



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 11 AUGUST 2010

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

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Casual Administrative Officer (Various).

Applications Close:—Thursday, 30 June 2011.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Register Fixed Term Casual until 30 June 2011.

Location:—Various.

Duties:—Undertake high level administrative assistance to various business units throughout the Department.

Enquiries to Erin Johnson, Senior Human Resources Officer, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5836, email erin.johnson@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.

To be considered for placement on the Register you will need to demonstrate your ability to meet the selection criteria detailed in the Statement of Duties by completing the Casual Administrative Officer Register Application Form and including a current Curriculum Vitae.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Sport and Recreation Tasmania

Sport and Recreation Services

Communications and Events Officer (424400).

Applications Close:—Friday, 20 August 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time until 17 September 2011.

Location:—Hobart.

Duties:—Develop strategies and actions to address Sport and Recreation Tasmania's communications and public relations needs.

Desirable Requirements:— Relevant tertiary qualification in communications, public relations, marketing or equivalent.

A current driver's 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. For further information about the position please contact Craig Martin, Executive Director Sport and Recreation phone (03) 6233 5623, email Craig.Martin@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 5601, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

STRATEGY AND INNOVATION DIVISION

Strategy and Impact Assessment

Project Manager, Economic Research and Reporting (424827).

Applications Close:—Wednesday, 25 August 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake economic and industry policy research, investigations, analysis and presentations that support balanced and sustainable economic development in Tasmania.

Report on evaluation and impact assessment of departmental and government strategies.

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

Current Drivers Licence.

Enquiries to Roger Campbell, Senior Project Manager, Economic Research and Impact Assessment, phone (03) 6233 5794, email Roger.Campbell@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5601, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINC*s* East

Hobart LINC

**Customer Service Officer (Hobart LINC) (700534)
(Re-advertised).**

Applications Close:—Friday, 20 August 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time or part-time for up to 73.5 hours per fortnight.

Location:—Hobart LINC.

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

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.

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.

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINC*s* East

Hobart LINC

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

Applications Close:—Friday, 20 August 2010.

Salary:—\$33,637 – \$41,899

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.

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.

EDUCATION

CORPORATE SERVICES

Communications Services Unit

**Senior Consultant Copyright Management (Communication
Services Unit) (963860).**

Applications Close:—Friday, 20 August 2010.

Salary:—\$83,867 – \$91,369 pro rata.

Tasmanian State Service Award, General Stream, Band 7.

Permanent part-time 14.7 hours per fortnight.

Location:—Communication Services Unit, Region South.

Description of Role:—To manage copyright responsibilities for the Department of Education.

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 Irena Blissenden, Department of Education, phone (03) 6233 4665, email irena.blissenden@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.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Westbury Primary School

School Library Technician (Westbury Primary School) (952161).

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,097 – \$53,441 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 22.05 hours per fortnight for 40 weeks per year.

Location:—Westbury Primary School.

Description of Role:—Undertake technical duties in a school library including implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for both monographs and serials. Apply established solutions to procedural and related problems and issues. Provide technical advice about access to publications and information generally and assist staff and students to access information generally.

Essential Requirements:—Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification. 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 Brett Youd, Department of Education, phone (03) 6393 1373, email brett.youd@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.

EDUCATION

LEARNING SERVICES

Learning Services (South)

Bruny Island District School

Education Facility Attendant (Bruny Island District High School) (953362).

Applications Close:—Friday, 20 August 2010.

Salary:—\$34,160 – \$38,873 pro rata.

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

Fixed-term part-time 40 hours per fortnight from as soon as possible to 31 December 2011.

Location:—Bruny Island District High 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 and local duty statement, 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 Naomi Buczek, Department of Education, phone (03) 6293 1147, email naomi.buczek@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

Laboratory Technician (Oatlands District High School) (954306).

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,097 – \$53,441 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 14.7 hours per fortnight (Hours to be spread over 4 days a week).

Location:—Oatlands District High School.

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

Essential Requirements:—Diploma of Laboratory Technology, or equivalent TAFE or post-secondary qualification appropriate to the nature of the work.

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

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

Applicants should forward an Application for Employment

form, with a statement addressing the selection criteria, relevant personal details and work history.

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

Enquiries to Veronica Emery, Department of Education, phone (03) 6254 1110, email 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 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

HEALTH AND HUMAN SERVICES

Clinical Facilitator (517410).

Applications Close:—Friday, 20 August 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—Provide clinical and collaborative leadership and facilitation of patient care teams undertaking innovative redesign projects aimed at enhancing the way that all staff and elements of the total health care system work together to improve patient access; patient experience; patient outcomes; staff effectiveness; and staff role satisfaction.

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 Peter Maree, Department of Health and Human Services, phone (03) 6222 6694, email peter.maree@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Senior Network Co-ordinator (517995).

Applications Close:—Friday, 20 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 Senior Network Co-ordinator (Cancer Care) is responsible for leading and motivating a team to identify, define and develop options and recommendations to improve the

delivery of Cancer services within providing high-level advice to the Director, Clinical Advice and Network Development Unit (CANDU) and the Tasmanian Clinical Advisory Council (TCAC), regarding the structure and performance of Cancer Care service provision.

Desirable Requirements:—A broad understanding of the complex environment of health services delivery and the capacity to apply these to the further establishment of Clinical Networks in Tasmania. High level knowledge and skills in project management together with an understanding of health service planning, policy development, reporting, performance monitoring and evaluation techniques and strategies. Demonstrated high level communication, negotiation and conflict resolution skills including demonstrated ability to liaise and negotiate complex and sensitive issues.

Enquiries to Tina Goodsell, Department of Health and Human Services, phone (03) 62 333864, email tina.goodsell@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

Project Management Analyst (519725).

Applications Close:—Friday, 20 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.

Location:—Hobart.

