



# 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](http://www.jobs.tas.gov.au)**

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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



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## Tasmanian Government Gazette

Email text copy to

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

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

### State Service Notices

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

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

#### Order Information

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

#### Deadlines

*Government Gazette* :—

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

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

**Deadlines will be strictly adhered to**

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### CORPORATE SUPPORT DIVISION

##### *Property, Procurement and Facilities*

#### **Facilities Officer (425123).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high quality administrative and organisational support services in the area of Facilities Management to ensure the achievement of objectives and ensure the efficient operation of the Department.

Desirable Requirements:—A current drivers license.

Enquiries to Shaun Willie, Manager Property Procurement and Facilities, phone (03) 6233 5521, email [Shaun.Willie@development.tas.gov.au](mailto:Shaun.Willie@development.tas.gov.au)

Applications to Erin Johnson, Senior HR Officer, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au)

Applications should address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### CULTURE, RECREATION AND SPORT

##### *Screen Tasmania*

#### **Communications and Marketing Manager (425000).**

Applications Close:—Monday, 16 August 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—To communicate, promote and market Screen Tasmania's programs and activities to the wider industry, and drive growth in cultural and community engagement and build brand recognition in order to deliver on our strategic objectives.

Desirable Requirements:—It is desirable that the applicant have relevant tertiary qualification in communications, public relations, marketing or equivalent, experience working within a Government environment would be advantageous but not essential and a current driver's licence.

Enquiries to Anne Hutchinson for a copy of the Statement of Duties on (03) 6233 6995 or email [Anne.Hutchinson@development.tas.gov.au](mailto:Anne.Hutchinson@development.tas.gov.au). For further information about the vacancy please contact Karena Slaninka, Director Screen Tasmania, Department of Economic Development, Tourism and the Arts, phone (03) 6233 4184, email [Karena.Slaninka@development.tas.gov.au](mailto:Karena.Slaninka@development.tas.gov.au)

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 9685, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au)

Applications must address the selection criteria as outlined in the Statement of Duties and include a current Curriculum Vitae.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### CULTURE, RECREATION AND SPORT

##### *Sport and Recreation Tasmania*

#### **Manager Planning, Facilities and Environments (425165).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Burnie or Launceston.

Duties:—Lead a statewide team to ensure that there are appropriate and well planned facilities, places and spaces in Tasmania for people to participate in sport and to be physically active.

Desirable Requirements:—Current Drivers Licence and completion of a recognised leadership program.

Enquiries to Renee Watson for a copy of the Statement of Duties on (03) 6233 5615 or email [renee.watson@development.tas.gov.au](mailto:renee.watson@development.tas.gov.au). For further information about the vacancy please contact Craig Martin, Executive Director, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5623, email [craig.watson@development.tas.gov.au](mailto:craig.watson@development.tas.gov.au)

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au)

Applications must address the selection criteria as outlined in the Statement of Duties and include a current Curriculum Vitae.



## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

## CULTURE, RECREATION AND SPORT

*Sport and Recreation Tasmania***Manager Sport and Club Development (424408).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Lead a state-wide team to ensure there are increased opportunities for sports and clubs in Tasmania to grow their capacity to create more opportunities for Tasmanians to participate in sport and recreation.

Desirable Requirements:—Current Drivers Licence.

Enquiries to Renee Watson for a copy of the Statement of Duties on (03) 6233 5615 or email [renee.watson@development.tas.gov.au](mailto:renee.watson@development.tas.gov.au). For further information about the vacancy please contact Helen Langenberg, Director Sector Development, phone (03) 6233 5793, email [helen.langenberg@development.tas.gov.au](mailto:helen.langenberg@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

Applications to address the selection criteria as outlined in the Statement of Duties and include a current Curriculum Vitae.

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

## CULTURE, RECREATION AND SPORT

*Sport and Recreation Tasmania*

## Tasmanian Institute of Sport

**Operations Assistant (425159).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (0.5 FTE).

Location:—Silverdome Complex, Launceston.

Duties:—To assist the public in their use of the Silverdome building and facilities and to attend to the cleanliness, general maintenance and upkeep of the building.

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

Desirable Requirements:—One or more of the following:—Forklift Licence, Chainsaw Operators Certificate. Elevated Work Platform Certificate. Workplace II Senior First Aid Certificate. Rigging Certificate. Certificate II in Security Operations. Scaffolding Certificate.

Enquiries to Samantha Lockett for a copy of the Statement of Duties on (03) 6336 2202 or email [Samantha.Lockett@tis.tas.gov.au](mailto:Samantha.Lockett@tis.tas.gov.au). For further information about the position, please contact Greg Banks, Operations Manager, Silverdome, phone (03) 6336 4493, mobile 0417 545 541, email [Greg.Banks@tis.tas.gov.au](mailto:Greg.Banks@tis.tas.gov.au).

Applications to Erin Johnson, Senior HR Officer, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

Applications should address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

## CULTURE, RECREATION AND SPORT

*Sport and Recreation Tasmania*

## Tasmanian Institute of Sport

**Operations Officer (425160).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time (work times may vary in accordance with venue bookings).

Location:—Silverdome Complex, Launceston.

Duties:—In co-ordination with the Facility Operations Manager, oversee the operational requirements of the facility.

Hands on facility operations role that ensures onsite security, supervise user groups, attend to the cleanliness and upkeep of the Silverdome complex.

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

Desirable Requirements:—One or more of the following:—Forklift Licence, Chainsaw Operators Certificate. Elevated Work Platform Certificate. Workplace II Senior First Aid Certificate. Rigging Certificate. Certificate II in Security Operations. Scaffolding Certificate.

Enquiries to Samantha Lockett for a copy of the Statement of Duties on (03) 6336 2202 or email [Samantha.Lockett@tis.tas.gov.au](mailto:Samantha.Lockett@tis.tas.gov.au). For further information about the position, please contact Greg Banks, Operations Manager, Silverdome, phone (03) 6336 4493, mobile 0417 545 541, email [Greg.Banks@tis.tas.gov.au](mailto:Greg.Banks@tis.tas.gov.au).

Applications to Erin Johnson, Senior HR Officer, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

Applications should address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

**Senior Policy Advisor (CKN South) (700341).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.5 hours per fortnight.

Location:—Community Knowledge Network, South.

Description of Role:—Provide strategic support and advice to the Director and senior management staff on matters relating to Community Knowledge Network (CKN) policy, planning,

services and strategic directions to achieve the outcomes of the Tasmanian Government's CKN strategy.

Desirable Requirements:—A current drivers 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 Siobhan Gaskell, Department of Education, phone (03) 6233 7527, email [siobhan.gaskell@education.tas.gov.au](mailto:siobhan.gaskell@education.tas.gov.au).

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

## EDUCATION

### COMMUNITY KNOWLEDGE NETWORK

#### *LINC's East*

#### Hobart LINC

#### **Customer Service Officer (Hobart LINC) (700534).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart LINC.

Description of Role:—Undertake routine operational tasks and provide basic client assistance under close supervision and direction.

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

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

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

Enquiries to Jane McGregor, Department of Education, phone (03) 6233 7460, email [jane.mcgregor@education.tas.gov.au](mailto:jane.mcgregor@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email

[recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### COMMUNITY KNOWLEDGE NETWORK

#### *Tasmanian Archive and Heritage Office*

#### **Archivist (700212).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$49,097 – \$79,912 p.a.

Tasmanian State Service Award, Professional Stream, Band 1/2.

Permanent full-time 73.5 hours per fortnight.

Location:—Tasmanian Archive and Heritage Office.

Description of Role:—Provide professional archival services to meet the functional requirements of the Archives Act and participate in the development and implementation of associated policies and programs.

Essential Requirements:—Degree from a recognised university or college of advanced education, preferably in history or other relevant study area.

Desirable Requirements:—Relevant post-graduate qualifications and/or experience.

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 Benjamin, Department of Education, phone (03) 6233 7175, email [david.benjamin@education.tas.gov.au](mailto:david.benjamin@education.tas.gov.au).

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

## EDUCATION

### CORPORATE SERVICES

#### *Ministerial and Co-ordination Unit*

#### **Ministerial Support Officer (Portfolio Co-ordination Unit) (961893).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Portfolio Co-ordination Unit, Region South.

Description of Role:—As part of a small client-focussed team, provide a comprehensive level of administrative co-ordination and support to departmental and Ministerial staff in relation to matters involving the Minister for Education and Skills.

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 Kirsty Henderson, Department of Education, phone (03) 6233 7063, email [kirsty.henderson@education.tas.gov.au](mailto:kirsty.henderson@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### St Leonards Primary School

#### ***Education Facility Attendant (Cleaning), St Leonards Primary School (306030).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$34,160 – \$38,873 pro rata.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 28.80 hours per fortnight from January 2011.

Location:—St Leonards Primary School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

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 Anglea Bailey, Department of Education, phone (03) 6339 1462, email [angela.bailey@education.tas.gov.au](mailto:angela.bailey@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

##### Miandetta Primary School

#### ***Teacher Aide General, Miandetta Primary School (960667).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 44 hours per fortnight for up to 42 weeks per year.

Location:—Miandetta Primary School.

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

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 Mandy Beard, Department of Education, phone (03) 6424 4428, email [mandy.beard@education.tas.gov.au](mailto:mandy.beard@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

##### Mountain Heights School

#### ***Teacher Aide Special, Mountain Heights School—2 Vacancies.***

Applications Close:—Friday, 13 August 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 300519.

Permanent part-time 55.50 hours per fortnight for up to 42 weeks per year.

Location:—Mountain Heights School.

Vacancy No. 957179.

Permanent part-time 40 hours per fortnight for up to 42 weeks per year.

Location:—Mountain Heights School.



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

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 David Cashion, Department of Education, phone (03) 6471 1977, email david.cashion@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting 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)*

##### Clarence High School

#### ***School Administrative Officer, Clarence High School (953539).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$49,097 – \$53,441 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time or part-time for up to 73.50 hours per fortnight.

Location:—Clarence High School.

Applications for part-time employment will be considered. Applicants should state this when applying.

**Description of the Role:**—Assist the School Executive Officer in the management of a school office, controlling and co-ordinating work, data and information flow. Provide general instruction, guidance and supervision for assigned office staff. Provide advice and general administrative support to the School Executive Officer and staff and students.

