications Close:—Friday, 25 September 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—This position is a rare opportunity for a motivated and experienced clinician to advance his or her career in Paediatric Nursing. As the Royal Hobart Hospital embraces the reform agenda set for Tasmania, Clinical Nurse Educators are needed to support Nurses, at all levels, to promote a modern,

high quality, patient centred service. Association with the Nurse Education Unit, led by a Professor of Nursing, will provide opportunities to research and engage in practice development.

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

Enquiries to Professor Mary FitzGerald, Department of Health and Human Services, phone (03) 6222 7558, email mary.fitzgerald@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 AREA HEALTH SERVICE

Royal Hobart Hospital

Medical Transcriptionist (508155).

Applications Close:—Friday, 25 September 2009.

Salary:—\$35,040 – \$35,956 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—The position requires medical terminology knowledge and experience with preparing and typing clinical letters and general correspondence from Dictaphone tapes, computer based servers and hand written drafts, from members of the medical staff of the hospital as required, from all clinical divisions in the Royal Hobart Hospital. They respond appropriately to enquiries from staff, patients and the public and are required to participate in quality assurance activities, as relevant to medical typing services. Assist with clerical work duties and training of new Medical Typists as requested by the Team Leader, Medical Typing and exercise reasonable care in the performance of duties consistent with the relevant O.H. and S. legislation and maintain patient confidentiality at all times.

Desirable Requirements:—A high standard and knowledge of medical and pharmaceutical terminology relating to anaesthetics, surgical, medical, women's and children's health, pathology and radiology techniques through extensive experience in a health care setting or completion of a recognised certificate in medical terminology. Demonstrated high level written and verbal communication skills and knowledge of patient information standards including the ability to negotiate and liaise with a wide range of patients and senior medical staff in a sensitive and confidential manner. The ability to accurately type at a minimum speed of 60 wpm and a demonstrated knowledge and application of (spelling, punctuation and grammar) English comprehension and syntax.

Enquiries to Rhonda Boulter, Department of Health and Human Services, phone (03) 6222 8248, email rhonda.boulter@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 AREA HEALTH SERVICE

Royal Hobart Hospital

Pre-operative Centre Co-ordinator, Level 2 (518495).

Applications Close:—Friday, 2 October 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time day work for 66 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Function as an advanced clinical practitioner who undertakes a co-ordination role, facilitates the resource requirements within the Pre-operative Centre to maximize the efficiency of patient throughput. Facilitates the development and maintenance of staff skills whilst supporting the Nurse Unit Manager (NUM).

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

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

Forensic Mental Health Services

Wilfred Lopes Centre

Clinical Nurse—3 Vacancies.

Applications Close:—Friday, 2 October 2009.

Salary:—\$62,802 – \$67,183 p.a..

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

Vacancy No. 515400.

Permanent full-time shift work (fully rotational).

Location:—Wilfred Lopes Centre, Hobart.

Vacancy No. 515401.

Permanent full-time shift work (fully rotational).

Location:—Wilfred Lopes Centre, Hobart.

Vacancy No. 515164.

Permanent full-time shift work (fully rotational).

Location:—Wilfred Lopes Centre, Hobart.

Duties:—Are you a highly motivated individual with an interest in the area of forensic mental health? Do you have experience in acute and rehabilitation areas of mental health? If so then vacancies exist within the Wilfred Lopes Centre for skilled clinicians seeking to enhance their careers.

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

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

Enquiries to Susan Styles, Department of Health and Human Services, phone (03) 6216 8001, email susan.styles@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

Cancer Screening and Control Service

Follow-up Co-ordinator, National Bowel Cancer Screening Programme (NBCSP) (518657).

Applications Close:—Saturday, 3 October 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Fixed-term full-time day work commencing As soon as possible until 30 June 2011 (part-time hours will also be considered).

Location:—25 Argyle Street, Hobart.

Duties:—The Follow-Up Co-ordinator is responsible for the follow-up of National Bowel Cancer Screening Programme (NBCSP) participants in Tasmania who have had a positive Faecal Occult Blood Test (FOBT) result but who have no record of the appropriate assessment (eg General Practitioner (GP)/primary health care provider appointment and/or assessment colonoscopy) to encourage their progression through the Programme screening pathway. The Follow-up Co-ordinator will liaise with Programme participants, the nominated GP or primary health care provider, the NBCSP Register and other Follow-Up Officers.