Duties:—The Project Management Analyst is responsible for contributing to the improvement of performance and efficiency throughout the Agency by identifying, developing and implementing business process improvement solutions in accordance with the requirements and strategic directions of the Agency. Undertaking and managing the development and implementation of business process improvement solutions across the Agency. Providing high level advice and expertise in relation to information technology, business process re-engineering, management and communication throughout the Agency.

Desirable Requirements:—A high level of knowledge and understanding of business process re-engineering/ process mapping evidenced by a degree in business or other relevant tertiary qualification, and/or training and experience deemed equivalent. Well developed business analysis skills, with the ability to proactively identify, recommend and implement appropriate practical business solutions. High level interpersonal, communication, negotiation and conflict resolution skills including an ability to represent the Department, build relationships with stakeholders, and ensure competing priorities and objectives are effectively resolved.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone (03) 6236 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

NORTH WEST AREA HEALTH SERVICE

Prehab Project Physiotherapist (519693).

Applications Close:—Friday, 20 August 2010.

Salary:—\$71,381 – \$81,876 pro rata.

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

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

Location:—North West Area Health Service.

Duties:—We are seeking a dynamic Physiotherapist to work in a newly established multi-disciplinary orthopaedic team. You will be responsible for implementation and evaluation of Prehab programs including actual delivery of program as developed across North West Area Health Services. Your role will be to ascertain priority patients for elective surgery and ensure inclusion in Prehab groups is within best possible time for surgery. You will implement and evaluate hydrotherapy and land based exercise programs that are designed to prepare people for lower limb surgery. If you are looking for a challenge and relish the opportunity to work in a new team, this is your opportunity.

Desirable Requirements:—Current drivers licence.

Essential Requirements:—Registered with the relevant National Health Practitioner Board established under the Health Practitioner Regulation National Law.

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 Peter Watson, Department of Health and Human Services, phone (03) 6430 6606, email physio.burnie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital***House Services Assistant (515117).**

Applications Close:—Friday, 20 August 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

Permanent part-time shift work, working 35 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Domestic Services, Latrobe.

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

Desirable Requirements:—The ability to use and control

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

Enquiries to Nanette Singline, Department of Health and Human Services, phone (03) 64265460, email nanette.singline@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital***Triage Clerk (DEM) Casual Relief (519460).**

Applications Close:—Friday, 20 August 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

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

Location:—Mersey Community Hospital ED.

Duties:—To provide efficient and effective clerical and reception support to both medical and nursing staff in the direct patient contact area of the Department of Emergency Medicine.

Desirable Requirements:—Highly developed communication and interpersonal skills with the ability to liaise with all disciplines of professional staff. Capacity to assist with the administrative aspects of managing critically ill and seriously injured patients. Ability to be flexible and work as part of a team in a busy, demanding work environment, together with well developed time management skills and the ability to prioritise work.

Enquiries to Alison Ellis, Department of Health and Human Services, phone (03) 6426 5303, email alison.ellis@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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***Food Services Assistant—2 Vacancies.**

Applications Close:—Friday, 20 August 2010.

Salary:—\$36,266 – \$37,915 pro rata.

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

Vacancy No. 503426.

Permanent part-time shift work, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Food Services.

Vacancy No. 503426.

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

Location:—Food Services.

Duties:—To provide an effective and efficient service within the Cafeteria facility including functions.

Desirable Requirements:—A range of experience in food and beverage related customer service operations and specific knowledge of Cafeteria operations, or the ability to acquire that knowledge. Proven ability to maintain customer focus towards increasing revenue. Ability and flair in producing a wide range of hot and cold snack and beverage items. Experience in working under pressure in a high demand food service area. Knowledge of operation of various items of equipment required in these areas. Knowledge of cook-chill procedures, general food handling and hygiene policies.

Enquiries to Alice Cordwell, Department of Health and Human Services, phone 63487530, email alice.cordwell@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****Food Services Assistant (503477).***

Applications Close:—Friday, 20 August 2010.

Salary:—\$36,266 – \$37,915 pro rata.

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

Permanent part-time shift work, working 35 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Food Services.

Duties:—To provide a high standard of meal service to patients, and optimum levels of hygiene throughout the Food Services Department.

Desirable Requirements:—Ability to acquire an understanding of in-patient meal delivery including cook-chill. Ability to acquire knowledge of the range of menus and basic restrictions associated with styles of meals and diets. A practical understanding of workplace safety and personal cleanliness and hygiene and how it relates to the delivery of food services.

Enquiries to Alice Cordwell, Department of Health and Human Services, phone (03) 63487530, email alice.cordwell@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****Food Services Assistant (Distribution) (503494).***

Applications Close:—Friday, 20 August 2010.

Salary:—\$36,266 – \$37,915 pro rata.

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

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

Location:—Food Services, Launceston General Hospital.

Duties:—To provide a high standard of meal service to patients, and optimum levels of hygiene throughout the Food Services Department.

Desirable Requirements:—Ability to acquire an understanding of in-patient meal delivery including cook-chill. Ability to acquire knowledge of the range of menus and basic restrictions associated with styles of meals and diets. A practical understanding of workplace safety and personal cleanliness and hygiene and how it relates to the delivery of food services.

Enquiries to Alice Cordwell, Department of Health and Human Services, phone (03) 6348 7530, email alice.cordwell@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****Hospital Aide (504146).***

Applications Close:—Friday, 20 August 2010.

Salary:—\$37,809 – \$38,933 p.a.

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

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

Location:—Ward 5D.

Duties:—To assist with the management of all Wards supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

Desirable Requirements:—Previous experience working with patients desirable. Sound literacy and numeracy skills. Knowledge of the principles and practices of Infection Control.

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 Mr Kerry Leonard, Department of Health and Human Services, phone (03) 63487481, email kerry.leonard@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Quality and Improvement Neonatal and Paediatric Nurse (519695).

Applications Close:—Friday, 20 August 2010.

Salary:—\$74,477 – \$79,725 pro rata.

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

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

Location:—Womens and Childrens Services.