**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 Trish Smith, Department of Education, phone (03) 6244 2544, email trish.smith@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting 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)*

##### Oatlands District High School

#### ***Advanced Skills Teacher, Oatlands District High School (201896).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$85,035 p.a.

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

Permanent full-time.

Location:—Oatlands District High School.

**Description of the Role:**—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

AST Sector Head with responsibility for K-4 (ECE) Sector/ Support Teacher with responsibility for Co-ordinating support for students on the SDR Register.

**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 Veronica Emery, Department of Education, phone (03) 6254 1110, email [veronica.emery@education.tas.gov.au](mailto:veronica.emery@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Programs, Students*

#### English as a Second Language

#### ***Advanced Skills Teacher, ESL (961661).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$85,035 p.a.

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

Fixed-term full-time from As soon as possible to 22 December 2011.

Location:—Learning Services, South.

Description of the Role:—To assist the Supervisor in the educational leadership, management and administration of the ESL program. To implement appropriate learning programs for students and to assess student progress in relation to the ESL program.

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 Jenny Barclay, Department of Education, phone (03) 6233 7719, email [jennifer.barclay@education.tas.gov.au](mailto:jennifer.barclay@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Tasmanian eSchool*

#### Northern Campus

#### ***Advanced Skills Teacher (Information and Access) Tasmanian eSchool (964493).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$85,035 p.a.

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

Permanent full-time from 20 September 2010.

Location:—Tasmanian eSchool Northern Campus.

Context:—Using the Smarter Schools Low SES School Communities National Partnerships resource, the Flexible Learning Tasmania (FLT) program began in early 2010. FLT has two components: support and co-ordination to enable Tasmanian Government schools and Learning Services to develop and extend flexible learning opportunities for students; and implementation of a new Tasmanian eSchool which integrates and extends many of the existing services of the Online Learning Network and Distance Education Tasmania.

Description of the Role:—To implement, manage and support appropriate learning programs for students and to contribute to the assessment of individual student progress. To assist the Principal Leader (e-learning Programs) in general educational leadership, management and administration of the Tasmanian eSchool.

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.

For a copy of the Statement of Duties please contact Janice Fitzmaurice, phone (03) 6233 7786 email [janice.fitzmaurice@education.tas.gov.au](mailto:janice.fitzmaurice@education.tas.gov.au).

Enquiries to Philip Walker, Department of Education, phone (03) 6233 5017, email [philip.walker@education.tas.gov.au](mailto:philip.walker@education.tas.gov.au).

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



## EDUCATION

## LEARNING SERVICES

*Tasmanian eSchool*

## Southern Campus

***Assistant Principal (Flexible Learning Tasmania) Tasmanian eSchool (964365).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$95,169 p.a.

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

Fixed-term full-time from 14 February 2011 to 21 December 2012.

Location:—Tasmanian eSchool Southern Campus.

Context:—Using the Smarter Schools Low SES School Communities National Partnerships resource, the Flexible Learning Tasmania (FLT) program began in early 2010. FLT has two components: support and co-ordination to enable Tasmanian Government schools and Learning Services to develop and extend flexible learning opportunities for students; and implementation of a new Tasmanian eSchool which integrates and extends many of the existing services of the Online Learning Network and Distance Education Tasmania.

Description of the Role:—To assist the Principal Manager in the provision of expert services and support to Learning Services and schools as part of the Flexible Learning Tasmania program.

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.

For a copy of the Statement of Duties please contact Janice Fitzmaurice, phone (03) 6233 7786 email janice.fitzmaurice@education.tas.gov.au.

Enquiries to Lyn Dunn, Department of Education, phone (03) 6233 7786, email lyn.dunn@education.tas.gov.au.

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

## EDUCATION

## SKILLS TASMANIA

*Strategic Directions*

## Strategy

***Senior Policy and Project Officer, Adult Literacy (964425).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time from 1 September 2010 until 31 August 2012.

Location:—Strategy Team, Region South.

Description of Role:—As a member of the Strategy Team at Skills Tasmania, contribute to implementation of the Tasmanian Adult Literacy Action Plan through developing and managing adult literacy projects specific to Skills Tasmania, contributing to the other implementation matters and providing policy advice on adult literacy.

Desirable Requirements:—Experience in project management would be highly advantageous. Appropriate tertiary qualifications.

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 McLean, Department of Education, phone (03) 6233 3304, email leanne.mclean@skills.tas.gov.au.

Applications to Establishment Recruitment and Reporting 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

## BUSINESS SERVICES NETWORK

*Care and Business Solutions****Support Officer PAS (519714).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Area Health Services have a statewide Patient Administration System (PAS), iPatient Manager (iPM). Effective and efficient use of the system requires support. This support will be provided via a small central team overseeing the system, together with teams located in each of the Area Health Services who will provide local support.

Desirable Requirements:—Advanced knowledge of the iPM Patient Administration System (or the ability to quickly

acquire) and how it is used to support both the business of the Department of Health and Human Services and the business of the Area Health Service. High level communication and interpersonal skills including the ability to work with state-wide stakeholders including the ability to facilitate, negotiate and resolve PAS issues. Conceptual and analytical skills, including the capacity to determine options and identify workable solutions in the context of a dynamic and complex environment.

Enquiries to Pam Taylor, Department of Health and Human Services, phone (03) 62332073, email pam.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

### FINANCE AND BUSINESS PERFORMANCE

#### *Financial Services*

#### ***Specialist Taxation Analyst (519712).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Specialist Taxation Analyst is responsible for ensuring that the Agency is compliant with Commonwealth and State taxation requirements. The occupant is expected to provide strategic advice in relation to taxation matters impacting on the Agency, including issues having an impact on the taxation obligations of the Agency and taxation policy. Provide leadership and high level technical advice, training and assistance to management and operational staff throughout the Agency on taxation procedures and issues, and act as the main conduit for dissemination of taxation information within the Department.

Desirable Requirements:—A high level of knowledge of taxation law, demonstrated by a degree in taxation or other relevant tertiary qualification, and/or extensive experience in a taxation role, demonstrated by an ability to understand and apply complex taxation legislation and rulings and ATO determinations. Demonstrated high level tax research and analytical skills, with the ability to effectively identify taxation issues and business impacts. Demonstrated high level oral and written communication skills evidenced by an ability to communicate and advise on complex taxation matters in terms which are understandable by the audience; and the production of technical documents that are clear, accurate and concise, and understandable to non-specialists.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone (03) 6336 5893, email eleanor.patterson@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*

#### ***Child Protection Worker (Multiple vacancies) (501529, 516194, and Casual 513232).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$46,450 – \$74,527 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

Permanent full-time day work (501529 and 516194). Casual Fixed-term (as and when required) positions (513232).

Location:—DCYFS, Children and Family Services, South West.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons.

The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young persons home.

The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Desirable Requirements:—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility. Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public. A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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 and disciplinary action in previous employment check.

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@dhhs.tas.gov.au.

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*

#### ***Speech Pathologist (501076).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$71,381 – \$81,876 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Fixed-term full-time day work (part-time hours may be considered by negotiation) commencing As soon as possible until 01 July 2011.

Location:—DCYFS, Children and Family Services, North West.

Duties:—As part of a professional assessment team provide speech pathology services and primary case co-ordination for pre-school age children and families who are referred to the Child Development Unit.

Desirable Requirements:-

Comprehensive knowledge of and experience in assessment, diagnosis and treatment of human communication and swallowing disorders. These areas of communication include language, both receptive and expressive, articulation, fluency and voice. Relevant experience in paediatric speech pathology.

Highly developed communication skills and a high degree of sensitivity and proven ability to support and work with families with complex needs, including the provision of primary case co-ordination.

Ability to work within a multi-disciplinary setting and ability to develop co-operative links with professional colleagues and related agencies.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

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 and disciplinary action in previous employment check.

Enquiries to Sue Mitchell, Department of Health and Human Services, phone (03) 6434 6414, mobile 0419 579 491, email [susan.mitchell@dhhs.tas.gov.au](mailto:susan.mitchell@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Support Worker, Child and Family Services (501645).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$38,264 – \$42,315 p.a.

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

Permanent full-time day work.

Location:—DCYFS, Children and Family Services, South West.

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

Desirable Requirements:—Working under the direction of the co-ordinator, undertake specific service delivery tasks as identified by the care plan developed by the relevant case manager. Responsible for maintaining accurate case notes.

Provide supervision of access/contact visits between children/young persons and their parents and family members to ensure the safety and well-being of the child/young person.

Transport children, young persons and families to and from access visits, various appointments, school, sport and recreational activities.

Essential Requirements:—Current driver's 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 and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Team Leader, Community Based Child Protection (518881).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$71,381 – \$81,876 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Fixed-term full-time day work commencing as soon as possible until 30 June 2011.

Location:—DCYFS, Children and Family Services -NorthWest.

Duties:—The Community Based Child Protection, Team Leader will work collaboratively within the area Child Protection program and with the community based child and family services sector to support early and effective intervention that addresses the needs of vulnerable children, young people and their families. The job will also be responsible for determining and facilitating appropriate referrals into the statutory child protection system.

Desirable Requirements:—Significant post graduate experience in a relevant field.

A demonstrated ability to provide leadership and direction to staff.

A high level of knowledge and understanding of current statutory requirements (specifically related to child protection and family support services) and Departmental procedures or the ability to acquire such knowledge.

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

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 and disciplinary action in previous employment check.

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 6404, email [selina.mcguire@dhhs.tas.gov.au](mailto:selina.mcguire@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

#### **Director of Medical Services (518258).**

Applications Close:—Friday, 13 August 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary commensurate with qualifications and experience).

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

Location:—North West Area Health Service.

Duties:—As part of the senior management group, provide clinical leadership and advice and enhance clinical governance on all sites of the North West Regional Hospital and Mersey Community Hospital.

Essential Requirements:—General Registration under the Health Practitioner Regulation National Law (Tasmania) in the medical profession and a qualification recognised as a specialist medical qualification which is relevant to the appointment.

Enquiries to Melissa Richards, Department of Health and Human Services, phone (03) 6490 8964, email [melissa.richards@dhhs.tas.gov.au](mailto:melissa.richards@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### **Human Resources Consultant (North West Area Health Service) (518256).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

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

Location:—HR Management Team, Ulverstone.