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 Karen Forster, Department of Health and Human Services, phone (03) 6216 4331, email karen.forster@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Attendant (504876).

Applications Close:—Friday, 25 September 2009.

Salary:—\$36,293 – \$37,180 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Northside Mental Health Clinic, LGH Charles Street, Launceston.

Duties:—To provide nursing staff and allied health staff

with assistance and support in relation to the care and safety of patients.

Desirable Requirements:—Current Tasmanian drivers licence.

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

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Clinical Psychologist (504807).

Applications Close:—Friday, 25 September 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—Adult Community Mental Health Services, Launceston.

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

Desirable Requirements:—Current drivers licence.

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

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

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

Occupational Therapist (515903).

Applications Close:—Friday, 25 September 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 to 9 July 2010.

Location:—Adult Community Mental Health Services, Launceston.

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

Desirable Requirements:—Current drivers licence.

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

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

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

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

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

Registrar (515319).

Applications Close:—Friday, 25 September 2009.

Salary:—To be negotiated.

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

Fixed-term full-time day work (with oncall), commencing 4 January 2010 to 3 January 2011.

Location:—Mental Health Services North.

Duties:—The purpose of the position is the care and treatment of psychiatric patients in Mental Health Services North, including rostered emergency cover, as a junior doctor in supervision.

Essential Requirements:—A Medical Practitioner who holds

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

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

Enquiries to Dr Manilal Maharajah, Department of Health and Human Services, phone (03) 6348 7718, email mani.maharajah@dhhs.tas.gov.au.

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

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

Medical Practitioner (502827).

Applications Close:—Friday, 25 September 2009.

Salary:—To be negotiated.

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

Fixed-term full-time Contract Position.

Location:—Mental Health Services North West.

Duties:—As part of a multidisciplinary mental health service delivering high quality mental health care and, in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies. Provide of assessment, treatment and clinical care to individuals referred to the team in collaboration with other team members. This will include the application of a wide range of skills and interventions, act as a medical and psychiatric resource for other team members, promote and maintain close links with colleagues and service providers to ensure continuity of patient care. Liaise with other community service providers, especially GP's, and participate in medical student teaching and in-service training of staff.

Desirable Requirements:—Current drivers licence valid in Tasmania.

Essential Requirements:—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the Medical Practitioners Registration Act 1996 and has had a minimum of four year's relevant post graduate 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 Amanda Pearce, Department of Health

and Human Services, phone (03) 6434 4070, email amanda.pearce@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Community Mental Health Nurse (505983).

Applications Close:—Friday, 25 September 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Glenorchy and Northern Districts.

Duties:—Provide a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles. Work within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients. Support and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

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

A current drivers licence.

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

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Registered Nurse, Relief (519058).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-term casual shift work, working as and when required, commencing As soon as possible until 30 June 2010.

Location:—South.

Duties:—The Registered Nurse will provide assistance to authorised Psychiatric Nurses by:—Utilising a problem

solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients. Interacting effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes and Remaining actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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 Paul Chevalier, Department of Health and Human Services, phone (03) 6233 8895, mobile 0407 508 677, email paul.chevalier@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

OFFICE OF THE OMBUDSMAN

Senior Investigation Officer (356167).

Applications Close:—Friday, 25 September 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term casual From As soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—Conduct investigations into a wide variety of complaints from members of the public concerning the administrative actions of State government, statutory authorities, government business enterprises and local government. Identify and negotiate appropriate solutions and strategies for the early resolution of complaints. Prepare reports on investigations, including formulation of recommendations for redress of complaints and for improved practices and procedures that may address systemic issues in public administration.

Desirable:—Current Drivers License.

Enquiries to Richard Connock, Principal Officer (Ombudsman), Department of Justice, phone (03) 6233 6217, email Richard.Connock@ombudsman.tas.gov.au.

Applications to Daphne Webb, HR Support Officer, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7000, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Lianne.Jager@ombudsman.tas.gov.au or (03) 6233 6217.