Duties:—In accordance with the policies, legal requirements and the stated goals and objectives of the Agency, the person will identify, develop, implement and evaluate activities, processes and initiatives supporting hospital wide co-ordination of nursing services, quality and accreditation/review programs within the Neonatal and Paediatric Units of the Launceston General Hospital.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

Enquiries to Sue McBeath, Department of Health and Human Services, phone (03) 63488976, email sue.mcbeath@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (504393).

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent part-time shift work, 63.84 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine, Launceston General Hospital.

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

Essential Requirements:—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 Maria Holton, Department of Health and Human Services, phone (03) 6348 7392, email maria.holton@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Senior Occupational Therapist (519516).

Applications Close:—Friday, 20 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:—Occupational Therapy Unit.

Duties:—To promote, develop and provide Occupational Therapy services in accordance with professional standards, best practice and evidence based practice, to a predominately specialist or complex caseload, in order to improve occupational outcomes for patients. To provide professional support and guidance to Level 1 Occupational Therapists. To provide professional advice and education to others with regard to the field of specialisation and related areas.

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

Enquiries to Cindy Hollings, Department of Health and Human Services, phone (03) 63487221, email cindy.hollings@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

Senior Physiotherapist, Cardiac Rehab Pulmonary (518642).

Applications Close:—Friday, 20 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:—Physiotherapy Unit.

Duties:—To co-ordinate and manage the multi-disciplinary programs of Cardiac and Pulmonary Rehabilitation including promotion, planning, implementation and evaluation. Provide

and maintain optimal physiotherapy services to Cardiac and Pulmonary Rehabilitation and associated areas. Provide professional guidance and support to level 1/2 Physiotherapists.

Essential Requirements:—Registered with the relevant National Health Practitioner Board established under the Health Practitioner Regulation National Law.

Enquiries to John Cannell, Department of Health and Human Services, phone (03) 63487216, email john.cannell@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Supervisor Radiation Therapist (514327).

Applications Close:—Friday, 20 August 2010.

Salary:—\$94,916 – \$99,437 p.a.

Radiation Therapists (Public Sector) Industrial Agreement 2009, Radiation Therapist, Level 4a.

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

Location:—WP Holman Clinic, Launceston General Hospital.

Duties:—Supervise the professional and technical standards and operation of either the radiation therapy treatment or planning areas. Provide leadership and guidance to radiation therapists delivering treatment and planning ensuring high levels of patient care and staff morale.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSRPB).

Enquiries to Helen Tubb, Department of Health and Human Services, phone (03) 6348 7140, email helen.tubb@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Registered Nurse (506169).

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 56 hours per fortnight, commencing as soon as possible to 13 June 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Flinders Island Multi Purpose Centre.

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 (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 Barry Herberts, Department of Health and Human Services, phone (03) 6359 2122, email barry.herberts@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

Project Manager (Commissioning Framework) (519390).

Applications Close:—Friday, 20 August 2010.

Salary:—\$92,929 – \$100,076 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Permanent full-time day work.

Location:—Hobart.

Duties:—Lead a project to develop a Commissioning Framework for the Department of Health and Human Services. Provide high level expert advice and support to the Director Purchasing and Performance Management Unit on all aspects of the project.

Desirable Requirements:—Well developed project management skills, including the capacity to meet deadlines within a complex environment and the ability to provide briefings and advice to senior management in relation to project progress and associated issues. Demonstrated high level knowledge and understanding of the current issues impacting on the health and human services industry, particularly as they relate to the workings of government, purchasing, financial management and matters relevant to the Tasmanian Government's relations with the government, non government and private sectors and levels of government. Demonstrated high level strategic planning skills, analytical ability, conceptual and creative skills, including the demonstrated ability to quickly research and develop well written reports, proposals, briefings and minutes.

Enquiries to John Smith, Department of Health and Human Services, phone (03) 6233 3775, email john.smith@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

Project Manager (NHHR) (519639).

Applications Close:—Friday, 20 August 2010.

Salary:—\$92,929 – \$100,076 p.a.

Health and Human Services (Tasmanian State Service)
Award, General Stream, Band 8.

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide high level management, advice and support to the Director NHHR and Deputy Secretary on all aspects relating to the project. Represent the Agency at appropriate forums, both within and external to the Agency and across all spheres of government.

Desirable Requirements:—Well developed project management skills, including the capacity to meet deadlines within a complex environment and the ability to provide briefings and advice to senior management and the Minister for Health in relation to project progress and associated issues. High-level strategic, conceptual, analytical and creative skills, with the ability to understand and make sound judgements about the political, social and organisational environment impacting on the Agency. High-level interpersonal, communication, negotiation and conflict resolution skills including the ability to resolve relevant project and implementation issues with discretion, confidentiality and judgement.

Enquiries to Simon Barnsley, Department of Health and Human Services, phone (03) 6233 7543, email simon.barnsley@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

Senior Data Analyst (513431).

Applications Close:—Friday, 20 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.

Location:—Hobart.

Duties:—Manage all aspects of the day to day operation of the Home and Community Care (HACC) data repository, including liaison with HACC service providers, the software development vendor, the application hosting provider and Australian Government HACC officers.

Desirable Requirements:—Good knowledge and understanding of the Home and Community Care (HACC) Program and its objectives, the purpose and use of the HACC data collection, the HACC Data Dictionary and the HACC data collection user guidelines, or a demonstrated capacity to quickly acquire. Demonstrated skills and experience in the use of computerised information systems, the analysis of statistical information and the development and preparation of reports within a technological environment. Highly developed conceptual, research and analytical skills and the ability to understand the political, social and organisational environment and to identify relevant issues and make sound judgments.

Enquiries to John Anderson, Department of Health and Human Services, phone (03) 6233 3147, fax (03) 6233 7167, email john.anderson@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

Senior Policy Analyst (519708).

Applications Close:—Friday, 20 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.

Location:—Hobart.