Duties:—The HR Consultant provides high level human resource consultancy services to senior managers and employees and works closely with individual business units to help diagnose and manage HR needs within the operational units. This includes managing localized industrial and

performance management issues. The job provides high-level HR advice to the HR Manager and is also responsible for effectively facilitating and implementing a range of initiatives within the operational units.

Desirable Requirements:—Demonstrated high-level human resource management skills with knowledge and experience in the complete range of HR services including effective management of industrial relations issues and the ability to apply these within the Tasmanian State Service context. Demonstrated strategic, conceptual, diagnostic and analytical skills including the ability to provide high-level advice and consultancy services on HR issues at a range of levels and to broker appropriate solutions in a complex environment. High-level interpersonal, liaison, facilitation and communication (both written and verbal) skills and significant experience and skills in negotiating with management, employees and unions in the resolution of disputes and grievances.

Enquiries to Melissa Richards, Department of Health and Human Services, mobile 0428 321 080, email [melissa.richards@dhhs.tas.gov.au](mailto:melissa.richards@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### **Staff Specialist (Anaesthetics) (515029).**

Applications Close:—Friday, 31 December 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary commensurate with qualifications and experience).

Fixed-term full-time day work (with oncall). To commence as soon as possible until 31 December 2010.

Location:—North West Area Health Service.

Duties:—The North West Area Health Service (NWAHS) incorporates the North West Regional Hospital, Mersey Community Hospital and Primary Health services located on the North West Coast of Tasmania. These facilities are working together to integrate primary and acute care to improve the patient journey. These hospitals are associated teaching hospitals of the Rural Clinical School, University of Tasmania.

Essential Requirements:—A registered Medical Practitioner who holds Australian Fellowship OR is a registered Medical Practitioner who holds Overseas Fellowship and is employed to a Specialist Medical Practitioner position by the Employer.

Enquiries to Melissa Richards, Human Resource Consultant, Department of Health and Human Services, phone (03) 64908964, email [melissa.richards@dhhs.tas.gov.au](mailto:melissa.richards@dhhs.tas.gov.au) or Albert Ip, Director of Medical Services, Department of Health and Human Services, phone (03) 64908974, email [albert.ip@dhhs.tas.gov.au](mailto:albert.ip@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

**Staff Specialist (Emergency Medicine)—2 Vacancies.**

Applications Close:—Friday, 31 December 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary commensurate with qualifications and experience).

Vacancy No. 514795.

Fixed-term full-time day work (with oncall). To commence as soon as possible until 31 December 2010.

Location:—North West Area Health Service.

Vacancy No. 518650.

Fixed-term full-time day work (with oncall). To commence as soon as possible until 31 December 2010.

Location:—North West Area Health Service.

Duties:—The North West Area Health Service (NWAHS) incorporates the North West Regional Hospital, Mersey Community Hospital and Primary Health services located on the North West Coast of Tasmania. These facilities are working together to integrate primary and acute care to improve the patient journey. These hospitals are associated teaching hospitals of the Rural Clinical School, University of Tasmania.

Essential Requirements:—A registered Medical Practitioner who holds Australian Fellowship OR is a registered Medical Practitioner who holds Overseas Fellowship and is employed to a Specialist Medical Practitioner position by the Employer.

Enquiries to Melissa Richards, Human Resource Consultant, Department of Health and Human Services, phone (03) 64908964, email [melissa.richards@dhhs.tas.gov.au](mailto:melissa.richards@dhhs.tas.gov.au) or Albert Ip, Director of Medical Services, Department of Health and Human Services, phone (03) 64908974, email [albert.ip@dhhs.tas.gov.au](mailto:albert.ip@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

**Staff Specialist (Medicine)—3 Vacancies.**

Applications Close:—Friday, 31 December 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary commensurate with qualifications and experience).

Vacancy No. 514927.

Fixed-term full-time day work (with oncall). To commence as soon as possible until 31 December 2010.

Location:—North West Area Health Service.

Vacancy No. 514928.

Fixed-term full-time day work (with oncall). To commence as soon as possible until 31 December 2010.

Location:—North West Area Health Service.

Vacancy No. 514940.

Fixed-term full-time day work (with oncall). To commence as soon as possible until 31 December 2010.

Location:—North West Area Health Service.

Duties:—The North West Area Health Service (NWAHS) incorporates the North West Regional Hospital, Mersey Community Hospital and Primary Health services located on

the North West Coast of Tasmania. These facilities are working together to integrate primary and acute care to improve the patient journey. These hospitals are associated teaching hospitals of the Rural Clinical School, University of Tasmania.

Essential Requirements:—A registered Medical Practitioner who holds Australian Fellowship OR is a registered Medical Practitioner who holds Overseas Fellowship and is employed to a Specialist Medical Practitioner position by the Employer.

Enquiries to Melissa Richards, Human Resource Consultant, Department of Health and Human Services, phone (03) 64908964, email [melissa.richards@dhhs.tas.gov.au](mailto:melissa.richards@dhhs.tas.gov.au) or Albert Ip, Director of Medical Services, Department of Health and Human Services, phone (03) 64908974, email [albert.ip@dhhs.tas.gov.au](mailto:albert.ip@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

**Staff Specialist (Obstetrics and Gynaecology) (514939).**

Applications Close:—Friday, 31 December 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary commensurate with qualifications and experience).

Fixed-term full-time day work (with oncall). To commence as soon as possible until 31 December 2010.

Location:—North West Area Health Service.

Duties:—The North West Area Health Service (NWAHS) incorporates the North West Regional Hospital, Mersey Community Hospital and Primary Health services located on the North West Coast of Tasmania. These facilities are working together to integrate primary and acute care to improve the patient journey. These hospitals are associated teaching hospitals of the Rural Clinical School, University of Tasmania.

Essential Requirements:—General Registration under the Health Practitioner Regulation National Law (Tasmania) in the medical profession and a qualification recognised as a specialist medical qualification which is relevant to the appointment.

Enquiries to Melissa Richards, Human Resource Consultant, Department of Health and Human Services, phone (03) 64908964, email [melissa.richards@dhhs.tas.gov.au](mailto:melissa.richards@dhhs.tas.gov.au) or Albert Ip, Director of Medical Services, Department of Health and Human Services, phone (03) 64908974, email [albert.ip@dhhs.tas.gov.au](mailto:albert.ip@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*North West Regional Hospital***Enrolled Nurse, Medical Ward (502098).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$47,703 – \$50,454 pro rata.

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

Permanent part-time shift work, working 60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

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:—Registered with the relevant National Health Practitioner Board established under the Health Practitioner Regulation National Law in the nursing profession as an Enrolled Nurse (Division 2).

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 and disciplinary action in previous employment check.

Enquiries to Hayley Elmer, Department of Health and Human Services, phone (03) 6430 6568, email hayley.elmer@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, Paediatric (502244).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Fixed-term part-time shift work, working 32 hours per fortnight, commencing as soon as possible to 7 May 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

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

Essential Requirements:—Registered with the relevant National Health Practitioner Board established under the Health Practitioner Regulation National Law in the nursing profession as a Registered Nurse (Division 1).

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 and disciplinary action in previous employment check.

Enquiries to Chris Fisher, Department of Health and Human Services, phone (03) 6430 6553, email chris.fisher@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, Pre-admission Clinic (502224).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time day work, working 36 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

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

Essential Requirements:—Registered with the relevant National Health Practitioner Board established under the Health Practitioner Regulation National Law in the nursing profession as a Registered Nurse (Division 1).

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 and disciplinary action in previous employment check.

Enquiries to Jenni Adams, Department of Health and Human Services, phone (03) 6440 8024, email jenni.adams@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*

#### **Diversional Therapy Assistant, Casual (506804).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$42,877 – \$46,722 pro rata.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 5.

Fixed-term casual day work, as and when required, commencing 1 September 2010 to 31 August 2012.

Location:—Primary Health North West.

Duties:—To assist the Diversional Therapist/Co-ordinators with planning and implementing individual and group client programs, and work with clients, their carers and relevant health professionals to identify clients' personal care needs, and assist in the meeting of these care needs during day centre sessions.

Desirable Requirements:—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 and disciplinary action in previous employment check.



Enquiries to Lorise Evison, Department of Health and Human Services, phone (03) 6429 8449, email [lorise.evison@dhhs.tas.gov.au](mailto:lorise.evison@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*

#### ***Intensive Care Staff Specialist and Clinical Co-ordinator Tasmanian Medical Retrieval Service (518852).***

Applications Close:—Friday, 13 August 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary commensurate with qualifications and experience).

Fixed-term full-time day work (with oncall).

Location:—Department of Medicine.

As an interprofessional member of the Department of Medicine, Intensive Care Unit (ICU) and Tasmanian Medical Retrieval Service (TMRS), and in accordance with service principles, National Health Standards, Agency policy and strategic direction, legal requirements and relevant professional competencies, provide:

Clinical specialist medical services and advice to inpatients of the Launceston General Hospital, the Tasmanian Ambulance Service, staff of the TMRS, and all staff involved in the transport of patients, particularly the critically ill or injured.

To undertake a full clinical load, and work within portfolios of non-clinical work such as quality improvement activities, research, education and other required areas of work Launceston General Hospital.

Co-ordinate the provision of critical care medical services to patients moving between, to, or from, the Department of Health and Human Services Tasmania facilities.

Involvement with education, quality activities, system development and research across the professional groups involved with patient transport, focusing on critical care.

Provide direct patient care when required.

Desirable Requirements:—Possess specialist qualifications, such as FJFICM or equivalent, relevant to Intensive Care Medicine.

Recent experience in an acute hospital setting.

Essential Requirements:—General Registration under the Health Practitioner Regulation National Law (Tasmania) in the medical profession and a qualification recognised as a specialist medical qualification which is relevant to the appointment.

Enquiries to Dr. Andrew Hughes, Department of Health and Human Services, phone (03) 63487111, email [andrew.n.hughes@dhhs.tas.gov.au](mailto:andrew.n.hughes@dhhs.tas.gov.au) or Dr. Mike Anderson, Department of Health and Human Services, phone (03) 63487578, email [mike.anderson@dhhs.tas.gov.au](mailto:mike.anderson@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### ***Senior Speech Pathologist (503817).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$71,381 – \$81,876 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

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

Location:—Speech Pathology.

