



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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

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

ELIZABETH COLLEGE

Teacher Aide (961936).

Applications Close:—Friday, 2 October 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 45 hours per fortnight for up to 42 weeks per year.

Location:—Elizabeth College.

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

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

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

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

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

Enquiries to Phillip Ward, Department of Education, phone (03) 6235 6504, email phillip.ward@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Autism Consultant - 2 Vacancies.

Applications Close:—Friday, 2 October 2009.

Salary:—\$81,584 p.a.

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

Vacancy No. 962592.

Fixed-term full-time For 2 years from Feb 2010.

Location:—Learning Services (North).

Vacancy No. 962482.

Fixed-term part-time 0.4 FTE for 2 years from Feb 2010.

Location:—Learning Services (North).

Support Departmental staff on a statewide basis in relation to the assessment, educational programming and management of students with Autism Spectrum Disorder.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS.

STRATEGIC POLICY AND RESEARCH.

Project Manager, Strategy and Research (424382).

Applications Close:—Friday, 2 October 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Design, implementation and management of the strategic corporate planning process for the Department. Manage and undertake economic and industry policy research and investigation projects and develop and implement strategies which support the ongoing achievement of Departmental strategic goals and objectives.

Desirable Requirements:—A relevant tertiary or industry recognised qualifications and/or professional affiliations. Current Drivers Licence.

Enquiries to Glenys Cunningham for a copy of the Statement of Duties on (03) 6233 5735 or email Glenys.Cunningham@development.tas.gov.au For further information about the position please contact Felicity Novy, Acting General Manager Strategic Policy and Research, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5945, email Felicity.Novy@development.tas.gov.au

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis.

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

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

Enquiries to Rose Parker, Department of Education, phone (03) 6336 2594, email rose.parker@education.tas.gov.au

Applications to HR Staffing and Establishment Services, Department of Education, phone (03) 6233 7252, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Special Education Advisor - 3 Vacancies.

Applications Close:—Friday, 2 October 2009.

Salary:—\$81,584 p.a.

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

Vacancy No. 963390.

Fixed-term full-time For 2 years from Feb 2010.

Location:—Learning Services (North).

Vacancy No. 963392.

Fixed-term full-time For 2 years from Feb 2010.

Location:—Learning Services (North).

Vacancy No. 964175.

Fixed-term part-time For 2 years from Feb 2010.

Location:—Learning Services (North).

Support students on the Severe Disability Register in regular schools. Work with schools and families, to support the learning of students and building the capacity of the school community to meet the individual needs of students. Work with a multi-disciplinary Learning Service Support Team.

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis.

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

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

Enquiries to Rose Parker, Department of Education, phone (03) 6336 2594, email rose.parker@education.tas.gov.au

Applications to HR Staffing and Establishment Services, Department of Education, phone (03) 6233 7252, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Speech and Language Pathologist Launching into Learning (963449).

Applications Close:—Friday, 2 October 2009.

Salary:—\$46,148 – \$73,844 p.a.

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

Fixed-term full-time from February 2010 to February 2012.

Location:—Learning Services (North).

Description of the Role:—Work in hub schools as a member of a multi-disciplinary Support Team to provide an early intervention speech and language pathologist service which supports students and families. Contribute to capacity building of school communities involved in the project. The target is children 0-4 years.

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

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

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

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

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

Prospect High School

School Attendant - Cleaning (960186).

Applications Close:—Friday, 2 October 2009.

Salary:—\$35,507 pro rata.

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

Permanent part-time 32.80 hours per fortnight (Out of Hours).

Location:—Prospect 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 Debbie Chancellor, Department of Education, phone (03) 6344 4744, email debbie.chancellor@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Riverside Primary School

School Attendant - Cleaning (961561).

Applications Close:—Friday, 2 October 2009.

Salary:—\$35,507 pro rata.

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

Permanent part-time 40.80 hours per fortnight (Out of Hours).

Location:—Riverside 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 Karen Spillane, Department of Education, phone (03) 6327 2731, email karen.spillane@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

West Launceston Primary School

School Executive Officer (952828).

Applications Close:—Friday, 2 October 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 52 weeks per year.

Location:—West Launceston Primary School.

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

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

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

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

Enquiries to Helene Boyer, Department of Education, phone (03) 6331 4160, email 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 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

East Devonport Primary School

Principal (200724).

Applications Close:—Friday, 2 October 2009.

Salary:—\$104,133 p.a.

Teaching Service (TPS) Award, Band 3, Level 5.

Permanent full-time from 1 January 2010.

Location:—East Devonport Primary 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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

King Island District High School

Teacher - Middle School/English/Drama (200251).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

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

Location:—King Island District High School.

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

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis.

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

Desirable Requirements:—Ability to teach Middle School/English/Drama. 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 Leanne Obrien, Department of Education, phone (03) 6462 1366, email leanne.obrien@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-West)

King Island District High School

Teacher Aide (300320).

Applications Close:—Friday, 2 October 2009.

Salary:—\$37,800 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 24 hours per fortnight for up to 42 weeks per year.

Location:—King Island District High School.

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

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

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

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

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

Enquiries to Ruth McFadzean, Department of Education, phone (03) 6462 1366, email ruth.mcfadzean@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Mountain Heights School

Teacher - English/SOSE - 2 Vacancies.

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 209296.

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

Location:—Mountain Heights School.

Vacancy No. 200032.

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

Location:—Mountain Heights School.

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

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis.

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

Desirable Requirements:—Ability to teach English/BOSE. 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 David Cashion, Department of Education, phone (03) 6471 1977, email david.cashion@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Mountain Heights School

Teacher - Middle School (200375).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

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

Location:—Mountain Heights School.

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

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis.

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

Desirable Requirements:—Ability to teach Middle School. 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 David Cashion, Department of Education, phone (03) 6471 1977, email david.cashion@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-West)

New Burnie Primary School

Principal (964156).

Applications Close:—Friday, 2 October 2009.

Salary:—\$107,950 p.a.

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

Permanent full-time from 1 January 2010.

Location:—Mount Street, Burnie on land adjacent to Parklands High School. The new school name to be announced shortly following community consultation.

Context:—Construction of a new primary school will occur in 2010 in Burnie, as the result of community and schools consultation and the amalgamation of Acton, Brooklyn and Upper Burnie Primary Schools. The new school will commence operation from the start of the 2011 school year. The successful applicant will be assigned these interim duties for 2010 and at the end of that time will take up the role of Principal of the new school with duties as defined by the generic Principal Statement of Duties.

Description of the Role:—The successful applicant will have an important role working in conjunction with the existing principals of Acton, Brooklyn and Upper Burnie Primary Schools to establish a new school for the commencement of the 2011 school year. This role offers an exciting opportunity to be involved in the educational and administrative challenges and achievements of successfully combining three primary schools into one on a new site with newly constructed premises. The experience and rewards gained through creating this new combined school will be a significant career opportunity. The interim role will include active participation in the

construction of the new school through collaboration with the local community, the Steering Committee and the successful contractors.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

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

Enquiries to 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 (North-West)

Smithton High School

Teacher - Art (200464).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

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

Location:—Smithton High School.

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

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis.