Duties:—Provide advice through the Manager, Directorate and Projects, on policy issues relating to the development and planning of the Group. Promote, co-ordinate and support projects and initiatives through the implementation and evaluation of agreed strategies and tasks.

Desirable Requirements:—Significant expertise and experience in policy and service development, analysis, review, research and evaluation. Extensive knowledge and understanding of the current issues impacting on the health and human services industry with a particular knowledge of the issues affecting particularly the Department of Health and Human Services. Proven project and change management skills including planning, managing risk, co-ordinating resources, interpersonal relations, the ability to influence people and time management skills.

Enquiries to Robert Gavin, Department of Health and Human Services, phone (03) 6233 8512, email robert.gavin@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES
SOUTHERN TASMANIA AREA HEALTH SERVICE

Director, Acute Rehabilitation Services (514846).

Applications Close:—Friday, 20 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.

Location:—Southern Tasmania Area Health Service.

Duties:—This position will provide leadership and management of the Rehabilitation Services in the Southern Tasmania Area Health Service across both hospital and community services.

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 Lorraine Millar, Department of Health and Human Services, phone (03) 6222 8982, email lorraine.millar@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

Pharmacy Stores Technician (508334).

Applications Close:—Friday, 20 August 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Work as part of the team providing a comprehensive pharmaceutical service to wards and units in the Royal Hobart Hospital and external clients. Within established policies and guidelines, contribute to the effective and efficient inventory management and supply processes. Provide general support and advisory services to clients of the Pharmacy Department concerning the purchase and storage of drugs and related items.

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

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

Enquiries to Maurice Curtis, Department of Health and Human Services, phone (03) 6222 6693, email maurice.curtis@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

Radiographer—2 Vacancies.

Applications Close:—Friday, 20 August 2010.

Salary:—\$46,450 – \$74,527 p.a.

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

Vacancy No. 510135.

Permanent full-time shift work.

Location:—Medical Imaging Department, Royal Hobart Hospital.

Vacancy No. 510150.

Permanent full-time shift work.

Location:—Medical Imaging Department, Royal Hobart Hospital.

Duties:—Responsible for patient welfare and standard of care received by using imaging equipment and associated accessories safely, avoiding causing hazards to themselves, other staff, patients and equipment.

Responsible for assessing the medical request and ensuring correct protocols are followed.

Responsible for the implementation of the ALARA principle to achieve the optimum diagnostic result, by the selection of appropriate imaging equipment, technical factors and accessories, including radiation protection devices.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB) OR attainment of a provisional statement of accreditation from the Professional Accreditation Education Board (PAEB) of the Australian Institute of Radiography.

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, mobile 0407 050 663, email shane.morgan@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

Com Occupational Therapist (506207).

Applications Close:—Friday, 20 August 2010.

Salary:—\$71,381 – \$81,876 pro rata.

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

Permanent part-time day work, working 45 hours per fortnight.

Location:—Repatriation Centre, Hobart.

Duties:—The Community Occupational Therapist will in accordance with organisational policies and professional code of ethics, provide an efficient and effective occupational therapy service to aged and disabled clients in the community. You will be required to contribute to program development and service delivery including: Health Promotion projects in the district in which the Occupational Therapist works, education and supervision of support staff and students as required.

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

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

Enquiries to Linda Osborne, Department of Health and Human Services, phone (03) 62227280, mobile 0439650511, email linda.osborne@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Enrolled Nurse (505592).

Applications Close:—Friday, 27 August 2010.

Salary:—\$47,703 – \$50,454 p.a.

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

Permanent full-time shift work (fully rotational).

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 Enrolled Nurse will deliver a high standard of nursing care within the scope of practice for an Enrolled Nurse with direction and supervision from a Registered Nurse. You will be required to plan, implement and evaluate client care with other members of the palliative care team and contribute to the direct nursing care of clients when nursing interventions are standardised and have predictable outcomes. You will ensure an effective system of written and verbal communication.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Health Promotion Co-ordinator (513174).

Applications Close:—Friday, 20 August 2010.

Salary:—\$69,202 – \$81,965 pro rata.

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

Fixed-term part-time day work, working 38 hours per fortnight, commencing As soon as possible for a period of 2 years.

Location:—Bruny Island Community Health Centre.

Duties:—The regional Health Service needs a dynamic and enthusiastic person with a passion for primary health care to fulfil the role of Health Promotion Co-ordinator. The role of the Health Promotion Co-ordinator is to develop and manage the planning, implementation and evaluation of the Commonwealth Regional Primary Health Services [RPHS] program within Bruny Island, Kingborough Municipality. The Health Promotion Co-ordinator is required to work within a primary health care framework and facilitate programs/activities towards improving the health and well being of the residents of Bruny Island. The role requires the Health Promotion Co-ordinator to maintain and develop strong linkages with new and existing service providers to promote the quality of health service delivery within the municipality.

Desirable Requirements:—Experience in, and knowledge of the management and delivery of health services, particularly in a rural environment, with a commitment to primary health care principles, health promotion, community development and multi disciplinary teamwork. Demonstrated strategic, conceptual, analytical research and creative skills with the ability to plan and prioritise activities and to identify and make sound judgements about relevant issues. Demonstrated high level communication, interpersonal, negotiation and conflict resolution skills including the ability to negotiate mutually acceptable solutions in situations of differing interests, networking, group facilitation and partnership development skills.

Enquiries to Chris Bodger, Department of Health and Human Services, phone (03) 6293 1143, mobile 0428 336 321, email christine.bodger@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

CSD -Team Leader (509530).

Applications Close:—Friday, 20 August 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time shiftwork.

Location:—Central Sterilising Department, Royal Hobart Hospital.

Duties:—In conjunction with the Nurse Unit Manager the CSD Team Leader undertakes the training of new staff and the continued education of all CSD Technicians and Nursing staff within the Central Sterilising Department. The Team Leader will also assist in the monitoring of the team performance and provide general operational support and advice to team members as required.

Desirable Requirements:—Must provide evidence of Certificate III in Sterilising Services from an approved educational institution (HLT31107).