Duties:—To provide specialised clinical assessment and intervention for the requirements of the Speech Pathology service to inpatients and outpatients of the Launceston General Hospital. To assist the Manager, Speech Pathology Service, in providing clinical leadership, professional support and ensuring best practice standards for Speech Pathology Services provided by the Launceston General Hospital, in accordance with organisational policies and the professional code of conduct. Provide professional guidance and support to level 1 and 2 Speech Pathologists.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

Enquiries to Michael Wingrove, Department of Health and Human Services, phone (03) 63487230, email [michael.wingrove@dhhs.tas.gov.au](mailto:michael.wingrove@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### ***Telephonist (503301).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Permanent part-time shift work. The hours of work will be 11.00pm to 7.00am, 2 shifts on followed by 4 shifts off. Hours are rotational, 32, 40 and 48 dependant on rotation.

Location:—Telecommunications.

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

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

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

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*

#### ***Nurse Unit Manager (504495).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

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

Location:—Campbell Town Health and Community Service.

Duties:—Provide leadership to the clinical resources for inpatient, residential, community nursing at Campbell Town Health and Community Multi Purpose Service. Ensure efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within Campbell Town Health and Community Service facility, in conjunction with the Manager/Director of Nursing, for clients accessing inpatient, residential and/or community health services.

Essential Requirements:—Registered with the relevant National Health Practitioner Board established under the Health Practitioner Regulation National Law in the nursing profession as a Registered Nurse (Division1).

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 and disciplinary action in previous employment check.

Enquiries to Patsy Burgess, Department of Health and Human Services, phone (03) 6381 3300, email [patsy.burgess@dhhs.tas.gov.au](mailto:patsy.burgess@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

### POLICY, INFORMATION AND COMMISSIONING

#### *Purchasing and Performance Management*

#### ***Clinical Costing Project Officer (519622).***

Applications Close:—Friday, 20 August 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Fixed-term full-time day work from as soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—The Project Officer will be responsible for the efficient and effective administration of the reporting program within the Clinical Costing Section, including researching, evaluating and preparing information for Clinical costing, Casemix Analysis and Coding and Clinical Data audit. Supporting the evaluation of the consistency and quality of the data generated by systems within the Clinical Coding and Clinical Costing functions.

Desirable Requirements:—Demonstrated recent experience in complex reporting projects, together with experience in data collection. Good written and verbal communication skills and the ability to liaise effectively with clinical and Department staff. Demonstrated skills and experience in the use of database and spreadsheet applications including Visual Basic for Applications. Experience in the use of clinical costing systems within a clinical costing environment, or demonstrated potential to rapidly gain that competence.

Enquiries to Kevin Ratcliffe, Department of Health and Human Services, phone (03) 6233 3306, email [kevin.ratcliffe@dhhs.tas.gov.au](mailto:kevin.ratcliffe@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***DMI Nurse Unit Manager (519719).***

Applications Close:—Friday, 20 August 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Medical Imaging Department, Royal Hobart Hospital.

Duties:—The Nurse Unit Manager is to oversee the nursing team.

The Nurse Unit Manager will be accountable for the selection, training, development and performance of the nursing team, conduct individual performance management duties and represent nurses at appropriate forums.

The Nurse Unit Manager will be responsible for rostering including 'Out of Hours' rostering, OHandS issues and monitoring of radiation dose that staff may receive.

This is a partly management, partly clinical role.

Essential Requirements:—Registered with the relevant National Health Practitioner Board established under the Health Practitioner Regulation National Law in the nursing profession as a Registered Nurse (Division1).

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 and disciplinary action in previous employment check.

Enquiries to Dr Michael Carr, Department of Health and Human Services, phone (03) 6222 6853, email [michael.carr@dhhs.tas.gov.au](mailto:michael.carr@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Fire Safety Officer (518323).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—Undertake the role of Deputy Chief Warden in emergency incidents and assume the role of Chief Warden in the absence of the Safety and Emergency Response Co-ordinator. This would include assisting with co-ordination and provision of support and direction to staff in the event of an emergency.

Communicate with all levels of the organisation and provide education relating to emergency procedures.

Enquiries to Jenny Mason-Cox, Department of Health and Human Services, phone (03) 6222 7900, mobile 0418 542 030, email [jenny.mason-cox@dhhs.tas.gov.au](mailto:jenny.mason-cox@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### ***Administrative Support Officer (519673).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent full-time day work.

Location:—Midlands Multi Purpose Centre.

Duties:—The Administrative Support Officer will provide reception duties and administrative support to the Midlands Multi Purpose Health Centre (MMPHC). You will be required to provide day to day administrative assistance to the Manager Administration and Support Services and other MMPHC staff. You will ensure the effective functioning of the client registration and admission system and the development and distribution of workload statistics for the Midlands Multipurpose Health Centre.

Desirable Requirements:—Demonstrated ability to provide administrative support duties, including experience in a range of computer packages such as word processing and databases. Demonstrated ability to organise, prioritise and work in an environment subject to variable demands and constant change, and the ability to exercise judgement, initiative and discretion in a team environment. Experience and understanding of

operations in a range of health care settings within the Midlands Multipurpose Community Health Centre.

Enquiries to Sarah Kitchin, Department of Health and Human Services, phone (03) 6254 5044, email [sarah.kitchin@dhhs.tas.gov.au](mailto:sarah.kitchin@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### ***Centre Administration and Support Services Co-ordinator (519672).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Permanent full-time day work.

Location:—Midlands Multi Purpose Centre.

Duties:—The Centre Administration and Support Services Co-ordinator will assist and support the Director of Nursing by supervising the day to day delivery of all aspects of administrative, business, hotel and maintenance and support service functions including quality improvement and accreditation activity as it relates to the non clinical activity of the Midlands Multi Purpose Health Centre (MMPHC). You will be required to provide professional business support to the Director of Nursing, including assisting with the management of the MMPHC budget including monitoring of expenditure, ensuring all potential revenue is captured.

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 and disciplinary action in previous employment check.

Enquiries to Sarah Kitchin, Department of Health and Human Services, phone (03) 6254 5044, email [sarah.kitchin@dhhs.tas.gov.au](mailto:sarah.kitchin@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### ***Clinical Nurse (505588).***

Applications Close:—Friday, 20 August 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Permanent part-time shift work (fully rotational) working 32 hours per fortnight.



Location:—J W Whittle Palliative Care Unit.

PLEASE NOTE: Applicants will need to specifically address each of the selection criteria on the Statement of Duties for your application to be considered.

Duties:—The Clinical Nurse will in accordance with agency policy and legal requirements, assist with planning, co-ordinating and evaluation of service provision to palliative care clients and their families. You will provide clinical leadership in all aspects of Primary Health Care and collaborate with the members of the health care team in providing palliative care knowledge and co-ordination of care. You will be required to act as a clinical resource for issues relating to client care management and management support.

Essential Requirements:—Registered with the relevant National Health Practitioner Board established under the Health Practitioner Regulation National Law in the nursing profession as a Registered Nurse (Division1).

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 and disciplinary action in previous employment check.

Enquiries to Sheila Campbell, Department of Health and Human Services, phone (03) 6220 2400, email [sheila.campbell@dhhs.tas.gov.au](mailto:sheila.campbell@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital*

### **CardioRespiratory Technician (510303).**

Applications Close:—Friday, 27 August 2010.

Salary:—\$71,381 – \$81,876 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—To assist the Director of CardioRespiratory Services and other staff in the investigation and management of patients of the Royal Hobart Hospital through provision of non-invasive cardio respiratory investigations. To provide safe and compassionate patient care founded on excellence in practice, teaching, research and leadership. Co-ordinate activities in the Respiratory Function Unit and Non-invasive cardiology services at the Royal Hobart Hospital, including performing a range of tests within these areas. Work within a multidisciplinary team to support research and teaching activities in CardioRespiratory Medicine.

Essential Requirements:—Accredited Medical Sonographer status with the Australian Sonographers Accreditation Registry.

Enquiries to Dr Richard Wood-Baker, Department of Health and Human Services, phone (03) 6222 7353, email [richard.wood-baker@dhhs.tas.gov.au](mailto:richard.wood-baker@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital*

### **Clinical Nurse (509591).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent part-time daywork, working 64 hours per fortnight.

Location:—Perioperative Centre, 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:—Registered with the relevant National Health Practitioner Board established under the Health Practitioner Regulation National Law in the nursing profession as a Registered Nurse (Division1).

Enquiries to Nicole West, Department of Health and Human Services, phone (03) 6222 7007, email [nicole.west@dhhs.tas.gov.au](mailto:nicole.west@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital*

### **Food Services Officer (508041).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

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

Location:—Food Services, Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation. A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state. Ability to maintain a high standard of personal cleanliness and hygiene.

Enquiries to Ange Young, Department of Health and Human Services, phone (03) 6222 8546, email [ange.young@dhhs.tas.gov.au](mailto:ange.young@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Food Services Officer—3 Vacancies.**

Applications Close:—Friday, 13 August 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

Vacancy No. 508003.

Fixed-term full-time shiftwork, commencing As soon as possible for a period of 12 months.

Location:—Food Services, Royal Hobart Hospital.

Vacancy No. 508005.

Fixed-term full-time shiftwork, commencing As soon as possible for a period of 12 months.

Location:—Food Services, Royal Hobart Hospital.

Vacancy No. 507984.

Fixed-term full-time shiftwork, commencing As soon as possible for a period of 12 months.

Location:—Food Services, Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation. A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state. Ability to maintain a high standard of personal cleanliness and hygiene.

Enquiries to Ange Young, Department of Health and Human Services, phone (03) 6222 8546, email [ange.young@dhhs.tas.gov.au](mailto:ange.young@dhhs.tas.gov.au).

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Food Services Officer—3 Vacancies.**

Applications Close:—Friday, 13 August 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

Vacancy No. 507970.

Fixed-term part-time shiftwork, working 30 hours per fortnight, commencing As soon as possible for a period of 12 months.

Location:—Food Services, Royal Hobart Hospital.

Vacancy No. 507971.

Fixed-term part-time shiftwork, working 30 hours per fortnight, commencing As soon as possible for a period of 12 months.

Location:—Food Services, Royal Hobart Hospital.