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

Desirable Requirements:—Ability to teach Art. 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 Andrew Mahoney, Department of Education, phone (03) 6452 1376, email 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 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (South)

Claremont College

Teacher Aide Technical (958201).

Applications Close:—Friday, 2 October 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 36 hours per fortnight for up to 42 weeks per year.

Location:—Claremont College.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students. Areas of speciality are auto, metal and wood.

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 Grant O'Connor, Department of Education, phone (03) 6249 6868, email grant.oconnor@education.tas.gov.au

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

EDUCATION
LEARNING SERVICES
Learning Services (South)
New Town High School

School Administrative Clerk (981271).

Applications Close:—Friday, 2 October 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time from as soon as possible to 30 June 2010, 55 hours per fortnight for up to 42 weeks per year.

Location:—New Town High School.

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

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

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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 Mary Beasley, Department of Education, phone (03) 6278 0405, email mary.beasley@education.tas.gov.au

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

EDUCATION
LEARNING SERVICES
Learning Services (South)
Taroona Primary School

Teacher Aide Special (953103).

Applications Close:—Friday, 2 October 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:—Taroona 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. 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:—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 Grant Robinson, Department of Education, phone (03) 6227 8325, email grant.robinson@education.tas.gov.au

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

EDUCATION
LEARNING SERVICES
Learning Services (South-East)
East Derwent Primary School

Teacher Aide Special (960738).

Applications Close:—Friday, 2 October 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:—East Derwent 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. 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:—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 Kaye Dale, phone (03) 6263 7303, email kaye.dale@education.tas.gov.au

Enquiries to Peter d'Plesse, Department of Education, phone (03) 6263 7303, email peter.dplesse@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Geilston Bay High School

Teacher Aide Special (953493).

Applications Close:—Friday, 2 October 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:—Geilston Bay 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. 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:—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 Debra Paterson, phone (03) 6243 8633, email debra.paterson@education.tas.gov.au

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Geilston Bay High School

Teacher Aide Special (650707).

Applications Close:—Friday, 2 October 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:—Geilston Bay 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. 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:—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 Debra Paterson, phone (03) 6243 8633, email debra.paterson@education.tas.gov.au

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Kempton Primary School

School Executive Officer (954476).

Applications Close:—Friday, 2 October 2009.

Salary:—\$52,276 – \$61,582 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 29.40 hours per fortnight 42 weeks per year.

Location:—Kempton 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 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 Sweis Meijers, Department of Education, phone (03) 6259 1245, email sweis.meijers@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

New Norfolk Primary School

Canteen Supervisor (981226).

Applications Close:—Friday, 2 October 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 20 hours per fortnight for 40 weeks per year.

Location:—New Norfolk High School.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

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 Anna Viney, Department of Education, phone (03) 6261 2488, email anna.viney@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Triabunna District High School

School Administrative Clerk (954469).

Applications Close:—Friday, 2 October 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award.

Permanent part-time 37.5 hours per fortnight for up to 42 weeks per year.

Location:—Triabunna District High School.

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

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

Please note that the Statement of Duties for this vacancy has yet to be assessed under the Public Sector Union Wage Agreement Translation Process.

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

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

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

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

OFFICE OF THE TASMANIAN QUALIFICATIONS AUTHORITY (OTQA)

Quality Assurance Officer (951183).

Applications Close:—Friday, 2 October 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Manage the processes undertaken by the TQA for the recognition of assigned education and training courses, qualifications and providers.

Desirable Requirements:—Relevant tertiary qualifications. Current driver's licence.

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

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

Enquiries to John Brooks, Department of Education, phone (03) 6216 4247, email john.brooks@tqa.tas.gov.au

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

EDUCATION

SKILLS TASMANIA

Training Consultancy and Agreements

Training Consultants

Training Consultant (421874).

Applications Close:—Friday, 2 October 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time from as soon as possible to 1 April 2011.

Location:—Hobart.

Description of the Role:—Provide a training consultancy client service for approved traineeships and apprenticeships administered by Skills Tasmania.

Desirable Requirements:—A current driver's licence.

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

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

Enquiries to Carolyn Nichols, Department of Education, phone (03) 6233 4642, email carolyn.nichols@education.tas.gov.au

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

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

Early Years

Team Leader Policy and Projects (962018).

Applications Close:—Friday, 2 October 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Develop and disseminate high quality child care policy and lead the development of projects in the Child Care Unit. Supervise staff providing project based functions to the Unit. Deal with more complex issues in relation to child care service provision in Tasmania.

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

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

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

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.

Enquiries to Judy Hebblethwaite, Department of Education, phone (03) 6233 5099, email judy.hebblethwaite@education.tas.gov.au

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Child and Family Health Nurse (500895).

Applications Close:—Friday, 2 October 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Child Health and Parenting - North.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will provide assessment, care and support to individuals/groups undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

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 Ros Wilson, Department of Health and Human Services, phone (03) 6336 2155, email ros.wilson@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

Service Co-ordinator (505827).

Applications Close:—Friday, 2 October 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

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

Location:—Disability (South).

PLEASE NOTE: The commencement to this role is from as soon as possible until 30 June 2010 - or until the duties of Service Co-ordinator (505827) are transferred to the Non Government Sector under the Human Services Reform Programme - whichever is the sooner.

Duties:—Plan, organise, co-ordinate, and monitor services provided to the client that effectively meet individual client 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. 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 Keogh, Department of Health and Human Services, phone (03) 6230 7600, email karen.keogh@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

Service Co-ordinator (505658).

Applications Close:—Friday, 2 October 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

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

Location:—Disability Services (South).

PLEASE NOTE: The commencement of this role is from as soon as possible until 30 June 2010 or until the duties

of the Service Co-ordinator (505658) are transferred to the Non Government Sector under the Human Services Reform Programme - whichever is the sooner.

Duties:—Plan, organise, co-ordinate, and monitor services provided to the client that effectively meet individual client 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. 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 Keogh, Department of Health and Human Services, phone (03) 6230 7600, email karen.keogh@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 (515495).

Applications Close:—Friday, 2 October 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

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 programme.

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 crumpton-crook@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 Service Coordination (505678).**

Applications Close:—Friday, 2 October 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

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

Location:—Disability South.

PLEASE NOTE: The commencement in this role is from as soon as possible until 30 June 2010 - or until the duties of Team Leader Service Coordination (505678) are transferred to the Non Government Sector under the Human Services Reform Programme - whichever is the sooner.

Duties:—Supervise staff, manage allocated resources, and plan, organise, co-ordinate, monitor and review services provided to individuals and/or groups.

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 Karen Keogh, Department of Health and Human Services, phone (03) 6230 7600, email karen.keogh@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***Budget Officer (500032).**

Applications Close:—Friday, 2 October 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania - South.

Duties:—Provide high-level assistance to the Manager Finance and Business Support in the role of co-ordinating the development of the budget, preparation of financial statements, monitoring and reporting financial performance. Advise budget centre managers and other officers on budgetary and financial matters to enable them to provide an efficient and effective service, consistent with strategic and operational plans. Provide daily supervision and management of staff within Finance and Business Support, so as to ensure optimal use of available resources.