Enquiries to Carol Barber, Department of Health and Human Services, phone (03) 6222 8918, email carol.barber@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

Medical Orderly (508106).

Applications Close:—Friday, 20 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 shift-work (fully rotational) working 76 hours per fortnight (9.5 hour shifts).

Location:—Royal Hobart Hospital.

Duties:—As part of the Peri-operative team provide an efficient and effective support service to the Operating Theatre Suite and Day Procedure Unit, incorporating Day Surgery and Endoscopy.

Desirable Requirements:—Demonstrated knowledge of skills required in lifting and positioning of patients in compliance with current hospital policy, and to assist with the general care of peri-operative patients. Good written and verbal communication skills, and an ability to work as a motivated member of a patient oriented team. Comprehensive knowledge of practices, equipment and procedures relating to Medical Orderly involvement in Perioperative practice.

Enquiries to Cheryl Carr, Department of Health and Human Services, phone (03) 6222 7159, email cheryl.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

Royal Hobart Hospital

Senior Consultant Organisational Development (515839).

Applications Close:—Friday, 20 August 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

Permanent full-time daywork.

Location:—Hobart.

The primary focus of this role is to lead the delivery of organisational development initiatives that build capability and shape strategic thinking on:—People management, Workforce

planning and succession management and Building strong leadership in a diverse workforce.

Develop, initiate and implement organisational development activities that enhance organisational performance to support quality patient outcomes.

Provide leadership, and consulting services to senior management in the areas of organisational development, cultural strengthening, succession planning, leadership development and capability building.

Enquiries to Trish Spence, Department of Health and Human Services, phone (03) 6222 7016, mobile 0409 964 248, email trish.spence@dhhs.tas.gov.au.

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Senior Staff Specialist, Clinical Neuropsychologist (515556).

Applications Close:—Friday, 27 August 2010.

Salary:—\$100,088 – \$104,288 pro rata.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional Specialist, Level 5, Grade 1-2.

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

Location:—Mental Health Services North.

Duties:—The Child and Adolescent Mental Health Service (CAMHS) in Launceston, Tasmania, as part of the Department of Health and Human Services, is seeking to appoint a Senior Staff Specialist, Clinical Neuropsychologist to our Launceston team. This highly skilled and motivated multidisciplinary team is welcoming and supportive in helping to offer services to children and young people with severe mental illness and where mental illness impacts on their life significantly. The Clinical Neuropsychologist provides highly specialised psychological and neuropsychological assessments to CAMHS clients. This is a rewarding role and you can make a real difference.

Essential Requirements:—Registered with the Psychology Board of Australia and endorsed to practice in the approved area of practice of clinical psychology.

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 Shani Tattam, Department of Health and Human Services, phone (03) 6336 2867, email shani.tattam@dhhs.tas.gov.au.

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

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

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

Social Worker (515553).

Applications Close:—Friday, 20 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 16 September 2011.

Location:—Mental Health Services North West.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services the Social Worker will undertake the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multidisciplinary framework. Provide a specialist Social Work assessment, treatment and case management service for clients of the Child and Adolescent Mental Health Service and their families or carers.

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

The Commissioner has determined that the person noThe 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 Nesham, Department of Health and Human Services, phone (03) 6434 7280, email sue.nesham@dhhs.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

Mine Leasing and Liaison Officer (420110).

Applications Close:—Wednesday, 25 August 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Permanent full-time.

Location:—Rosny Park.

Duties:—Assess lease applications, operations and rehabilitation programs to ensure compliance with regulations and agreed conditions. Assist senior staff on more complex activities or contentious sites.

Evaluate, monitor and report on mining, quarrying, rehabilitation and heritage protection programs and make recommendations on a site specific basis to enhance the protection of environmental, historical and archaeological values.

Prepare reports, correspondence, briefs, checklists, and itineraries for formal inspections of mining, quarrying and rehabilitation activities.

Maintain liaison with mines and quarries by regular visits

and produce regular reports on the State's mining and quarrying industries.

Represent the Division through liaison with industry, Government agencies and other stakeholders to ensure works undertaken are conducted in accordance with agreed conditions, and are timely and effective.

Provide balanced advice to departmental officers, operators and stakeholders regarding.

environmental impacts and rehabilitation measures in field situations.

Assist with preparation of submissions and reports on town planning matters and land use management as required.

Implement and utilise the MRT GIS system in relation to strategic management of mining leases.

Carry out the duties of an Inspector of Mines in accordance with the Mineral Resources Development Act 1995. Conduct routine inspections, surveys and investigations and assist senior staff on more complex activities or contentious sites.

Essential Requirements:—A current driver's license. Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Enquiries to Brett Stewart, Senior Mine Leasing and Liaison Officer, Department of Infrastructure, Energy and Resources, 30 Gordons Hill Road, Rosny, phone (03) 62 33 8356, email Brett.Stewart@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

CORPORATE SERVICES DIVISION

Resource Management

Financial Systems Manager (371955).

Applications Close:—Friday, 20 August 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:— Manage financial system projects and provide specialist advice and strategic recommendations to the Executive Management Group to improve the Agency's accounting, financial planning, and budgetary analysis and resource management capabilities. Manage the systems compliance with, and responsiveness to changes in Australian Accounting Standards and business and financial policy, legislation and guidelines, through the application of accounting and auditing principles and practices to maintain data integrity, system and internal controls, and audit trails within the FMIS.

Specify and lead the design, development, implementation and maintenance of policies and procedures, systems, reports and registers for the FMIS.

Work collaboratively with stakeholders to define business requirements, and identify, develop and implement FMIS procedural solutions to achieve the corporate objectives of the Agency.

Manage the reporting capabilities of the FMIS to deliver a suite of tailored management reports that will facilitate informed financial decisions on the allocation and control of resources at an Agency Executive, Division and Branch level.

Apply technical expertise using various programming tools,

including SQL, and XML and VB.Net Scripting technologies to automate routine or labour-intensive tasks to meet internal and external stakeholder needs.