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

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

JUSTICE

TASMANIA PRISON SERVICE

*Integrated Offender Management***Educator, Arts (355637a).**

Applications Close:—Friday, 25 September 2009.

Salary:—\$47,437 – \$63,838 pro rata.

Tasmanian State Service Award, Professional Stream, Band 1.

Fixed-term part-time working 36.75 hours per fortnight until June 2010.

Location:—Risdon Prison.

Duties:—To plan, co-ordinate and/or deliver Arts programmes that cater for a range of interest areas. Undertake assessments of inmates to determine their literacy, numeracy and other educational requirements. Contribute to inmate sentence plans to achieve desired educational and vocational outcomes, including liaison with correctional case managers and other Tasmania Prison Service staff. Co-ordinate and/or deliver literacy and numeracy and other relevant Programmes, including the preparation of lesson plans, teaching materials and assessment instruments.

Desirable Requirements:—Qualifications and/or experience in any of the fields of music, art, craft, theatre. Qualifications in Adult Literacy, Numeracy and Basic Education, Certificate IV in workplace Assessment and Training.

Essential Requirements:—Relevant degree or post graduate diploma in education or a related field.

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

Enquiries to Mike McLaughlin, Manager, Prisoner Education and Training, Tasmania Prison Service, Department of Justice, phone (03) 6216 8050, email mike.mclaughlin@justice.tas.gov.au.

Applications to Daphne Webb, HR Support Officer, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7000, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Mike.Mclaughlin@justice.tas.gov.au or alternatively on (03) 6216 8050.

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

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

JUSTICE

TASMANIA PRISON SERVICE

*Integrated Offender Management***Educator, Work Skills (355637).**

Applications Close:—Friday, 25 September 2009.

Salary:—\$47,437 – \$63,838 pro rata.

Tasmanian State Service Award, Professional Stream, Band 1.

Fixed-term part-time working 36.75 hours per fortnight until June 2010.

Location:—Risdon Prison.

Duties:—To plan, co-ordinate and/or deliver vocational/ work skill programmes that cater for a range of interest areas. Undertake assessments of inmates to determine their literacy, numeracy and other educational requirements. Contribute to inmate sentence plans to achieve desired educational and vocational outcomes including liaison with correctional case managers and other Tasmania Prison Service staff. Co-ordinate and/or deliver literacy and numeracy and other relevant programmes, including the preparation of lesson plans, teaching materials and assessment instruments.

Essential Requirements:—Relevant degree or post graduate diploma in education or a related field.

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

Desirable Requirements:—Qualifications and/or experience in delivering either vocational, work or life skills. Qualifications in Adult Literacy, Numeracy and Basic Education, Certificate IV in workplace Assessment and Training.

Enquiries to Mike McLaughlin, Manager, Prisoner Education and Training, Tasmania Prison Service, Department of Justice, phone (03) 6216 8050, email mike.mclaughlin@justice.tas.gov.au.

Applications to Daphne Webb, HR Support Officer, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 7000, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Mike.Mclaughlin@justice.tas.gov.au or alternatively on (03) 6216 8050.

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

STATE EMERGENCY SERVICE

*North-Western Region***Regional Manager (002841).**

Applications Close:—Friday, 25 September 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Burnie.

Duties:—Provide management and leadership for the activities of a Regional Office of the State Emergency Service (SES) to

ensure the provision of effective and efficient services within that Region. Initiate, lead and support the development and maintenance of emergency management arrangements within the Region.

Essential Requirements:-

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

Enquiries to Ms Elke Browne, Assistant Director, Operation and Resources, State Emergency Service, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2705, email Elke.Browne@ses.tas.gov.au.

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119, email applications@police.tas.gov.au.

Applicants should address the knowledge and skills (selection criteria) as outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employment Services on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format, PDF or RTF (rich text format).

PREMIER AND CABINET

POLICY DIVISION

Assistant Director (001426).

Applications Close:—Friday, 25 September 2009.

Salary:—\$87,398 – \$97,572 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Manage staff, programmes and projects as required. Member of the management team of the Division. Team leader for a broad range of policy tasks, Government programmes and initiatives. Provide the Premier and the Cabinet with broad-based authoritative advice and comment at a strategic level. Initiate policies that progress the Government's strategic directions.