Desirable Requirements:—High degree of competency in financial management and a sound knowledge, or the ability to quickly acquire knowledge, concerning contemporary public sector management. Proven managerial experience including the ability to direct the work of staff, to identify and set objectives

and to plan associated strategies and to motivate staff towards the achievement of objectives. Proven ability to interpret and analyse information and to recommend appropriate action.

Enquiries to Rod Fazackerley, Department of Health and Human Services, phone (03) 6233 4810, email rod.fazackerley@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***Service Improvement Leader (511416).**

Applications Close:—Friday, 2 October 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

Fixed-term full-time day work, to commence as soon as possible until 8 September 2010.

Location:—Housing Tasmania (Statewide).

Duties:—Assist in co-ordinating the implementation of policy, procedures and practice improvement through undertaking quality improvement activities, delivering training and identifying other opportunities for staff development in Maintenance Services in accordance with Housing Tasmania's policies, principles and standards.

Desirable Requirements:—A demonstrated ability to coach, train and develop the skills of others. Well developed interpersonal skills, including written and verbal communication, the ability to negotiate and prepare reports and documents. Demonstrated ability to undertake efficiency and effectiveness reviews including appraisals of staff performance, analysis of operational activities and work practices and developing options for improved service delivery and productivity.

Enquiries to Richard Rainbird, Department of Health and Human Services, phone (03) 6434 5003, email richard.rainbird@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

Office for the Community Sector

Safety and Quality Management

Quality Officer (518906).

Applications Close:—Friday, 2 October 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:—Office of the Community Sector, based in Launceston working statewide.

Duties:—The Office for the Community Sector is committed to ensuring that the principles of continuous quality improvement, and consumer and staff safety are applied in the delivery of services. Support the Manager Quality and Safety by undertaking a consultancy role in respect to the implementation, co-ordination, review and continued support of the Electronic Incident Monitoring System (EIMS) and associated projects within the Human Services Group and the community sector (modified EIMS).

Desirable Requirements:—Broad knowledge and understanding of, and commitment to, the philosophy of continuous quality improvement, consumer safety and risk management principles, and an understanding of relevant legislation. Demonstrated experience in leading or contributing to organisational change. In particular, an understanding of the impact that this has on services, staff and organisations. Well developed interpersonal, written and oral communication and negotiation skills together with a proven ability to liaise effectively with a wide range of people at different levels both in the government and the community sector.

Enquiries to Liz O'Malley, Department of Health and Human Services, phone (03) 6336 2207, email elizabeth.omalley@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Clinical Nurse - 3 Vacancies.

Applications Close:—Friday, 2 October 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Vacancy No. 514525.

Permanent part-time shift work (fully rotational), working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine.

Vacancy No. 514658.

Permanent part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine.

Vacancy No. 515182.

Permanent part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine.

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

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

Enquiries to Alison Ellis, Department of Health and Human Services, phone (03) 64265303, email alison.ellis@dhhs.tas.gov.au

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to:

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Communication Support Officer (514499).

Applications Close:—Friday, 2 October 2009.

Salary:—\$46,801 – \$50,944 pro rata.

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

Permanent part-time shift worker, working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Communications. Persons interested in fixed term and casual positions may also apply.

Duties:—In a multi-skilled environment, provide clients with a professional and confidential service, through the Switchboard, Main Reception and Emergency Department Reception. To provide an efficient and effective switchboard, reception and emergency reception service, including immediate attention to patients presenting for treatment and undertaking all administrative functions associated with the processing of emergency admissions, maternity admissions and after hours direct admissions.

Desirable Requirements:—A thorough knowledge of the operation of a large communication network and attendant console. Sound knowledge or ability to acquire a sound knowledge of the hospital's admission and discharge policy. Demonstrated capacity to communicate effectively at all levels and to handle sensitive situations with diplomacy and confidentiality in all situations.

Enquiries to Jennifer Jenkins, Department of Health and Human Services, phone (03) 64265155, email jennifer.jenkins@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

PIMS Clerk (Casual) (514484).

Applications Close:—Friday, 2 October 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Fixed-term casual day work, working as and when required. To commence as soon as possible until 26 March 2010.

Location:—Patient Information Management - Mersey Community Hospital.

Duties:—Maintain the medical record and associated systems in accordance with AS2828. Perform all roles within Patient Information Management Services, inclusive of Reception Services in the Department Of Emergency Medicine and Outpatient Clinics.

Desirable Requirements:—High level communication and interpersonal skills and a demonstrated ability to interact with the public and staff at all levels. A demonstrated knowledge of clerical procedures within a hospital or health care facility and the ability to undertake complex clerical duties. Proven ability to organise and prioritise workflow according to demand with the ability to work in a multi-disciplinary team environment.

Enquiries to Geraldine Hanigan, Department of Health and Human Services, phone (03) 6430 6527, mobile 0409 173 260, email geraldine.hanigan@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

Registered Nurse (514906).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift work not working weekends or public holidays, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Operating Theatre.

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

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

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

Enquiries to Denise Donohue, Department of Health and Human Services, phone (03) 64265458, email denise.donohue@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse (514560).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift worker (fully rotational) working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—High Dependency Unit.

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 Jacqueline Roberts-Thomson, Department of Health and Human Services, phone (03) 6426 5682, mobile 0438 385 193, email jacqueline.roberts-thomson@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse (4 Vacancies) (518560).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent part-time shift worker (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—High Dependency Unit.

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 Jacqueline Roberts-Thomson, Department of Health and Human Services, phone (03) 6426 5682, mobile 0438 385 193, email jacqueline.roberts-thomson@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Catering Assistant (501944).

Applications Close:—Friday, 2 October 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 worker, working 22 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Food Services.

Duties:—To provide an efficient catering support service in preparation of food trays, and delivery of patient meals.

Desirable Requirements:—Ability to communicate effectively with patients, staff and colleagues. Ability to perform waitress tasks in accordance with food handling and hygiene regulations. Ability to demonstrate an understanding of delivering correct dietary requirements to customers.

Enquiries to Andrew Groves, Department of Health and Human Services, phone (03) 6430 6615, email andrew.groves@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

Domestic Services Officer (501984).

Applications Close:—Friday, 2 October 2009.

Salary:—\$35,040 – \$35,956 pro rata.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 4 September 2010.

Location:—Domestic Services.

Duties:—To provide an efficient, safe cleaning service in the wards, offices and residences of the hospital complex. To provide infection control cleaning to a level that will minimise spread of infection in the hospital.

Desirable Requirements:—The ability to use and control various items of industrial cleaning equipment, safely and efficiently. A working knowledge in the use of cleaning chemicals or the ability to acquire same. An awareness of universal precautions and all infection control policies, protocols and procedures relating to cleaning, or the ability to acquire it.

Essential Requirements:—Enquiries to Andrew Groves, Department of Health and Human Services, phone (03) 6430 6615, email andrew.groves@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

PIMS Clerk (Casual) (501868).

Applications Close:—Friday, 2 October 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Fixed-term casual day work, working as and when required. To commence as soon as possible until 26 March 2010.

Location:—Patient Information Management - North West Regional Hospital.

Maintain the medical record and associated systems in accordance with AS2828. Perform all roles within Patient Information Management Services, inclusive of Reception Services in the Department Of Emergency Medicine and Outpatient Clinics.