Manage technical system support issues, investigating, diagnosing and addressing system inconsistencies and incompatibilities with related business processes in consultation with Divisional management, Information Management Branch staff and the system vendor.

Undertake high level research and analysis into contemporary financial systems issues and emerging trends in the public and private sector.

Provide effective leadership for the development of staff to achieve agreed performance standards in a client-focussed service delivery environment. Including management and co-ordination of applications staff and external contractors.

Develop and co-ordinate user training and education on financial systems and associated matters.

Manage the operation, configuration, and change management process for upgrades to the Department's Technology One 'Financials' package.

Represent the Department at whole-of-government forums and advisory groups relating to financial systems best practice.

Enquiries to Stephen Long, Manager Resource Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 6363, email stephen.long@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 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE STRATEGY DIVISION

Infrastructure Policy

Senior Policy Analyst (372191).

Applications Close:—Friday, 20 August 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high-level specialist advice to Government and senior management on transport and infrastructure policy issues. Manage, contribute to and develop strategic transport and infrastructure policy in accordance with Government strategic direction and priorities.

Liaise and consult with other Agencies (State and Federal), industry, users, private enterprise and community organisations on transport and infrastructure policy issues.

Liaise and consult with operational areas of the Department to ensure the effective development and implementation of policy.

Prepare high level Ministerial and Cabinet submissions and responses to Ministerial and client enquiries and prepare policy documents and implementation strategies.

Undertake high-level research and analysis of complex transport and infrastructure policy issues, and develop proposals and recommendations, both individually or as part of a team.

Desirable Requirements:—Tertiary qualifications in public policy, economics, commerce or accounting.

Enquiries to Martin Blake, Director Infrastructure Policy,

Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 6356, email martin.blake@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 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (902810).

Applications Close:—Friday, 20 August 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 7.5 hours per week.

Location:—New Norfolk.

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 Robert 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

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (904010).

Applications Close:—Friday, 20 August 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 7.5 hours per week.

Location:—Perth.

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 David McIntee, Road Safety Consultant, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 63 36 2115, email David.McIntee@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

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (904010).

Applications Close:—Friday, 20 August 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 7.5 hours per week.

Location:—Burnie.

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 Louise Maynard, Road Safety Consultant,

Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 64 34 5418, email Louise.Maynard@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

PASSENGER TRANSPORT

Passenger Transport Policy

Project Manager Light Rail Business Case (372369).

Applications Close:—Friday, 20 August 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 6 Months.

Location:—Hobart.

Duties:—Monitor and supervise the services provided by the consultants to ensure compliance with specified contractual requirements.

Manage the engagement of consultants to undertake the Business Case. Maintain a high degree of integrity and confidentiality regarding the preparation and processing of tender documents and the awarding of contracts.

Represent the Department in meetings and forums with the Community Advisory Panel (CAP), the general public and consultants on all matters relating to the Light Rail Business Case.

Prepare high level written correspondence, including project reports, responses to enquiries, media releases and Ministerial briefing material.

Support the Chair of the CAP in the management of CAP meetings, including the compilation of agendas, project progress reports and the delivery of consultative advice on the progress of the project.

Assist the consultants in obtaining relevant information and statistical material from the Department.

Undertake other tasks required by PTP Branch, including research and analysis on policy and legislative issues and identifying effective solutions.

Desirable Requirements:—Appropriate tertiary qualifications.

Enquiries to David Hope, Director Passenger Transport Policy, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 3785, email David.Hope@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

Utility Officer (372207).

Applications Close:—Friday, 20 August 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 12 Months.

Location:—Launceston.

Duties:—Mark out and install vehicle detection loops.

Mechanical assembly and installation of traffic signals hardware as required, using hand and power tools.

Physically install cables.

Participate in scheduled maintenance to replace old lamps, clean lenses and correct mechanical mounting faults and exercise independent judgement to deal with minor issues that may arise.

Under direct supervision, undertake simple electrical trade work.

Under limited supervision, operate vehicles and plant equipment requiring a high level of operational skill.

Supervise external civil works contractors.

Clean up the work site and ensure it is safe for the general public.

Install and connect plug in electrical devices including solar panel, batteries and low voltage electrical signs.

Install conduits, pits and signal poles in excavations and adapt work methods in dealing with non-standard problems.

Essential Requirements:—A current driver's licence.

Enquiries to Tony Bannister, Senior Electrical Technician, Department of Infrastructure, Energy and Resources, 287 Wellington Street, Launceston, phone (03) 6336 2694, email tony.bannister@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

Traffic and Infrastructure

Business Support Officer (372070).

Applications Close:—Friday, 20 August 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Provide clear and authoritative advice to staff on issues relating to the Branch's business operations and assist with the implementation, development and enhancement of branch initiatives.

Identify, resolve and document complex business requirements through collaboration with affected stakeholders, provide in depth research, investigation and analysis.

Prepare Ministerial correspondence, Estimates Committee, Question Time and Issues Briefs, Minutes and Cabinet submissions on matters relevant to the business of the Branch.

Manage allocated projects, including the development of project execution plans and performance indicators and monitor and report on progress against schedules and budget.

Develop and implement business processes and provide solutions to help facilitate the effective and efficient operation of the Branch.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Mark Phillips, Manager Business Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 7146, email mark.phillips@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 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Traffic and Infrastructure

Traffic Safety Technical Officer (371686).

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Assist with monitoring and review of traffic safety strategies, policies and plans including technical analysis of road crash data.

Undertake site investigations on traffic safety matters, and provide verbal and written reports on activities undertaken to identify recommendations for road safety improvements.

Provide advice to Agency staff, local government and stakeholders groups on a range of traffic practices, safety issues and traffic control proposals in accordance with applicable legislation, policies and procedures.

Provide technical assistance more broadly within the Traffic Safety and Traffic Management group as required.

Provide technical assistance to senior staff in the completion of investigations into traffic safety matters on Tasmania's state and local roads.