Vacancy No. 507976.

Fixed-term part-time shiftwork, working 30 hours per fortnight, commencing As soon as possible for a period of 12 months.

Location:—Food Services, Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation. A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state.

Enquiries to Ange Young, Department of Health and Human Services, phone (03) 6222 8546, email [ange.young@dhhs.tas.gov.au](mailto:ange.young@dhhs.tas.gov.au).

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Food Services Officer (508045).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

Fixed-term full-time daywork, commencing As soon as possible for a period of 12 months.

Location:—Food Services, Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation. A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state.

Enquiries to Ange Young, Department of Health and Human Services, phone (03) 6222 8546, email [ange.young@dhhs.tas.gov.au](mailto:ange.young@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North West*

#### **Attendant (503169).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Fixed-term casual shift work (fully rotational), commencing As soon as possible for a period of 2 years.

Location:—Spencer Clinic, North West Regional Hospital.

Duties:—The Spencer Clinic, North West Regional Hospital is seeking to employ Attendants who will provide psychiatric nursing staff with assistance and support in relation to the care and safety of patients. You will also be expected to assist nursing staff with general patient care and supervision. Assisting patients with activities of daily living, eg nutrition, personal hygiene and provide recreational and diversional activities as some of your duties.

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 and disciplinary action in previous employment check.

Enquiries to Alden (Oggy) Thynne, Department of Health and Human Services, phone 0438 075 780, email [alden.thynne@dhhs.tas.gov.au](mailto:alden.thynne@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

### CORPORATE SERVICES DIVISION

#### *Human Resources*

#### **HR Consultant (371716).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time for 14 months.

Location:—Hobart.

Duties:—Provide the primary contact and escalation point for the branch managers in relation to a range of diverse HR matters. Understand Branch business needs and co-ordinate, facilitate and monitor effective HR business solutions.

Provide expert and consultative advice and assist in the management of employee relations issues in collaboration with Branch management, including representing the Department where appropriate. Assist in the development and review of contemporary HR strategies and policies and facilitate the implementation of these throughout the Branches. Play a leadership role in the diagnosis of leadership, management, workforce planning employee relations, recruitment and selection, performance management and organisational development needs of Divisions and work with managers to deliver effective business solutions. High-level advice and support to stakeholders with respect to job analysis and job design and the classification of positions. Participate and contribute to HR and branch management forums and represent DIER on committees and liaise with external stakeholders. Preparation of high-level correspondence, reports and briefing materials as required.

Desirable Requirements:—A current driver licence.

A relevant tertiary qualification in human resource management or related discipline.

Enquiries to Angela Dougan, Senior HR Consultant, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 6233 5441, email [Angela.Dougan@dier.tas.gov.au](mailto:Angela.Dougan@dier.tas.gov.au).

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7000, phone (03)62 33 2077, fax (03)62 33 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### CORPORATE SERVICES DIVISION

#### *Human Resources*

#### **HR Consultant (371583).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 1 September 2010 to 28 February 2011.

Location:—Hobart.

Duties:—Understand Branch business needs and co-ordinate, facilitate and monitor effective HR business solutions. Provide expert and consultative advice and assist in the management of employee relations issues in collaboration with Branch management, including representing the Department where appropriate. Assist in the development and review of contemporary HR strategies and policies and facilitate the implementation of these throughout the Branches. Play a leadership role in the diagnosis of leadership, management, workforce planning employee relations, recruitment and selection, performance management and organisational development needs of Divisions and work with managers to deliver effective business solutions. High-level advice and support to stakeholders with respect to job analysis and job design and the classification of positions. Participate and contribute to HR and branch management forums and represent DIER on committees and liaise with external stakeholders. Preparation of high-level correspondence, reports and briefing materials as required.

Provide the primary contact and escalation point for the branch managers in relation to a range of diverse HR matters.

Desirable Requirements:—A current driver licence.

A relevant tertiary qualification in human resource management or related discipline.



Enquiries to Angela Dougan, Senior HR Consultant, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 6233 5441, email Angela.Dougan@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7000, 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

#### **2 x School Crossing Patrol Officer—2 Vacancies.**

Applications Close:—Friday, 13 August 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 901610.

Fixed-term casual.

Location:—New Norfolk.

Vacancy No. 901610.

Fixed-term casual.

Location:—Bridgewater.

Duties:—Responsible for requiring drivers of vehicles to stop on a road where the Guard is engaged in the duties of protecting children and others crossing to and from a school. Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

Responsible for the safe conduct of school children and others at pre-selected crossing points.

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:—Possession of a current First Aid Certificate.

Current drivers licence.

Enquiries to Bob Sharp, Road Safety Consultant, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 5698, email Robert.Sharp@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 62 33 2077, fax (03) 62 33 5337, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS AND TRAFFIC

#### *Operations*

#### **Senior Technical Officer, North—Readvertised (373261).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Launceston.

Duties:—Position Is Band 5, but was incorrectly advertised as Band 7. Develop an annual works program by providing input regarding the operation and state of equipment in the field and observed changes in traffic behaviour. Identify traffic flow problems associated with traffic controller malfunctions and equipment faults. Respond to public enquiries about the traffic signals system. Undertake special class electrical trades work associated with the manufacture, testing, installation and maintenance of traffic control and associated equipment including faultfinding and repair at PCB level. Monitor the performance of road network and use SCATS to identify signals faults and provide intervention as required. Manage the human and material resources of the respective region, including provision of support and backup for other regions as required. Provide support, training and supervision for trades and labour staff (including apprentices); engage and oversee the work of external contractors; and co-ordinate and organise materials ordering as required.

Manage the delivery of the annual works program in the respective region, including liaising with local government, contractors, statutory bodies and other stakeholders, scheduling tasks and allocating staff and resources to tasks, providing progress reports to Manager Traffic Signals and maintaining technical records.

Essential Requirements:—Electrician's licence; Industrial Electronics Certificate or equivalent and a current driver licence.

Enquiries to Shaun Caris, Senior Technical Officer (South), Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 5321, email Shaun.Caris@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 62 33 2077, fax (03) 62 33 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

### COMMUNITY CORRECTIONS

#### *Southern Region*

#### **Community Service Order Supervisor (Various).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual May include weekend work.

Location:—Southern Region.

Duties:—Advise, direct and encourage people undertaking Community Service Orders to complete their orders, providing clear practical demonstration to clients in the type of work required. Initiate and maintain contact with individuals and representatives or organisations receiving assistance from Community Service Order programs and to advise the appropriate Probation Officer of any change in their circumstances or needs. Transport people undertaking Community Service Orders and equipment to work sites as required and to ensure that equipment supplied is used safely, in accordance with Workplace Health and Safety Standards.

Essential Requirements:—A current motor vehicle driver's licence. Current First Aid Certificate.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction checks in the following; Arson and fire setting; Violent crimes and crimes

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

Enquiries to Tristan Bell, CSO Co-ordinator, Community Corrections, Department of Justice, phone (03) 6233 3086, email [tristan.bell@justice.tas.gov.au](mailto:tristan.bell@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Tristan Bell on (03) 6233 3086.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments 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

### CONSUMER AFFAIRS AND FAIR TRADING

#### *Rental Deposit Authority*

#### ***RDA Administration Officer (356144).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide high-level administrative and clerical support to the Rental Deposit Authority (RDA), including the registration of disputes, the preparation of correspondence, scanning of documentation and related matters. Undertake the processing of cheque and EFT payments, the resolution of errors and data processing which includes claims, refunds, lodgements and other financial data.

Enquiries to Rob Frew, Manager Policy and Legislation, Consumer Affairs and Fair Trading, Department of Justice, phone (03) 6233 4512, email [rob.frew@justice.tas.gov.au](mailto:rob.frew@justice.tas.gov.au).

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

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## JUSTICE

### CONSUMER AFFAIRS AND FAIR TRADING

#### *Rental Deposit Authority*

#### ***Senior RDA Administration Officer (356256).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Co-ordinate the day-to-day operations of the Rental Deposit Authority (RDA) including the resolution of bond issues. Under direction of the Manager RDA, ensure the efficient administration of bond lodgements, transfers and claims, and the registration of organisations with the Authority. Provide high-level administrative support to the Manager RDA including the preparation of correspondence, scanning of documentation and maintaining tenancy content on relevant databases.

Desirable Requirements:—Relevant tertiary qualifications and/or experience.

Enquiries to Rob Frew, Manager Policy and Legislation, Consumer Affairs and Fair Trading, Department of Justice, phone (03) 6233 4512, email [rob.frew@justice.tas.gov.au](mailto:rob.frew@justice.tas.gov.au).

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

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## JUSTICE

### MAGISTRATES COURT

#### *Launceston*

#### ***Registry Supervisor (350080).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.5 hours per fortnight, commencing 6 September 2010 until 6 September 2011.

Location:—Launceston.

Duties:—In consultation with and under general direction from the Assistant Manager and Manager North/North West, undertake the day to day supervision of the Launceston Magistrates Court Registry. Motivate and guide team members to deliver a high level of service to the clients of the court, both internal and external. Overseeing of manual and electronic record management. Conduct conciliation conferences between diverse un-represented parties.

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

**Desirable Requirements:**—An appropriate level of tertiary education and or experience in a similar position. A current driver's licence.

Enquiries to Roger Illingworth, Manager North/North West, Magistrates Court, Department of Justice, phone (03) 6336 2605, email [roger.illingworth@justice.tas.gov.au](mailto:roger.illingworth@justice.tas.gov.au).

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

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## JUSTICE

### MONETARY PENALTIES ENFORCEMENT SERVICE

#### **Accounts Officer (Processing)—2 Vacancies.**

Applications Close:—Friday, 13 August 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 355155.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Vacancy No. 356062.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Responsible for performing the daily processing requirements associated with the management, collection and receipting of financial penalties. The provision of timely and accurate advice to clients in regard to account queries. As directed provide administrative assistance to all areas of the Division.

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

and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Graeme Faulks, Manager Financial Operations, Department of Justice, phone (03) 6233 6738, email [graeme.faulks@justice.tas.gov.au](mailto:graeme.faulks@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Graeme Faulks on (03) 6233 6738.