Desirable Requirements:—High level communication and interpersonal skills and a demonstrated ability to interact with the public and staff at all levels. A demonstrated knowledge of clerical procedures within a hospital or health care facility and the ability to undertake complex clerical duties. Proven ability to organise and prioritise workflow according to demand with the ability to work in a multi-disciplinary team environment.

Enquiries to Geraldine Hanigan, Department of Health and Human Services, phone (03) 6430 6527, mobile 0409 173 260, email geraldine.hanigan@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Registered Nurse (502275).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

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

Location:—Surgical Central.

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

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

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

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

Enquiries to Judi Rutherford, Department of Health and Human Services, phone (03) 64306558, email judi.rutherford@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

Registered Nurse (502195).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

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

Location:—Operating Suite.

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

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

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

Enquiries to Bill Kerr, Department of Health and Human Services, phone (03) 64306650, email william.kerr@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Clinical Nurse (517511).

Applications Close:—Friday, 9 October 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time day work (with oncall), working 64 hours per fortnight.

Location:—Strahan Street, Burnie.

Duties:—Come and join our enthusiastic multi-disciplinary team of Palliative Care nurses, doctors and social workers at 'Parkside' Burnie. Our staff are highly trained and possess expertise and experience in providing care which focuses

on enhancing the quality of life for persons with a life limiting illness. The team is also supported by a group of well trained volunteers. The Clinical Nurse assists with the planning, co-ordination and evaluation of service provision to palliative care clients and their families/carers at the same time collaborating with other members of the health care team. Practical after hours support is also provided to clients and their families. The provision of education to primary providers such as community health nurses, general practitioners and rural aged care nurses adds variety to our work and enhances the primary provider's knowledge and skills enabling them to deliver palliative care within their settings.

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 Viki Elphinstone, Department of Health and Human Services, phone (03) 6440 7111, email viki.elphinstone@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Clinical Nurse (506554).

Applications Close:—Friday, 9 October 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Fixed-term casual day work (with oncall), commencing as soon as possible for a period of two years.

Location:—Strahan Street, Burnie.

Duties:—Come and join our enthusiastic multi-disciplinary team of Palliative Care nurses, doctors and social workers at 'Parkside' Burnie. Our staff are highly trained and possess expertise and experience in providing care which focuses on enhancing the quality of life for persons with a life limiting illness. The team is also supported by a group of well trained volunteers. The Clinical Nurse assists with the planning, co-ordination and evaluation of service provision to palliative care clients and their families/carers at the same time collaborating with other members of the health care team. Practical after hours support is also provided to clients and their families. The provision of education to primary providers such as community health nurses, general practitioners and rural aged care nurses adds variety to our work and enhances the primary provider's knowledge and skills enabling them to deliver palliative care within their settings.

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 Viki Elphinstone, Department of Health and Human Services, phone (03) 6440 7111, email viki.elphinstone@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Clinical Nurse Educator (516771).

Applications Close:—Friday, 2 October 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

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

Location:—Ward 4D.

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programmes in the clinical practice setting. The Department of Health and Human Services has established a clinical learning and education framework for nursing and midwifery. The framework recognises that the development of the nurse is optimised when theoretical knowledge is integrated with practice within a structured education environment. The principal outputs of the framework are education programmes including:

- transition programmes;
- clinical practice placement programmes as a component of pre and post
- registration and enrolment courses; and
- professional development programmes

In recognition of the requirements of the different settings, the clinical nurse educator role may incorporate activities associated with some or all of the principal outputs. The objective is achieved in accordance with Agency policy and legal requirements and performance reporting arrangements are linked to the DHHS Progress Chart.

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

Enquiries to Lorinda Upton-Greer, Department of Health and Human Services, phone (03) 6348 7321, email lorinda.upton-greer@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

Enrolled Nurse EBA (517555).

Applications Close:—Friday, 2 October 2009.

Salary:—\$46,204 – \$48,420 p.a.

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

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

Location:—Medical - Ward 4D.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse.

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

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

Enquiries to Robyn Hayes, Department of Health and Human Services, phone (03) 6348 7308, email robyn.hayes@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (504209).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

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

Location:—Medicine - Ward 4D.

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 Robyn Hayes, Department of Health and Human Services, phone (03) 6348 7308, email robyn.hayes@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (513480).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift worker (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine - Ward 4D.

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 Robyn Hayes, Department of Health and Human Services, phone (03) 63487308, email robyn.hayes@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

Enrolled Nurse (505902).

Applications Close:—Friday, 2 October 2009.

Salary:—\$41,339 – \$44,842 pro rata.

Nurses (TPS) Award, Enrolled Nurse.

Permanent part-time shiftwork (fully rotational) 48 hours per fortnight.

Location:—George Town District Hospital.

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

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled 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 Karyn Parker, Department of Health and Human Services, phone (03) 6380 3620, email karyn.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

Primary Health Services North

Registered Nurse (Relief) (505888).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-term casual shiftwork, working hours as and when required, commencing as soon as possible for a period of 2 years.

Location:—George Town District Hospital.

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

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

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

Enquiries to Karyn Parker, Department of Health and Human Services, phone (03) 6380 3620, email karyn.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

OFFICE OF THE SECRETARY

Co-ordinator Policy/Protocols (518309).

Applications Close:—Friday, 2 October 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:—To provide high level support to the activities of the Office of the Secretary including providing the Minister, the Secretary, the Director and senior management with high level co-ordination, information and advice to and for the Secretary on matters which are central to the Secretary's role as a leader of the Department.

Desirable Requirements:—High level strategic, conceptual, analytical and creative skills, including the ability to understand the political, social and organisational environment and identify relevant issues and priorities. High level interpersonal skills, including oral and written communication, liaison and negotiation skills, coupled with the ability to maintain a high level of confidentiality. Demonstrated range of planning and management skills, together with the ability to analyse and implement new business processes and procedures in a client focussed environment.

Enquiries to Sharon Trueman, Department of Health and Human Services, phone (03) 6233 3761, email sharon.trueman@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

Senior Physiotherapist - Pain Management (516151).

Applications Close:—Friday, 2 October 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Fixed-term part-time day work, 38 hours per fortnight, commencing as soon as possible until 30 June 2010.

Location:—Continuing Care, Physiotherapy Department, Royal Hobart Hospital.

Duties:—Provide physical assessments, maintain optimal physiotherapy care and contribute to patient management within the multidisciplinary function of the Pain Management Unit, Clinical Services Surgery, Royal Hobart Hospital.

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

Enquiries to Michael Munt, Department of Health and Human Services, phone (03) 6222 8634, email michael.munt@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***Administrative Assistant (513627).**

Applications Close:—Friday, 2 October 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

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

Location:—Continuing Care, Royal Hobart Hospital.

Duties:—Provide a high level of administrative, clerical and secretarial support to assist in the efficient and effective operation of Continuing Care at the Royal Hobart Hospital.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices with sound interpersonal, written and verbal communication skills. Demonstrated ability to utilise computer based equipment, applications and software including office equipment and the ability to exercise initiative, judgment, courtesy and discretion and to work effectively under routine supervision.