Essential Requirements:—Current driver's licence.

Desirable Requirements:—Studying towards Diploma in Civil Engineering.

Enquiries to Peter Hubble, Manager Traffic Projects, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 5255, email peter.hubble@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 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

INTEGRITY COMMISSION

Manager Corruption Prevention, Education and Research (356201).

Applications Close:—Friday, 20 August 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—Liaise and negotiate with senior managers and officials of diverse public authorities regarding cultural and organisational reform with a view to building their capacity to deal with misconduct issues. Undertake applied research on issues emerging from complaint assessments and investigations with a view to developing effective solutions to address them.

Pre-employment requirements:—To be eligible for employment at the Integrity Commission applicants must undergo stringent security vetting to determine their suitability for employment. The vetting process includes an assessment of a number of areas including the candidate's personal and employment background; and a full criminal record check; and the candidate's financial position, specifically assets and debts and interests and partnerships in companies, shareholdings, trusts and similar entities; and the candidate's family

background and any associations or personal relations which may conflict with duties with the Commission.

The appointee must satisfy a pre-employment check in the following areas: Criminal Activity: 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 and crimes involving conspiracy. Disciplinary/managerial action in previous employment. Identification check. 4) Satisfy a stringent security vetting process in accordance with national standards.

Desirable Requirements:—A sound knowledge of the Integrity Commission Act 2009 and related legislation and reports or the ability to quickly acquire such knowledge. A sound working knowledge of principles, policies and practices within the public sector.

Enquiries to Katrina Aird, Business Services Co-ordinator, Integrity Commission, phone (03) 6216 4281, email integritycommission@integrity.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 website. If a Statement of Duties cannot be downloaded, please contact Katrina Aird on (03) 6216 4281.

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.

INTEGRITY COMMISSION

Manager Strategic Communications (356200).

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 2 years.

Location:—Hobart.

Some flexibility will be required for the occupant to be available after hours.

Duties:—Provide and manage an integrated communications strategy for the Integrity Commission and assist in improving communications with public authorities and the Tasmanian community, across all media, including print, television and the Internet and outreach programs.

Pre-employment requirements:—To be eligible for employment at the Integrity Commission applicants must undergo stringent security vetting to determine their suitability for employment. The vetting process includes an assessment of a number of areas including the candidate's personal and employment background; and a full criminal record check; and the candidate's financial position, specifically assets and debts and interests and partnerships in companies, shareholdings, trusts and similar entities; and the candidate's family background and any associations or personal relations which may conflict with duties with the Commission.

The appointee must satisfy a pre-employment check in the following areas: Criminal Activity: 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 and crimes involving conspiracy. Disciplinary/managerial action in previous employment. Identification check. Satisfy a stringent security vetting process in accordance with national standards.

Desirable Requirements:—Proven experience and a record of achievement in managing and providing strategic and tactical communications and public relations advice in a complex and sensitive environment. High level presentation and communication research skills and demonstrated experience in developing effective communications strategies.

Enquiries to Katrina Aird, Business Services Co-ordinator, Integrity Commission, phone (03) 6216 4281, email integritycommission@integrity.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.

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INTEGRITY COMMISSION

Principal Investigation Officer/Complaint Assessor (356194).

Applications Close:—Friday, 20 August 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—Assist the Chief Executive Officer and the Integrity Commission in the fulfilment of their responsibilities under the Integrity Commission Act 2009 and other statutes and policies as may be required. Oversight and conduct assessments and investigations, and review investigations, under the Integrity Commission Act 2009, particularly investigations of a more complex and sensitive nature and ensure that these are performed efficiently and effectively in accordance with the highest ethical and professional standards.

Pre-employment requirements:—To be eligible for employment at the Integrity Commission applicants must undergo stringent security vetting to determine their suitability for employment. The vetting process includes an assessment of a number of areas including the candidate's personal and employment background; and a full criminal record check; and the candidate's financial position, specifically assets and debts and interests and partnerships in companies, shareholdings, trusts and similar entities; and the candidate's family background and any associations or personal relations which may conflict with duties with the Commission.

The appointee must satisfy a pre-employment check in the following areas: Criminal Activity: 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 and crimes involving conspiracy. Disciplinary/managerial action in previous employment. Identification check. Satisfy a stringent security vetting process in accordance with national standards.

Desirable Requirements:—A sound knowledge of the Integrity Commission Act 2009 and related legislation and reports, or the ability to quickly acquire such knowledge, along with an ability to interpret and implement legislative provisions in accordance with the requirements of procedural fairness. Recent operational experience in an Australasian law enforcement or integrity agency.

Enquiries to Katrina Aird, Business Services Co-ordinator, Integrity Commission, phone (03) 6216 4281, email integritycommission@integrity.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 website. If a Statement of Duties cannot be downloaded, please contact Katrina Aird on (03) 6216 4281.

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

MAGISTRATES COURT

Launceston

Supervisor Data Processing (350233).

Applications Close:—Friday, 20 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:—Launceston.

Duties:—Undertake the day to day supervision of the operations of the data processing section, ensuring the integrity of processing of all formal court documents, data entry for all court information systems, invoicing accounts and the creation and execution of bail notices and sentencing documents. Supervise and guide staff in the delivery of a high level client service to court users.

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 Roger Illingworth, Manager North/North West, Magistrates Court, Department of Justice, phone (03) 6336 2605, email 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.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Roger Illingworth on (03) 6336 2605.

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

OFFICE OF THE SECRETARY

Senior Policy and Project Officer (356259).

Applications Close:—Friday, 20 August 2010.

Salary:—\$70,028 – \$82,717 pro rata.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time 36.75 hours per fortnight (days and hours of work negotiable). Commencing As soon as possible for a period of 12 months with the possibility of an extension.

Location:—Hobart.

Duties:—Conduct high level research and undertake statistical and other projects as directed by the Sentencing Advisory Council and prepare related reports for consultation purposes, and publication. Prepare high level correspondence and policy advice for consideration by the Council. Design community educational material as directed by the Council.