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

## JUSTICE

### MONETARY PENALTIES ENFORCEMENT SERVICE

#### **Enforcement Officer (355305).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Attend to telephone and counter enquiries and provide information to clients, general public, other agencies and organisations in relation to the recovery of monetary penalties. Undertake routine investigations into Monetary Penalties Enforcement Service queries. NeEssential Requirements:-.

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

Enquiries to Keryn Reynolds, Manager Operations, Monetary Penalties Enforcement Service, Department of Justice, phone (03) 6233 8962, email [keryn.reynolds@justice.tas.gov.au](mailto:keryn.reynolds@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Charles McClung on (03) 6233 2231.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more



than three attachments 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

### WORKPLACE STANDARDS TASMANIA

#### *Inspectorate*

#### **Inspector—3 Vacancies.**

Applications Close:—Friday, 13 August 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 355669.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Vacancy No. 355699.

Permanent full-time 73.5 hours per fortnight.

Location:—Burnie.

Vacancy No. 356104.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Inspect and audit workplaces to monitor compliance with relevant legislation applying to work health and safety, dangerous substances, long service leave and workers rehabilitation and compensation. Provide advice, information, guidance and support to workplace parties on compliance with work health and safety legislation.

**Essential Requirements:**—A current Tasmanian Drivers Licence.

**Desirable Requirements:**—Post-secondary qualifications in Occupational Health and Safety and/or a Diploma in Government (Workplace Inspection).

Enquiries to Paul Carter, Assistant Director Operations, Workplace Standards Tasmania, Department of Justice, mobile 0407 045636, email paul.carter@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Gail Winters on (03) 6233 7429.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments 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

### WORKPLACE STANDARDS TASMANIA

#### *Inspectorate*

#### **Senior Inspector—2 Vacancies.**

Applications Close:—Friday, 13 August 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Vacancy No. 355726.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Vacancy No. 355728.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Inspect and audit workplaces to monitor compliance with relevant legislation applying to work health and safety, dangerous substances, long service leave and workers rehabilitation and compensation. Provide advice, information, guidance and support on compliance with health and safety legislation. Analyse statistics to identify opportunities for improvement in health and safety performance by individual workplaces and industry sectors.

**Essential Requirements:**—A current Tasmanian Drivers Licence.

**Desirable Requirements:**—Post-secondary qualifications in Occupational Health and Safety and/or a Diploma in Government (Workplace Inspection).

Enquiries to Paul Carter, Assistant Director Operations, Workplace Standards Tasmania, Department of Justice, mobile 0407 045636, email paul.carter@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Gail Winters on (03) 6233 7429.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments 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

### CORPORATE SERVICES

#### *Asset Management Services*

#### *Garage and Fleet Services*

#### **Mechanic (001127).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

**Duties:**—Undertake repairs, maintenance, servicing and inspections of the police vehicle fleet including trucks and buses.

**Essential Requirements:**—Formal Trade Qualifications.

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.

**Qualifications and Experience:**—Relevant trade qualifications. Current Drivers Licence.

Enquiries to Mr Ian Latham, Manager, Asset Management Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7011, phone (03) 6230 2250, email Ian.Latham@police.tas.gov.au.

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

### STATE EMERGENCY SERVICE

#### *State Headquarters*

#### **Senior Planning and Education Officer (Emergency Management) (000073).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time, 3 year period.

Location:—Hobart.

Duties:—As a member of the Tasmanian Security and Emergency Management Group co-ordinate emergency management planning, education and capacity building activities throughout the State focused mainly on comprehensive, all-hazard arrangements.

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.

Qualifications and Experience:—Tertiary qualifications that provide skills that can be applied to emergency management policy, planning and education.

Certificate IV in Assessment and Workplace Training or equivalent (highly desirable).

Drivers License (open/unrestricted).

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 Employee Relations on (03) 6230 2266. Please ensure that your application is in either Microsoft Word format, PDF or RTF (rich text format).

Enquiries to Mr Chris Beattie, Assistant Director, State Emergency Service, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2772, fax (03) 6234 9767, email [Chris.Beattie@ses.tas.gov.au](mailto:Chris.Beattie@ses.tas.gov.au).

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Operations*

#### **District Officer (Various)**

Applications Close:—Monday, 16 August 2010.

Salary:—\$92,141 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, District Officer.

Permanent full-time non-rostered shift work.

Location:—Northern Region.

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

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

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

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

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

Current driver's licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Andrew Comer on (03) 6336 5630 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Andrew Comer on (03) 6336 5630.

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Operations*

#### **District Officer (Various).**

Applications Close:—Monday, 16 August 2010.

Salary:—\$92,141 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, District Officer.

Permanent full-time non-rostered shift worker.

Location:—North West Region.

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

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

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

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

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

Current driver's licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from John Streets on (03) 6434 6720 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to John Streets on (03) 6434 6720.

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Operations*

#### ***Planning Officer Community Protection (521525T).***

Applications Close:—Monday, 16 August 2010.

Salary:—\$70,037 – \$73,244 p.a.

Tasmanian State Service Award, TFS General Stream, Band 5.

Fixed-term full-time 3 years.

Location:—Burnie.

**Duties:**—In the North West Region, lead the development of protection plans to mitigate the impact of fire and other related hazards on Tasmanian communities, with an initial focus on bushfire.

**Essential Requirements:**—A current 'car' drivers licence.

**Desirable Requirements:**—Tertiary qualifications in emergency planning and public policy or a similar field.

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 Andrew Comer on (03) 6336 5630 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Andrew Comer on (03) 6336 5630.

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Operations*

#### ***Planning Officer Community Protection (521524T).***

Applications Close:—Monday, 16 August 2010.

Salary:—\$70,037 – \$73,244 p.a.

Tasmanian State Service Award, TFS General Stream, Band 5.

Fixed-term full-time 3 years.

Location:—Launceston.

**Duties:**—In the Northern Region, lead the development of protection plans to mitigate the impact of fire and other related hazards on Tasmanian communities, with an initial focus on bushfire.

**Desirable Requirements:**—Tertiary qualifications in emergency planning and public policy or a similar field.

**Essential Requirements:**—A current 'car' drivers licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Andrew Comer on (03) 6336 5630 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Andrew Comer on (03) 6336 5630.

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### ENVIRONMENT PROTECTION AUTHORITY

#### ***Communications Officer (Derwent Estuary Program) (706316).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent part-time 22.05 hours per week.

Location:—Hobart.

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:**—Manage communications for the Derwent Estuary Program including preparation of media releases, articles for print and internet, educational materials, funding applications and reports.

**Desirable Requirements:**—A degree in Environmental Sciences or Communications or relevant tertiary qualifications. A current motor vehicle driver's licence.

Enquiries to Elaine Adams, phone (03) 6233 3373, email [Elaine.Adams@environment.tas.gov.au](mailto:Elaine.Adams@environment.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 3903, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

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.



PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

**Track Ranger (6 positions).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. Generic.

Fixed-term part-time 64 hours per fortnight (from 20/10/10-30/04/11).

Location:—Overland Track.

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.

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Please note: The successful applicants will be working 8 hours per day, on an 8 days on, 6 days off roster.

Duties:—Implement operation plans, work programs and projects along the Overland Track to achieve conservation and sustainable use of natural and cultural resources; through undertaking maintenance of huts, tracks and other facilities, providing information and delivering interesting interpretation.

Essential Requirements:—Workplace Level 2 First Aid Certificate.

Desirable Requirements:—Immunisation for Hepatitis A and B or the willingness to acquire prior to appointment. A current motorvehicle Drivers licence. Statement of competency in Chainsaw and Brush cutter use. Wilderness First Aid qualification.

Enquiries to Eddie Firth, phone (03) 6492 1133, email eddie.firth@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

Fire Management

**Fire Fighter (2 vacancies) (706514).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$33,637 – \$41,899 p.a.

AWU (Tasmanian Public Sector) Award, Seasonal Fire Fighter, Band 1.

Permanent part-time (Working on a full-time basis for 10 months from 1 August to 31 May each year).

Location:—Lutana.

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:—As a member of a team, fight fires and perform other fire management tasks including prescribed burning, clearing of vegetation, and maintenance of fire trails, firebreaks and waterholes. Undertake the maintenance of fire-fighting and other equipment used in these tasks. Assist in other regional operations when not required for fire management.

Essential Requirements:—Successful completion of the fire-fighter fitness assessment at the 'Arduous' level (4.83 km walk carrying 20.5 kg in 45 minutes or less).

Desirable Requirements:—Chainsaw operator with evidence of recent experience. Current Remote Area First Aid Certificate. Fork Lift Licence. Medium Rigid drivers licence.

Enquiries to Rod Watson, phone (03) 6233 8605, mobile 0400 875 750, email Rod.Watson@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

*Biodiversity Conservation*

**Marine Mammal Officer (706511).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$49,097 – \$79,912 p.a.

Tasmanian State Service Award, Professional Stream, Band 1/2.

Fixed-term full-time from as soon as possible until 24/12/2011.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time arrangement with the successful applicant.

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

Duties:—Validate, analyse and interpret marine mammal biological and spatial data to provide accurate and comprehensive reports and scientific publications. Assist in the development of marine mammal databases, including cross reference with other databases to ensure records are accurate and comprehensive. Sort, collate and catalogue marine mammal biological material.

Essential Requirements:—A Degree in Science, or an equivalent qualification, relevant to the professional duties to be undertaken, as provided by a university.

Desirable Requirements:—A current motor vehicle driver's licence. A current first aid certificate.

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 Rachael Alderman, phone (03) 6233 4929, email [rachael.alderman@dpiuwe.tas.gov.au](mailto:rachael.alderman@dpiuwe.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email [job.applications@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### RESOURCE MANAGEMENT AND CONSERVATION

#### *Wildlife Management*

#### ***Wildlife Biologist (Captive Management and Reintroduction) (702982).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$49,097 – \$79,912 p.a.

Tasmanian State Service Award, Professional Stream, Band 1/2.

Fixed-term full-time for 2 years.

Location:—Hobart.

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

Duties:—Conduct and carry out field monitoring and surveillance assessments of Tasmanian devils held in Free Range Enclosures (FRE) and islands to measure and manage behavioural ecology.

Essential Requirements:—A Degree in Science, or an equivalent qualification, relevant to the professional duties to be undertaken, as provided by a university.

Desirable Requirements:—A current motor vehicle drivers licence.