Enquiries to Kylie Rinaldi, Department of Health and Human Services, phone (03) 6222 7520, email kylie.rinaldi@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 Lead Physiotherapist - Pain Management (519071).**

Applications Close:—Friday, 2 October 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:—Continuing Care, Physiotherapy Department, Royal Hobart Hospital.

Duties:—

Provide clinical leadership and oversee best practice standards for physiotherapy services provided by Musculoskeletal Physiotherapy Team to the Royal Hobart Hospital (RHH) in accordance with contemporary professional physiotherapy standards outlined by relevant bodies including the Physiotherapists Registration Board of Tasmania and the Australian Physiotherapy Association.

Provide specialist physiotherapy assessment, care planning, advice and intervention for clients of the Pain Management Unit (PMU) and consultancy advice for the management of chronic pain clients across Southern Area Health Services (SAHS) and outlying areas, as required by the relevant Consultant and Manager, Physiotherapy Services. Act as a resource for education, training and research initiatives in the specialised field of physiotherapy for chronic pain management across SAHS. Participate in the development of the PMU, including associated funding submissions, and subsequently created initiatives.

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 Mike Munt, Department of Health and Human Services, phone (03) 6222 8324, email mike.munt@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 (513646).

Applications Close:—Friday, 2 October 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Fixed-term part-time shift work (fully rotational), 48 hours per fortnight.

Location:—Renal Unit, Royal Hobart Hospital.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager including participation in staff education and the management of staff performance.

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

Enquiries to Stephen Harris, Department of Health and Human Services, phone (03) 6222 8651, email stephen.harris@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 (Rehabilitation) (508707).

Applications Close:—Friday, 16 October 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Rehabilitation Dwyer Ward, Royal Hobart Hospital.

Duties:—The Clinical Nurse practices at an advanced level of clinical practice in the field of Rehabilitation. As a senior practitioner co-ordinate the provision of nursing care on a daily basis and support other nurses to deliver evidence-based care in a multi-disciplinary environment for positive patient outcomes.

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 Brendan Bakes, Department of Health and Human Services, phone (03) 6222 7363, mobile 0408 340 734, email brendan.bakes@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

Head of Department - Anaesthetics (518465).

Applications Close:—Friday, 9 October 2009.

Salary:—To be negotiated.

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

Permanent full-time day work (with oncall).

Location:—Anaesthetics Department, Royal Hobart Hospital.

Duties:—An opportunity exists to undertake the function of Head of Department is available to Specialist Medical Practitioners/Visiting Medical Specialists employed within the Royal Hobart Hospital.

You will provide clinical services of the highest possible standard to patients and their families and actively pursue improved outcomes for patients by participating in teaching and research relevant to anaesthesia.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Mr Craig Quarmby, Department of Health and Human Services, mobile 0438-886-482, email craig.quarmby@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 Orderly (Relief) (508078).

Applications Close:—Friday, 2 October 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 worker, working as and when required from as soon as possible until 30 June 2010.

Location:—Royal Hobart Hospital.

Duties:—To provide assistance to Medical, Nursing, and Para-medical staff in the lifting, positioning and general care of patients. Transport of patients within the hospital environment. As directed, provide Orderly services in the Department of Emergency Medicine, Radiology, and Operating Theatres.

Desirable Requirements:—Knowledge of skills required in lifting and positioning of spinal patients in acute care ie. ICU, CCU, CT ICU. Knowledge of practices, equipment and procedures relating to Medical Orderly involvement in patient care, together with a knowledge of medical orderly procedures for the Department of Emergency Medicine, Radiology, and Operating Theatres. Knowledge of Hospital mortuary procedures.

Enquiries to Chris Taylor, Department of Health and Human Services, phone (03) 62 22 8509, email chris.taylor@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 Typist (Multiple Vacancies) (510099).

Applications Close:—Friday, 2 October 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Permanent full-time day work. Please note applicants interested in part-time hours are encouraged to apply.

Location:—Medical Imaging Department, Royal Hobart Hospital.

Duties:—Provide an efficient and effective Medical Imaging typing service within Medical Imaging Department.

Desirable Requirements:—Extensive and comprehensive knowledge of medical and radiological terminology with highly proficient keyboard skills and knowledge of computerised systems and audio equipment /dictation system. Capacity to organise/prioritise day to day workflow and to use discretion when prioritising patient reports of equal urgency.

Enquiries to Andrew Saunders, Department of Health and Human Services, phone (03) 6222 8364, email andrew.saunders@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

Occupational Therapist (508245).

Applications Close:—Friday, 2 October 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Permanent full-time day work.

Location:—Continuing Care, Occupational Therapy, Royal Hobart Hospital.

Duties:—Assess and treat patients and to maintain optimal patient care. Maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

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

Enquiries to Michael Bishop, Department of Health and Human Services, phone (03) 6222 8633, email michael.bishop@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

Specialist Physiotherapist - Geriatric Rehabilitation (513116).

Applications Close:—Friday, 2 October 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Permanent part-time day work, 45.6 hours per fortnight.

Location:—Royal Hobart Hospital and outlying areas.

Duties:—Provide and maintain optimal physiotherapy care to patients and their families at the Geriatric Evaluation and Management Unit (GEM), Transition Care Unit (TCU), Karingal and other related aged care services of the RHH as part of the Physiotherapy Geriatric Rehabilitation Team (GRT).

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 Sarah Tan, Department of Health and Human Services, phone (03) 6222 8634, email sarah.tan@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***Staff Specialist (Anaesthetist) (518466).**

Applications Close:—Friday, 2 October 2009.

Salary:—To be negotiated.

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

Permanent full-time day work (with oncall).

Location:—Clinical Services, Surgery - Anaesthetics, Royal Hobart Hospital.

Duties:—Provide clinical services of the highest possible standard to patients and their family and to actively pursue improved outcomes for patients by participating in teaching and research relevant to anaesthesia.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Dr Stephen Reid, Department of Health and Human Services, phone (03) 6222 8459, email stephen.reid@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Alcohol and Drug Services***Pharmacist (Casual) (516952).**

Applications Close:—Friday, 2 October 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

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

Location:—St Johns Park, New Town.

Duties:—The Pharmacist will work as part of a multidisciplinary team aimed at optimising patient outcomes by providing a specialist clinical pharmacy service to the Pharmacotherapy and In-Patient Withdrawal Units of the Alcohol and Drug Service and other centres as required.

Essential Requirements:—Entitled to be granted registration by the Pharmacy 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 Kathryn Law, Department of Health and Human Services, phone (03) 6230 7983, email kathryn.law@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

STRATEGY, PLANNING AND PERFORMANCE

*Policy Strategy and Service Planning***Project Support Officer (512167).**

Applications Close:—Friday, 2 October 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide a comprehensive level of high quality administrative co-ordination and support to senior executives in relation to intergovernmental related matters. Manage relationships within the Department and with external organisations as required in relation to intergovernmental and related issues.

Desirable Requirements:—Commonwealth/State relationships - Current issues impacting on health and human services through the national health reform agenda. Organisational skills - Ability to provide accurate information, manage high priority tasks within competing and demanding deadlines to provide high quality material for senior executives. Building Productive Networks - Proven ability to build and maintain effective working relationships with a wide range of people with differing needs and priorities.