Desirable Requirements:—Tertiary qualifications in a major policy field and demonstration of an advanced level of skills in analysis and comment.

Economic qualifications will be highly regarded.

Enquiries to Tim Bullard, Director, Policy Division, Department of Premier and Cabinet, phone (03) 6232 7172, email Tim.Bullard@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.

TASMANIAN ACADEMY

HOBART CAMPUS

Advanced Skills Teacher (001026).

Applications Close:—Friday, 25 September 2009.

Salary:—\$81,584 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—South.

Duties:—The Academy Advanced Skills Teacher models best teaching practice and is a leader of learning and learners who promotes the success of all students on an Academy campus. The occupant works closely with the Academy campus leadership to implement key elements of the Academy Corporate Plan. For students and staff, the AST provides a critically important link between teachers' work and the achievement of the Academy's broader vision and goals.

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

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

Enquiries to Di Batten, Acting Academy Principal, Hobart Campus, Tasmanian Academy, phone (03) 6220 3133, mobile 0439 433 562.

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

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

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

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

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

TASMANIAN POLYTECHNIC

LEARNING AND TEACHING

Learning Centres

Library Technician (322095).

Applications Close:—Friday, 25 September 2009.

Salary:—\$47,437 – \$51,634 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 50 hours per fortnight.

Location:—North.

Duties:—Undertake technical duties in a library including implementing collection management procedures and bibliographic tasks such as cataloguing and record creation and amendment for both monographs and serials. Apply established solutions to procedural and related problems and issues. Undertake a range of client service duties including provision of technical advice about access to publications and information generally.

Essential Requirements:—Diploma in Library and Information Services or equivalent TAFE or post secondary qualifications.

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

Enquiries to Richard Pickup, Senior Librarian North, Tasmanian Polytechnic, phone (03) 6336 4215, email richard.pickup@polytechnic.tas.edu.au.

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

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

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

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

TASMANIAN SKILLS INSTITUTE LEARNING

Regional Manager, Learning and Development (001708).

Applications Close:—Friday, 25 September 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—North West.

Duties:—Provide high level leadership and strategic support to teams in all matters related to teaching and learning, with a view to guiding, supporting and enhancing their capability in this area to ensure that learning experiences are relevant, timely and responsive to client needs. The Regional Manager, Learning and Development works with and supports delivery staff regionally and collaborates with other Senior Management to ensure consistency and the achievement of the Organisational Strategy.

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

Desirable Requirements:—Relevant tertiary qualifications. Experience at a senior management level in an educational/training environment.

Enquiries to Kim Foss, A/Manager Learning (People and Product Development), Tasmanian Skills Institute, phone (03) 6336 4247, mobile 0409 001 882, email kim.foss@skillsinstitute.tas.edu.au.

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

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

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

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

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

TASMANIAN SKILLS INSTITUTE OPERATIONS

Unit Leader (Construction) (001405).

Applications Close:—Friday, 25 September 2009.

Salary:—\$81,584 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—South.

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

Duties:—Motivate and lead teaching teams as an innovative VET practitioner and participate as a member of the management team to ensure that staff, resource allocation, monitoring, planning and student administration happens within a framework defined by the commercial objectives of the Tasmanian Skills Institute, responding to the demands of the construction industry and within the requirements of the Australian Quality Training Framework.

Develop and facilitate the delivery of educational and training service programmes offered by the Tasmanian Skills Institute in line with identified industry/enterprise/employer needs and incorporate feedback through principles of continuous improvement.

Establish and build strong and effective relationships with businesses and relevant organisations to facilitate and provide workforce skills development services that meet out customer's needs.

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

Desirable Requirements:—Current and relevant vocational qualifications and experience in construction.

Current Drivers licence.

Certificate IV in Training and Assessment, or equivalent.

Enquiries to Brendan Holland, Manager, Organisational Development, Tasmanian Skills Institute, phone (03) 6336 2828, mobile 0400 866 715, email Brendan.Holland@skillsinstitute.tas.edu.au.

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

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

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

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

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

TASMANIAN SKILLS INSTITUTE OPERATIONS *Electrotechnology*

Teacher (Electrotechnology) (322307).