Enquiries to Sara Robinson, phone (03) 6233 2006, email [Sara.Robinson@dpiuwe.tas.gov.au](mailto:Sara.Robinson@dpiuwe.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. 44, Hobart, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email [job.applications@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

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

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## TREASURY AND FINANCE

### BUDGET AND FINANCE DIVISION

#### ***Graduate Financial Analyst (723764).***

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,097 – \$56,111 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Hobart.

Duties:—To acquire whole of Government and agency specific financial management and accounting skills by undertaking a range of financial management tasks relating to budgeting, financial and statistical reporting and accounting.

In the context of the selection criteria, to be successful in

the position applicants will have: sound financial analysis and accounting skills, an ability to understand complex issues and identify possible solutions, sound verbal and written communication skills and an undergraduate degree that enables completion of postgraduate accounting studies (CPA Australia or the Institute of Chartered Accountants Australia).

Desirable Requirements:—A business degree that enables the applicant to complete the Certified Practising Accountant in CPA Australia or the Institute of Chartered Accountants in Australia postgraduate program is essential.

Enquiries to Joy Crane, Assistant Director, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4896, email [joy.crane@treasury.tas.gov.au](mailto:joy.crane@treasury.tas.gov.au).

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## TREASURY AND FINANCE

### BUDGET AND FINANCE DIVISION

#### *Budget Management Branch*

#### ***Senior Budget Analyst (723790).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time up to the 30.6.2011.

Location:—Hobart.

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

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

Desirable Requirements:—completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Enquiries to Alexis Wadsley, Specialist Budget Analyst, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 8785, email [alexis.wadsley@treasury.tas.gov.au](mailto:alexis.wadsley@treasury.tas.gov.au).

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## TREASURY AND FINANCE

## BUDGET AND FINANCE DIVISION

*Government Finance and Accounting Branch***Specialist Financial Analyst (724237).**

Applications Close:—Friday, 20 August 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time for a period of up to 12 months.

Location:—Hobart.

Duties:—As a senior member of the Government Finance and Accounting Branch, the occupant will support the introduction of new financial management legislation and provide specialist advice on financial management and reporting issues for Government entities. As part of this role, it is important to keep abreast of developments in contemporary financial management issues and emerging trends in both the public and for-profit sectors.

In the context of the selection criteria, to be successful in the position applicants will have: high level verbal and written communication skills, including the ability to effectively liaise with a range of internal and external stakeholders, high level organisational and self-management skills and high level management skills, including the ability to understand complex issues and identify possible solutions.

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

Enquiries to Craig Jeffery, Director, Government Finance and Accounting Branch, Department of Treasury and Finance, phone (03) 6233 3638, email [craig.jeffery@treasury.tas.gov.au](mailto:craig.jeffery@treasury.tas.gov.au).

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## TREASURY AND FINANCE

## CORPORATE SUPPORT DIVISION

*Information Systems Branch***Senior Analyst, Requirements and Testing (724225).**

Applications Close:—Friday, 13 August 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time until 30 June 2012.

Location:—Hobart.

Duties:—The objective of the position is to participate in the delivery of Information Systems projects, including preparation of system requirements and test plans, as well as undertaking and supporting testing and implementation activities.

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

demonstrated skills and experience in the development, testing and implementation of system requirements. This includes analysing and documenting requirements, preparing test plans and test cases, facilitating and supporting user

acceptance testing, and issue identification, tracking and resolution;

demonstrated ability to understand and work within a structured information technology environment and within a formal project management methodology and framework, and the capacity to develop, broaden and increase skills and knowledge in this environment; and.

high-level interpersonal communication skills, including the ability to work effectively within a project team and liaise with stakeholders (including business unit system administrators and users) to effectively elicit system requirements.

Desirable Requirements:—completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Enquiries to Gavin Plunkett, Information Systems Project Manager, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 5405, email [gavin.plunkett@treasury.tas.gov.au](mailto:gavin.plunkett@treasury.tas.gov.au).

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## TREASURY AND FINANCE

## REVENUE, GAMING AND LICENSING DIVISION

*Liquor and Gaming Branch***Administrative Officer (722941).**

Applications Close:—Friday, 20 August 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—To perform a range of clerical functions associated with the administration and regulation of liquor and gaming.

In the context of the selection criteria, to be successful in the position applicants will: perform a range of clerical functions associated with the administration and regulation of liquor and gaming, assist with the process of applications for licences and permits under the Gaming Control Act 1993 and the Liquor Licensing Act 1990 and advise the public on liquor and gaming matters, including licensing matters.

Desirable Requirements:—Certificate III in a relevant area or equivalent level.

Enquiries to Jane Scott, Manager Operations, Liquor and Gaming Branch, Department of Treasury and Finance, phone (03) 6233 3534, email [jane.scott@treasury.tas.gov.au](mailto:jane.scott@treasury.tas.gov.au).

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.



## Tasmanian Government Senior Executive Service

HEALTH AND HUMAN SERVICES.

FINANCE AND BUSINESS PERFORMANCE.

### ***Deputy Chief Financial Officer, Financial Strategy (519709).***

Applications Close:—Friday, 13 August 2010.

Salary:—\$119,876 – \$131,864 p.a.

Senior Executive, Level 2.

Senior Executive Fixed Term, full-time, day work for a period of 2 years.

Location:—Hobart.

Duties:—The occupant of this position will be report to the CFO and be responsible for the development and management of agency financial reform strategy to ensure a sustainable budget position over the coming 3-5 years. The role will provide leadership in the implementation of that strategy for the Agency including reporting on financial reform strategies through the CFO to the Secretary and Ministers. The role

will be required to ensure that a solid governance model and accountability framework is established to ensure delivery of the strategy.

Essential Requirements:—· Tertiary qualifications in accounting, together with membership of either the Australian Society of Certified Practising Accountants (ASCPA) or the Institute of Chartered Accountants of Australia (ICA).

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

Enquiries to Penny Egan, Department of Health and Human Services, phone (03) 6236 5894, email penny.egan@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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## Staff Movements

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	R. Kennedy	Business Systems Manager	05.08.10
Education	C. Bakes	School Executive Officer - Levendale Primary School	22.07.10
Education	J. Forward	Manager Strategy & Performance	16.07.10
Health & Human Services	M. Petersen	Clinical Nurse	31.07.10
Health & Human Services	J. Scott	Consultant Application Developer	22.07.10
Health & Human Services	Q. Campbell	Senior Project Officer	28.07.10
Health & Human Services	D. Yacopetti	Senior Project Officer	28.07.10
Health & Human Services	B. Ringeisen Arnold	Director eHealth NWAHS	27.07.10
Health & Human Services	D. Absolom	Consultant Project Officer	28.07.10
Health & Human Services	E. Makarewicz	Manger, Executive, Ministerial and Parliamentary Services	02.08.10
Health & Human Services	L. Ransley	Consultant Project Officer	28.07.10
Health & Human Services	J. Hurn	Project Manager	22.07.10
Health & Human Services	B. Gaebler	Senior Pharmacy Technician	30.07.10
Health & Human Services	P. Price	Consultant Application Developer	22.07.10
Infrastructure, Energy & Resources	M. Hyland	Executive Officer	22.07.10
Infrastructure, Energy & Resources	K. Noonan	HR Consultant	29.07.10
Infrastructure, Energy & Resources	A. Dougan	Senior HR Consultant	29.07.10
Justice	G. Munday	Court Diversion Officer	12.07.10
Justice	K. Gerrard	Court Diversion Officer	26.07.10
Premier & Cabinet	K. Glass	TASINET Billing and Support Officer	04.08.10
Primary Industries, Parks, Water & Environment	D. Petersen	Field Officer	26.07.10

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Sport Program Coordinator	T. Paterson	30.07.10
Health & Human Services	Physiotherapy Assistant	L. Clark	27.07.10
Health & Human Services	Registered Nurse	J. Forbes-Nicholson	23.07.10
Health & Human Services	Administrative Assistant	M. Rathbone	14.07.10
Health & Human Services	Registered Nurse	G. Cunningham	10.05.10
Health & Human Services	Clinical Nurse	L. Oates	27.06.10
Health & Human Services	Manager Acute Services Policy & Performance	J. Harley	23.07.10
Health & Human Services	Patient Services Officer	S. Keogh	23.07.10
Health & Human Services	Administrative Assistant	C. Frost	23.07.10
Health & Human Services	Community Nurse	L. Phillips	12.07.10
Health & Human Services	Hospital Assistant	C. Best	19.07.10
Health & Human Services	Registered Nurse	M. Anderson	24.07.10
Infrastructure, Energy & Resources	School Crossing Patrol Officer	A. Cock	30.07.10
Infrastructure, Energy & Resources	School Crossing Patrol Officer	S. Turner	11.07.10
Primary Industries, Parks, Water & Environment	Utility Officer (Animal Care and Handling)	H. Ricardo	04.08.10
Primary Industries, Parks, Water & Environment	Fisheries Monitoring Officer	L. Aplin	30.07.10
Primary Industries, Parks, Water & Environment	Ranger	D. Van Brecht	30.07.10
Public Trustee	Conveyancing Clerk	B. Seaton	04.08.10

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Child and Family Health Nurse	J. Chilcott	23.07.10
Infrastructure, Energy & Resources	Manager Biodiversity Program	F. Duncan	30.07.10
Premier & Cabinet	Computer Systems Officer	A. Achalabun	04.08.10
Primary Industries, Parks, Water & Environment	Works Crew Operations Supervisor	W. Gale	30.07.10

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	R. Leonard	Premier & Cabinet	Executive Assistant	26.07.10
Infrastructure, Energy & Resources	K. Reardon	Tasmanian Polytechnic	Project Officer	06.07.10

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Project Manager (Groundwater)	R. Sheldon	16 months	16.08.10
Primary Industries, Parks, Water & Environment	Field Officer	T. Bauer	2 years	16.08.10
Primary Industries, Parks, Water & Environment	Field Officer	J. Dwyer	2 years	16.08.10
Primary Industries, Parks, Water & Environment	Field Officer	I. Isler	2 years	26.08.10
Primary Industries, Parks, Water & Environment	Field Officer	E. Kingston	2 years	16.08.10
Primary Industries, Parks, Water & Environment	Field Officer	R. Warrenner	2 years	16.08.10
Primary Industries, Parks, Water & Environment	Field Officer	E. Dewar	2 years	16.08.10
Primary Industries, Parks, Water & Environment	Field Officer	L. Finch	2 years	16.08.10
Primary Industries, Parks, Water & Environment	Field Officer	A. Smith	2 years	16.08.10
Primary Industries, Parks, Water & Environment	Field Officer	L. Emmett	2 years	16.08.10