Enquiries to Julie Crowe, Department of Health and Human Services, phone (03) 62338082, email julie.crowe@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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INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE POLICY AND PLANNING

*Infrastructure Planning***Director Infrastructure Planning (371358).**

Applications Close:—Friday, 2 October 2009.

Salary:—\$101,638 – \$111,802 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide leadership and direction to support whole-of-Agency outcomes and whole-of-Government policy through the provision of the highest level strategic advice on matters relating to transport and infrastructure planning to influence outcomes with regard to the implementation of government policy. Lead a multi-disciplinary team of planners and analysts to provide specialist advice and support within the Agency and across Government.

Desirable Requirements:—Appropriate tertiary qualifications. Experience in strategic planning.

Enquiries to David Spence, General Manager Infrastructure, Policy and Planning, Department of Infrastructure, Energy and Resources, phone (03) 6233 2089, email david.spence@dier.tas.gov.au

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (904010).

Applications Close:—Friday, 2 October 2009.

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 15 hours per fortnight.

Location:—Launceston.

Duties:—To assist school children and other pedestrians to cross roads near schools in locations where provision of a Patrol Officer is warranted under Departmental guidelines.

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, Serious Driving Offences; and Medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current Drivers Licence. Possession of a current First Aid Certificate.

Enquiries to David McIntee, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6336 2115, email david.mcintee@dier.tas.gov.au

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

MINERAL RESOURCES TASMANIA

Industrial Minerals and Land Management

Mine Liaison and Leasing Officer (370992).

Applications Close:—Monday, 12 October 2009.

Salary:—\$66,761 – \$75,292 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Permanent full-time 36.75 hours per week.

Location:—Rosny Park.

Duties:—Contribute directly to the development and implementation of the Government's mining, quarrying, rehabilitation and mining heritage policies and strategies aimed at improving productivity in Tasmanian industry by optimal use of the State's mineral resources. Maintain liaison with the major mines and quarries.

Essential Requirements:—Satisfactory completion of an appropriate graduate qualification at a recognised University.

Desirable Requirements:—Degree or diploma in mining engineering, a field of geoscience or environmental science. Experience with earth moving operations and working with and managing sub contractors. A current driver's licence.

Enquiries to Brett Stewart, Senior Mine Leasing and Liaison Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 8356, email brett.stewart@dier.tas.gov.au

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G P O Box 936 Hobart 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Traffic and Infrastructure

Asset Engineer Roads (370369).

Applications Close:—Friday, 2 October 2009.

Salary:—\$77,268 – \$91,722 p.a.

DIER Roads and Traffic Engineers Industrial Agreement 2008, Band B.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Strategically manage road infrastructure and provide specialist advice on the Classified State Road Network.

Essential Requirements:—Satisfactory completion of a relevant 4 year (minimum) university degree in engineering that is accredited by Engineers Australia; or satisfactory completion of academic qualifications in Engineering that are recognised by Engineers Australia as being an equivalent qualification.

Desirable Requirements:—Extensive experience in relevant professional engineering duties since becoming a qualified engineer. Post graduate qualifications in a relevant discipline. Current drivers licence.

Enquiries to Barry Walker, Manager Asset Management, Department of Infrastructure, Energy and Resources, phone (03) 6233 8682, email barry.walker@dier.tas.gov.au

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au

JUSTICE

CONSUMER AFFAIRS AND FAIR TRADING

Directorate

Senior Policy Officer (356168).

Applications Close:—Friday, 2 October 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time working 73.50 hours per fortnight, for a period of 12 months.

Location:—Hobart.

Duties:—Implement a range of national legislative projects such as the referral of consumer credit and business names and implementation of the Australian Consumer Law. Develop and implement a statutory framework for the resolution of domestic building disputes. Conduct such consultation with other jurisdictions, industry and consumer stakeholders as is required in the development of the framework, including the development of and progression of any requirements under the Legislation Review Programme.

Desirable Requirements:—Legal qualifications and experience in Government processes for the development of legislation.

Enquiries to Chris Batt, Director CAFT, Department of Justice, phone (03) 6233 4555, email chris.batt@justice.tas.gov.au

Applications to Daphne Webb, HR Support Officer, Department of Justice, G.P.O. Box 825, Hobart 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 Chris Batt on (03) 6233 4555.

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

Staff Development and Training

In-Service Training Coordinator (350507).

Applications Close:—Friday, 2 October 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time working 73.50 hours per fortnight.

Location:—Risdon Prison.

Duties:—Plan, schedule, evaluate and participate in the delivery of ongoing training for Tasmania Prison Service staff, in accordance with their identified training needs and the needs of the organisation. Coordinate the assessment of all vocational training including participation in assessments and undertake mapping exercises for nationally recognised training packages. Coordinate mandatory operational competencies training for all uniformed staff as required.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: 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 Malcom Harriss, Team Leader, Staff Development and Training, Department of Justice, phone (03)6216 8193, email malcom.harriss@justice.tas.gov.au

Applications to Daphne Webb, HR Support Officer, Department of Justice, G.P.O. Box 25 Hobart, Tasmania 7001, phone (03)6233 6809, fax (03)6233 3254, email applications@justice.tas.gov.au

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Malcom Harriss on (03)6216 8193.

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

NORTHERN DISTRICT

Criminal Investigation Branch

Clerical Support Officer (001324).

Applications Close:—Friday, 2 October 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Launceston.

Duties:—Contribute to the operational effectiveness of the Northern District, by ensuring timely and accurate clerical, administrative, keyboard and data entry processes are undertaken.

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.

Desirable Requirements:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 or equivalent level.

Enquiries to Ms Allison Rutherford, Administration Officer, Department of Police and Emergency Management, phone (03) 6230 3897, email allison.rutherford@police.tas.gov.au

Applications to Coordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 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).

POLICE AND EMERGENCY MANAGEMENT

NORTHERN DISTRICT

Northern Prosecution Services

Clerical Support Officer (001347).

Applications Close:—Friday, 2 October 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Launceston.

Duties:—Provide administrative, clerical and keyboard support to the Officer-in-Charge and police personnel attached to Northern Prosecution.

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.

Desirable Requirements:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 or equivalent level.

Enquiries to Allison Rutherford, Administration Officer, Department of Police and Emergency Management, phone (03) 6230 3897, email allison.rutherford@police.tas.gov.au

Applications to Coordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 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).

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Corporate Services

Manager Infrastructure - Windows (521414).

Applications Close:—Monday, 12 October 2009.

Salary:—\$85,893 – \$96,851 p.a.

Tasmanian State Service Award, ICT, Level 4.

Permanent full-time.

Location:—Hobart.

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 Iain Larnar on (03) 6230 8671 or from www.jobs.tas.gov.au.

Enquires to Iain Larnar on (03) 6230 8671.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

Fixed-term Employment Registers (DPIPWE)

Applications Close: Thursday, 30 June 2011

Location: Statewide.

Employment agencies, Jet Recruitment and Searson Buck, are contracted to manage fixed-term employment registers for vacancies arising in the Department of Primary Industries, Parks, Water and Environment. Both employment agencies provide a state-wide service to clients.

Applications are invited from persons interested in being considered for full-time, part-time or casual employment for periods of up to 12 months. Vacancies arise from time to time in a variety of locations throughout Tasmania. Duties vary according to the particular vacancy but will require specific knowledge and skills.