Applications Close:—Friday, 25 September 2009.

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North West.

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

Essential Requirements:-

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

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

Enquiries to Kingsley Clark, Acting Unit Leader, Electrotechnology, Tasmanian Skills Institute, phone (03) 64345790, mobile 0400 507 289, email kingsley.clark@skillsinstitute.tas.edu.au.

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

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

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

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

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

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

TREASURY AND FINANCE**BUDGET AND FINANCE DIVISION***Budget Management Branch****Budget Analyst (723759).***

Applications Close:—Friday, 2 October 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—To provide advice to Government on the development and monitoring of the State Budget; the provision of agency services; the financial performance of government agencies; budgetary and financial issues and reforms as they arise.

In the context of the selection criteria, to be successful in the position applicants will have:—sound financial analysis and accounting skills including knowledge of contemporary budget management; an ability to understand complex issues and identify possible solutions and sound verbal and written communications skills.

Desirable Requirements:—Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Enquiries to Joshua Graeme-Evans, Principal Budget Systems Administrator, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 5061, email Joshua.Graeme-Evans@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher	K. O'Reilly	6 months	03.09.09
Education	Teacher Aide Special	T. Clements	6 months	07.09.09
Health & Human Services	Registered Nurse	R. Campbell	6 months	08.09.09
Health & Human Services	Senior Neuro-Psychologist Rehabilitation	F. Bardenhagen	6 months	11.01.10
Health & Human Services	Registered Nurse	T. McDonald	6 months	07.09.09
Health & Human Services	Senior Dietitian	R. du Plessis	6 months	05.10.09
Health & Human Services	Human Resources Consultant (Health Services)	M. Richards	6 months	14.10.09
Health & Human Services	Administrative Officer	P. Van Schaik	6 months	23.11.09
Health & Human Services	Theatre Cleaner	E. Robertson	6 months	14.09.09
Health & Human Services	Elective Surgery Access Coordinator NWRH	J. Adams	6 months	21.09.09
Health & Human Services	Senior Physiotherapist (Community)	P. de Salis	6 months	25.08.09
Health & Human Services	Theatre Cleaner	M. John	6 months	14.09.09
Health & Human Services	Pay/Personnel Officer	K. Roberts	6 months	09.09.09
Health & Human Services	Pay/Personnel Officer	F. Richmond	6 months	10.09.09
Infrastructure, Energy & Resources	School Crossing Patrol Officer	C Shaw	6 months	10.09.09
Justice	Administrative Support Officer	C Batchelor	1 Month	10.09.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Attendant	R. Webb	02.09.09
Health & Human Services	ACAT Assessor (Nursing)	S. Heaton	08.09.09
Health & Human Services	Pay/Personnel Officer	A. Roychowdhury	08.09.09
Health & Human Services	Domestic Services Officer	P. Hodgetts	06.09.09
Health & Human Services	Child Protection Worker	E. Hope	04.09.09
Health & Human Services	Registered Nurse	S. Duggan	27.08.09
Health & Human Services	Child Protection Worker	N. Littler	04.09.09
Health & Human Services	Rostered Carer	J. Wilcox	08.08.09
Health & Human Services	Senior Physiotherapist	A. Carpenter	04.09.09
Health & Human Services	Food Services Officer	M. Sullivan	08.09.09
Police & Emergency Management	Hospitality Services Assistant	J. Gale	30.09.09
Primary Industries, Parks, Water & Environment	Client Service Officer	K. Williams	14.09.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	House Services Assistant	W. Hammersley	04.09.09
Police & Emergency Management	Regional Manager	B. Dutton	16.09.09
Primary Industries, Parks, Water & Environment	Planner	G. Willmott	04.09.09

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	A. Goulding	Nurse Unit Manager	21.09.09
Health & Human Services	M. Castle	Administrative Assistant	04.09.09
Health & Human Services	W.Yardy	Community Development Officer	21.09.09
Health & Human Services	M. Brewin	Community Health Nurse	14.09.09
Health & Human Services	D. Imlach	Senior Dental Prosthetist	25.08.09
Justice	I Graham	Lead Safety Analyst - Major Hazard Facilities	07.09.09



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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