*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	Customer Service Consultant	A. Ponting	6 months	09.08.10
Education	Permanent Replacement Teacher	D. Lambert	6 Months	06.07.10
Education	Teacher Aide Special - Goulburn Street Primary School	D. James	6 Months	21.07.10
Education	Permanent Replacement Teacher	V. Passarelli	6 Months	06.07.10
Education	School Administration Clerk - Lindisfarne Primary School	S. Spong	6 Months	12.07.10
Education	Permanent Replacement Teacher	Z. Overton	6 Months	06.07.10
Education	Permanent Replacement Teacher	M. Ling	6 Months	06.07.10
Education	Permanent Replacement Teacher	D. Beaumont	6 Months	06.07.10
Education	Permanent Replacement Teacher	L. Wood	6 Months	06.07.10
Education	Teacher - Montrose Bay High School	M. Apanah	12 Months	19.07.10
Education	Permanent Replacement Teacher	K. Followes	6 Months	06.07.10
Education	Permanent Replacement Teacher	M. Nicholas	6 Months	06.07.10
Education	Permanent Replacement Teacher	S. McGovern	6 Months	06.07.10
Education	Permanent Replacement Teacher	M. Giblin	6 Months	06.07.10
Education	Teacher Aide Special - Geeveston District High School	J. Price	6 Months	22.07.10
Education	Permanent Replacement Teacher	H. Noonan	6 Months	06.07.10
Education	Permanent Replacement Teacher	A. Whitmore	6 Months	06.07.10
Education	Canteen Supervisor - Huonville Primary School	M. Scarfe	6 Months	09.07.10
Education	Permanent Replacement Teacher	K. Mold	6 Months	06.07.10
Education	Permanent Replacement Teacher	E. Legge	6 Months	06.07.10
Education	Permanent Replacement Teacher	C. Atkins	6 Months	06.07.10
Education	Permanent Replacement Teacher	M. Williams	6 Months	06.07.10
Education	Teacher Aide Special - Moonah Primary School	A. Cooper	6 Months	26.07.10
Education	Permanent Replacement Teacher	R. Creet	6 Months	06.07.10
Education	Permanent Replacement Teacher	S. Newitt	6 Months	06.07.10
Education	Permanent Replacement Teacher	A. Lloyd	6 Months	06.07.10
Education	Customer Service Officer - Regional Services & Support	L. Bricknell	6 Months	26.07.10
Education	Permanent Replacement Teacher	C. Latham	6 Months	06.07.10
Education	Permanent Replacement Teacher	M. Sullivan	6 Months	06.07.10
Education	Education Facility Attendant - Scottdale High School	M. Bosworth	6 Months	05.07.10
Education	Permanent Replacement Teacher	B. Young	6 Months	06.07.10
Education	Permanent Replacement Teacher	J. Latham	6 Months	06.07.10
Education	Permanent Replacement Teacher	E. Allen	6 Months	06.07.10
Education	Permanent Replacement Teacher	C. Wheare	6 Months	06.07.10
Education	Teacher Aide Special - Glenorchy Primary School	K. Hawkins	6 Months	22.07.10
Education	Permanent Replacement Teacher	A. Crane	6 Months	06.07.10
Education	Permanent Replacement Teacher	S. McCarthy	6 Months	06.07.10
Education	Permanent Replacement Teacher	A. Hepburn	6 Months	06.07.10
Education	Permanent Replacement Teacher	R. Cowburn	6 Months	06.07.10
Education	School Administration Clerk - Woodbridge School	L. Reid	6 Months	26.07.10
Education	Permanent Replacement Teacher	Y. Kerklaan	6 Months	06.07.10
Education	Permanent Replacement Teacher	E. Smith	6 Months	06.07.10
Education	Permanent Replacement Teacher	G. Sundra	6 Months	06.07.10
Education	Permanent Replacement Teacher	C. Jordan	6 Months	06.07.10
Education	Permanent Replacement Teacher	R. Bowyer-Bower	6 Months	06.07.10
Education	Permanent Replacement Teacher	P. West	6 Months	06.07.10



*Permanent Appointments \ (continued)*

Education	Teacher Aide Special - Glenorchy Primary School	K. Whitton	6 Months	27.07.10
Education	Permanent Replacement Teacher	T. Burford	6 Months	06.07.10
Education	Permanent Replacement Teacher	J. Mason	6 Months	06.07.10
Education	Permanent Replacement Teacher	B. Gilmartin	6 Months	06.07.10
Education	Permanent Replacement Teacher	J. Cole	6 Months	06.07.10
Education	Education Facility Attendant - Sorell School	J. Palmer	6 Months	16.07.10
Education	Permanent Replacement Teacher	A. Johnston	6 Months	06.07.10
Education	Permanent Replacement Teacher	A. Rowe	6 Months	06.07.10
Education	Permanent Replacement Teacher	J. Smith	6 Months	06.07.10
Education	Permanent Replacement Teacher	C. Huxtable	6 Months	06.07.10
Education	Permanent Replacement Teacher	J. Walshe	6 Months	06.07.10
Education	Teacher Aide Special - Glenorchy Primary School	A. Nankivell	6 Months	27.07.10
Education	Permanent Replacement Teacher	W. Briton	6 Months	06.07.10
Education	Permanent Replacement Teacher	M. Lucas	6 Months	06.07.10
Education	Permanent Replacement Teacher	G. Frerk	6 Months	06.07.10
Education	Permanent Replacement Teacher	K. Brown	6 Months	06.07.10
Education	Teacher Aide Special - Moonah Primary School	K. Vucica	6 Months	26.07.10
Education	Permanent Replacement Teacher	J. Hynes	6 Months	06.07.10
Education	Permanent Replacement Teacher	C. Pullen	6 Months	06.07.10
Education	Permanent Replacement Teacher	J. Rodwell	6 Months	06.07.10
Education	Permanent Replacement Teacher	C. Hill	6 Months	06.07.10
Education	Permanent Replacement Teacher	D. Stolp	6 Months	06.07.10
Education	Teacher Aide Special - Glenorchy Primary School	A. Matthew	6 Months	27.07.10
Education	Permanent Replacement Teacher	T. Symmons	6 Months	06.07.10
Education	Permanent Replacement Teacher	J. Lucas	6 Months	06.07.10
Education	Permanent Replacement Teacher	S. Cook	6 Months	06.07.10
Education	Permanent Replacement Teacher	O. Balzer	6 Months	06.07.10
Education	Teacher - Montrose Bay High School	C. Apanah	12 Months	19.07.10
Education	Permanent Replacement Teacher	A. Guillianse	6 Months	06.07.10
Education	Permanent Replacement Teacher	C. O'Halloran	6 Months	06.07.10
Education	Permanent Replacement Teacher	M. Read	6 Months	06.07.10
Education	Permanent Replacement Teacher	F. Gillham	6 Months	06.07.10
Health & Human Services	Manager Planning, Performance and Information Unit	K. Dunn	6 months	04.08.10
Health & Human Services	Registered Nurse	K. Millington	6 months	06.07.10
Health & Human Services	House Services Assistant	J. Moss	6 months	02.08.10
Health & Human Services	Pharmacy Technician	M. Charleston	6 months	01.08.10
Health & Human Services	Community Mental Health Nurse	A. Mallett	6 months	02.08.10
Health & Human Services	Registered Nurse	R. Cattigan	6 months	31.07.10
Health & Human Services	Registered Nurse	S. Godfrey	6 months	31.07.10
Health & Human Services	Administrative Support	D. Jones	6 Months	06.07.10
Health & Human Services	Food Services Officer	C. Simpson	6 months	26.07.10
Health & Human Services	Home Help	C. Tuckett	6 months	26.07.10
Health & Human Services	Therapy Assistant	A. Leary	6 months	08.08.10
Health & Human Services	House Services Assistant	L. McLachlan	6 months	02.08.10
Health & Human Services	Food Services Officer	K. Romney	6 months	26.07.10
Health & Human Services	Home Help	R. Van Toor	6 months	26.07.10
Health & Human Services	Hospital Services Aide (Multi Skilled)	B. Johnston	6 months	09.08.10
Health & Human Services	Registered Nurse	J. Sugden	6 months	01.08.10

*Permanent Appointments \ (continued)*

Health & Human Services	House Services Assistant	S. Edwards	6 months	02.08.10
Health & Human Services	Registered Nurse	K. Nixon	6 months	01.08.10
Health & Human Services	Hospital Aide	R. Spearman	6 months	06.07.10
Health & Human Services	Registered Nurse	F. Wilson	6 months	29.07.10
Health & Human Services	Enrolled Nurse	A. Statton	6 months	01.08.10
Health & Human Services	Registered Nurse	R. Clark	6 months	01.08.10
Infrastructure, Energy & Resources	Transport Inspector	R. Flude	6 Months	19.07.10
Infrastructure, Energy & Resources	IT Procurement and Budget Co-ordinator	C. Adams	6 months	20.07.10
Infrastructure, Energy & Resources	Manager Bridges Southern Maintenance	S. Puli	6 Months	26.07.10
Infrastructure, Energy & Resources	Transport Inspector	P. Evans	6 Months	19.07.10
Justice	Court Diversion Officer	J. Markwell	6 months	26.07.10
Justice	Court Diversion Officer	C. Lewis	6 months	12.07.10
Justice	Court Diversion Officer	L. Watts	6 months	12.07.10
Police & Emergency Management	Clerical Support Officer	H. Reid	6 months	09.08.10
Police & Emergency Management	Clerical Support Officer	K. Keane	6 months	13.09.10
Primary Industries, Parks, Water & Environment	Ranger	A. Henderson	6 Months	03.08.10
Primary Industries, Parks, Water & Environment	Field Officer	L. Hutchinson	6 months	02.08.10
Treasury & Finance	Assistant Director	G. Hill	6 months	16.08.10
Tasmanian Polytechnic	Resource Development Advisor	A. Busch	6 months	02.08.10



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