Applications and Enquiries to:

Searson Buck: Please visit www.searsonbuck.com.au to register your interest. For further enquiries, contact:

Emily Briggs, 183 Macquarie Street, Hobart, 7000, phone (03) 6223 3055, fax (03) 6223 3099.

Cameron Clarke, Brisbane Street, Launceston, 7250, phone (03) 6333 3888, fax (03) 6333 3899.

Rowena Shadbolt, 1/10 Wilson Street, Burnie, 7320, phone (03) 6431 5155, fax (03) 6431 5166.

Jet Recruitment: For further enquiries and to register your interest, contact:

Amy Yaxley or Hannah McMahon, Level 8, 65 Murray Street, Hobart, 7000, phone (03) 6234 7966 or e-mail reception@jetrecruitment.com.au, quoting 'Fixed Term Register' in the subject line.

Danica Foy, 211 Wellington Street, Launceston, 7250, (03) 6331 6322 or e-mail info@jetrecruitment.com.au quoting 'Fixed Term Register' in the subject line.

For more information about the types of potential vacancies and salary details please visit www.jobs.tas.gov.au and follow the 'registers' tab.

For information about the Department please visit www.dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

Quarantine Services

Programme Coordinator (702566).

Applications Close:—Friday, 2 October 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

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

Duties:—As a technical specialist member of the team provide support to the leadership of Quarantine Services. Coordinate a specific quarantine programme and provide specialist technical assistance and advice to contribute to the management and supervision of the human, physical, financial and information resources in the area of responsibility. Undertake quarantine operational duties as required. Support the co-ordination of the conduct of quarantine operational systems necessary to reduce the risk of pest and disease transfer resulting from the demands for increased movement and access of goods, people and products.

Essential Requirements:—An AQF Certificate IV in Government (Statutory Investigation and Enforcement) Quarantine, or an equivalent qualification with significant course content in the plant/animal/health science area, provided by either a university, a vocational education organisation or a registered and accredited training provider.

The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: Satisfactory security clearance as required by airport authorities.

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 Megan Flanagan, phone (03) 6233 3528, email megan.flanagan@dpipwe.tas.gov.au

Applications to Sam Allen, Administration Officer (Quarantine), Department of Primary Industries, Parks, Water and Environment, Macquarie Wharf No. 1, Hunter Street, Hobart, Tas 7000, phone (03) 6233 3626, fax (03) 6233 3307, email sam.allen@dpipwe.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

Quarantine Services

Quarantine Support Officer (703005 and 703006)
(2 vacancies).

Applications Close:—Friday, 2 October 2009.

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time for 15 hours per week in accordance with an approved roster.

Location:—Devonport.

Please Note: The successful applicant will be required to work in accordance with an approved roster. This roster includes a variety of work patterns, which necessitate work outside normal Departmental hours. This includes weekend, public holidays, on call and occasional return to work at short notice. Work patterns are also dictated by seasonal and other external demands.

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

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

Duties:—Assist with passenger quarantine clearances at the seaport barrier.

Essential Requirements:—The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: Satisfactory security clearance as required by airport authorities.

Desirable Requirements:—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 Paul Nas, phone (03) 6398 8401, email paul.nas@aqis.gov.au

Applications to Sam Allen, Administration Officer (Quarantine), Department of Primary Industries, Parks, Water and Environment, Macquarie Wharf No. 1, Hunter Street, Hobart, 7000, phone (03) 6233 3626, fax (03) 6233 3307, email sam.allen@dpiwwe.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Client Service Officer (702451 and 703031)(2 vacancies).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time for 22 hours 30 minutes per week.

Location:—Kingston/Southern Region.

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

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

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services on behalf of the three tiers of Government. These service delivery activities will include the collection and receipt of monies and the provision of

information.

Essential Requirements:—The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted:.

Crimes Involving Dishonesty.

Desirable Requirements:—12 months experience in a customer service environment, or administrative and clerical environment involving cash handling and reconciliation of monies and the use of current technology.

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

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

Enquiries to Shane Bourke, phone (03) 6233 6381, email shane.bourke@dpiwwe.tas.gov.au

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

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Business Services Coordinator (706380).

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:—Lake St Clair.

Duties:—Coordination of Lake St Clair Visitor Centre business operations to ensure the sustainable use of natural and cultural resources and delivery of quality visitor experience.

Assist with the day to day operations of the Overland Track Business Enterprise and field centre including controlling operations and providing supervision in the absence of the Ranger-In-Charge.

Essential Requirements:—A current St Johns' Workplace, Level 2 first aid certificate or equivalent.

Desirable Requirements:—Qualifications in business management or administration and a current motor vehicle driver's licence.

Enquiries to Trevor Norris, Ranger-in-Charge, for information regarding the role or for a copy of the Statement of Duties, phone (03) 6289 1172, email Trevor.Norris@parks.tas.gov.au

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to, Viki Loring, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart 7001, phone (03) 6233 3903, fax (03) 6233 3682, email applications@dpiwwe.tas.gov.au

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Government Finance and Accounting Branch

Financial Analyst (724103).

Applications Close:—Friday, 9 October 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Participate in the Branch's financial management, accounting, reporting and budgeting activities, in accordance with the State's financial management framework, including maintenance of associated systems and processes.

In the context of the selection criteria, to be successful in the position applicants will have:

- sound financial analysis and accounting skills;
- sound verbal and written communication skills; and
- an ability to understand complex issues and identify possible solutions.

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

Enquiries to Doug Clow, Specialist Financial Analyst, Government Finance and Accounting Branch, Department of Treasury and Finance, phone (03) 6233 3696, email doug.clow@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 recruitment on (03) 6233 3483.

TASMANIAN ACADEMY

Academy Assistant Principal - 6 Vacancies.

Applications Close:—Friday, 2 October 2009.

Salary:—\$91,307 p.a.

Post Year 10 Teaching Staff Award, Band 3, Level 3.

Vacancy No. 001098.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—North Western Region.

Vacancy No. 001248.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—North Western Region.

Vacancy No. 001124.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—North Western Region.

Vacancy No. 001311.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—North Region.

Vacancy No. 001097.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—Southern Region.

Vacancy No. 001807.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave.

Location:—Southern Region.

Please note, these 6 Assistant Principal roles commence in January 2010 or earlier by negotiation.

Duties:—The Academy Assistant-Principal is an educational leader who promotes the success of all students on an Academy campus. The occupant works closely with the Academy Principal, and the senior leadership team, to implement key elements of the Academy Corporate Plan. For students and staff, the Assistant Principal provides a critically important link between the practical enactments of the Academy's learning programme and its state-wide vision, mission 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 Mike Brakey, CEO, Tasmanian Academy, phone (03) 6435 5101, email michael.brakey@academy.tas.edu.au

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

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.

TASMANIAN SKILLS INSTITUTE

OFFICE OF THE CEO

Senior Financial Manager (001804).

Applications Close:—Friday, 2 October 2009.

Salary:—\$87,398 – \$97,572 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—North or South.

Duties:—Provide high-level, efficient and effective financial management and budgeting services to the Tasmanian Skills Institute (TSI), undertake financial reporting to the Tasmanian Skills Institute Board (TSI Board), prepare external reports and contribute to the development of TSI systems, policies and procedures.

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:—A tertiary qualification in accounting from a recognised institution or its equivalent. Membership of the Australian Society of Certified Practising Accountants or of the Institute of Chartered Accountants.

Enquiries to Malcolm White, Chief Executive Officer, Tasmanian Skills Institute, phone (03) 6336 2754, mobile 0417 599 303, email Malcolm.White@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

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

TASMANIAN SKILLS INSTITUTE

OPERATIONS

Electrotechnology and Telecommunications

Teacher (Electrotechnology and Telecommunications), (001794).

Applications Close:—Friday, 2 October 2009.

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

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

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

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

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

Enquiries to Gary Syrett, Unit Leader, Electrotechnology, Tasmanian Skills Institute, phone (03) 6233 7408, mobile 0437 898 654, email Gary.Syrett@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 (Refrigeration and Air Conditioning) (330809).

Applications Close:—Friday, 2 October 2009.

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

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

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

It would be beneficial for potential applicants to have strong industry knowledge and a Certificate III in Refrigeration and Air Conditioning.

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:—(i) 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,

(ii) a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority.

(iii) Certificate IV in Training and Assessment, or equivalent.

Enquiries to Gary Syrett, Unit Leader, Electrotechnology, Tasmanian Skills Institute, phone (03) 6233 7408, mobile 0437 898 654, email Gary.Syrett@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

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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.

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Grounds and Gardens Supervisor (0109).

Applications Close:—Monday, 12 October 2009.

Salary:—\$63,838 – \$66,761 p.a.

Port Arthur Historic Site Staff Agreement 2009, General Stream, Band 5.

Permanent full-time.

Location:—Port Arthur.

Duties:—Manage and maintain the natural and cultural landscapes of the Port Arthur Historic Site and the Coal Mines Historic Site. Make a significant contribution to the management of the heritage values of the sites.

Qualifications:—A minimum trade qualification in Horticulture is required for this position. Desirable qualifications are: Relevant heritage management or heritage horticulture qualification, Workplace First Aid, Level 2, Current Drivers Licence.

Essential Requirements:—Trade Qualification in Horticulture.

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

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

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Tradesperson (Horticulture) (0209).

Applications Close:—Friday, 2 October 2009.

Salary:—\$47,437 – \$51,634 p.a.

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

Permanent full-time.

Location:—Port Arthur.

Duties:—Provide specialised skilled trade support and other support as required in the conservation, maintenance and improvements associated with the grounds and gardens under the control of the Port Arthur Historic Site Management Authority.

Essential Requirements:—Cert III in Horticulture or equivalent.

Desirable Requirements:—Workplace First Aid, Level 2, Current Drivers Licence.

Enquiries to Gareath Plummer, A/g Grounds and Gardens Supervisor, Port Arthur Historic Site Management Authority, phone (03) 6251 2335, mobile 0427 004229, email gareath.plummer@portarthur.org.au

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

Tasmanian Government Senior Executive Service

HEALTH AND HUMAN SERVICES.

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

To perform the duties of Ambulance Officer (Advanced Life Support) 514030, Ambulance Officer (Advanced Life Support).

Duties:—

1. Attend to members of the community requiring clinical care and treatment via ambulance services.

2. Deliver an advanced level of pre-hospital clinical care in accordance with accepted procedures and protocols for Ambulance Officers with Advanced Life Support qualifications.

3. Provide relief at outer-urban and Branch stations as required within established guidelines and working in accordance with the appropriate position description for the position being relieved.

4. Complete all relevant documentation with respect to clinical services, training provided and changes to the working environment and equipment.

5. Maintain constant contact with State communications Centre, in accordance with Tasmanian Ambulance Service policies and protocols.

6. Maintain a prescribed level of knowledge in advanced ambulance care practices, including contemporary skills and knowledge in Advanced Life Support and the correct application of ambulance equipment.

7. Provide feedback and guidance to student ambulance officers and ambulance officers on their clinical performance.

8. Maintain the allocated vehicle and equipment in a state of readiness at all times.

9. Performing other duties as required in accordance with instructions from the Supervisor.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the job: Certificate of Applied Science (Ambulance Officer) and current accreditation in the Advanced Life Support (Advanced Life Support) Programme, or equivalent qualifications recognised by the Director Tasmanian Ambulance Service. Current drivers licence.

NA.

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

D Roberts.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Program Manager	Andree Hurburgh	6 Months	28.09.09
Education	Teacher Aide Special	C. Bate	6 months	21.09.09
Education	Canteen Assistant	J. Shaw	6 months	21.09.09
Education	Teacher Aide Special	A. Watson	6 months	21.09.09

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher Aide Special	K. Hale	6 months	21.09.09
Education	Teacher Aide Special	L. Gerrard	6 months	21.09.09
Health & Human Services	Registered Nurse	D. Pierce	6 months	20.09.09
Health & Human Services	Registered Nurse	A. Barker	6 months	07.09.09
Health & Human Services	Receptionist	R. Cleary	6 months	16.09.09
Health & Human Services	Senior Community Speech Pathologist	T. Graney	6 months	07.09.09
Health & Human Services	Domestic Services Officer	D. Hendriks	6 months	21.09.09
Health & Human Services	Contracts Officer	S. Bolton	6 months	15.09.09
Health & Human Services	Registered Nurse	P. Maxfield	6 months	09.11.09
Health & Human Services	Child Protection Worker	Q. Maddox	6 months	21.09.09
Health & Human Services	Patient Transport Officer	B. Adams	6 months	14.09.09
Health & Human Services	Hospital Aide	C. Lockett	6 months	04.10.09
Health & Human Services	Patient Transport Officer	N. Ward	6 months	14.09.09
Health & Human Services	Registered Nurse	J. Roughton	6 months	21.09.09
Infrastructure, Energy & Resources	Senior Electrical Technician	M Munday	6 months	31.08.09
Justice	Administrative Support Officer	S Dillon	6 months	17.09.09
Justice	Judges Attendant	K Webb	6 months	21.09.09

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	B. Mawson	Principal	04.09.09
Education	K. Morgan	Principal	21.09.09
Education	S. Le Messurier	Advanced Skills Teacher	21.09.09
Health & Human Services	D. Sih	Deputy Manager Community Physiotherapy	14.09.09
Health & Human Services	C. Fraser	Nurse Unit Manager	08.09.09
Health & Human Services	L. Millar	Dental Prosthetist	19.08.09

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Senior Business Manager	Harvey, R	11.09.09
Justice	Senior Policy Analyst	B.L. Churchill	18.09.09
Justice	Client Services Officer	A.M. Syvret-Jones	18.09.09

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Principal	S. Padgett	16.09.09
Education	Teacher	L. Rawlings	04.09.09
Health & Human Services	Ward Aide/Centre Assistant	K Lennox	06.09.09
Infrastructure, Energy & Resources	Transport Inspector	C Woolford	14.09.09
Primary Industries, Parks, Water & Environment	Seed Analyst	A. OCallaghan	29.09.09



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Tips for a green office.

Reduce the amount of paper used

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

Ensure access to recycling services

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

Reduce energy consumption:

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

Reducing waste

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



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