Desirable Requirements:—Tertiary qualifications in law, criminology, sociology or relevant equivalent discipline.

Enquiries to Lisa Hutton, Secretary, Department of Justice, phone (03) 6233 6241, email lisa.hutton@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 website. If a Statement of Duties cannot be downloaded, please contact Daphne Webb on (03) 6233 6809.

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

OFFICE OF THE SECRETARY

*Strategic Policy and Projects***Executive Officer (355507) (Re-advertised).**

Applications Close:—Friday, 20 August 2010.

Salary:—\$54,106 – \$63,737 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 29.40 hours per fortnight working every Thursday and Friday. Commencing As soon as possible for a 12 month period.

Location:—Hobart.

Duties:—Provide executive support in each of the three regions of Tasmania for the Strategic Policy and Projects Branch, including the supervision of administrative staff and managing and prioritising their work flow. Provide comprehensive executive support to the Senior Consultant and other branch members, including managing diaries, phone calls, co-ordinating conferences and travel and accommodation arrangements. Co-ordinate training sessions, seminars and conferences provided by the branch.

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; Family Violence Orders; Police Family Violence Orders. Disciplinary action in previous employment check. Identification check.

Enquiries to Robyn Yaxley, Senior Consultant, Strategic Policy and Projects, Department of Justice, phone (03) 6216 4432, email robyn.yaxley@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 website. If a Statement of Duties cannot be downloaded, please contact Helen Abbott on (03) 6233 2310.

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

VICTIMS SUPPORT SERVICES

Counsellor—2 Vacancies.

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,097 – \$79,912 pro rata.

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

Vacancy No. 356174.

Fixed-term part-time 44.10 hours per fortnight working either Tuesday, Wednesday and Thursday or Wednesday, Thursday and Friday. Participation in promotion of a 24 hour call line will be required. Up until 30 Nov 2011.

Location:—Devonport.

Vacancy No. 356175.

Fixed-term part-time 29.40 hours per fortnight working every Wednesday and Thursday. Participation in promotion of a 24 hour call line will be required. For a period of 6 months with the possibility of 6 month extension.

Location:—Hobart.

Duties:—Assist victims of crime by providing face to face and telephone counselling and support services, provision of assessment and case planning services, providing information about court systems and liaising with other service providers to co-ordinate client support services. Contribute to the development of service priorities, standards and guidelines for the work undertaken by Victims of Crime service.

Essential Requirements:—A degree of at least 3 years duration relevant to the professional duties to be undertaken is required, as provided by a recognised university.

A current drivers licence.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction 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 Maria Zagame, Team Leader, Victims of Crime Service, Department of Justice, phone (03) 6233 5002, email maria.zagame@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 website. If a Statement of Duties cannot be downloaded, please contact Janet McClung on (03) 6233 5002.

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

*Building Control***Administrative Officer (356258).**

Applications Close:—Friday, 20 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:—Rosny.

Duties:—Provide effective and efficient stakeholder and client services, addressing issues or problems that may be of a sensitive nature. The preparation and distribution of documentation and correspondence, which include licence application forms and stakeholder correspondence. Manage records, including incoming and outgoing mail and electronic and hard copy filing systems.

Enquiries to Robert Steedman, Manager Occupational Licensing, Department of Justice, phone (03) 6233 6575, email robert.steedman@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 website. If a Statement of Duties cannot be downloaded, please contact Jenny Ratcliffe on (03) 6233 7692.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application 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

Fleet Services

Mechanic (001130).

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Launceston.

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 Stephen Woolley, Fleet Manager, Fleet Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2235, email Stephen.Woolley@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.

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).

PREMIER AND CABINET

COMMUNITY DEVELOPMENT DIVISION

Office of Children and Youth Affairs

Senior Policy Analyst (001257).

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 until 28 February 2011.

Location:—Hobart.

Duties:—Assist with the management of the Office of Children and Youth Affairs to develop and co-ordinate policies, programs and information for children and young people across government, service providers and the community. Assist the Manager with the provision of high level advice and comment to the Premier and Cabinet on broad-based issues which impact on the State's children and youth.

Desirable Requirements:—Tertiary qualifications in a policy related discipline and/or experience in analysis and comment.

Enquiries to Rebecca Moles, Manager, Office of Children and Youth Affairs, Department of Premier and Cabinet, phone (03) 6232 7051, email Rebecca.Moles@dpac.tas.gov.au.

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

PREMIER AND CABINET

TMD

Service Delivery

TASINET

TASINET Help Desk Officer (000943).

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time until 31 December 2010.

Location:—Hobart.

Duties:—As part of a specialised team, support client business processes by the timely provision of quality TASINET communication services. Undertake tasks associated with the provision of a high level Customer Service Centre.

Enquiries to Christine Anderson, Customer Services Manager, TMD, Department of Premier and Cabinet, phone (03) 6270 5455, email Christine.Anderson@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

ENVIRONMENT PROTECTION AUTHORITY

Environmental Operations

Procedures Development and Support Officer (706308).

Applications Close:—Friday, 20 August 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 29.4 hours per fortnight for 2 years.

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:—Liaise with Environmental Operations Section Heads and environmental officers to identify and document key issues and deficiencies in existing operational procedures and processes.

Desirable Requirements:—A Diploma in Applied Science, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

Enquiries to Floyd Browne, phone (03) 6233 2770, email Floyd.Browne@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 TAS 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dpiwwe.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

Strategy and Sustainable Use

Section Leader (Historic Heritage) (706515).

Applications Close:—Friday, 20 August 2010.

Salary:—\$82,717 – \$91,369 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—Hobart.

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

Duties:—Develop, prioritise and co-ordinate the Parks and Wildlife Service's (PWS) cultural heritage conservation program including the determination and development of policies and strategies and initiating, planning and conducting complex research projects. Provide authoritative advice to senior management and liaise and negotiate with PWS field staff to ensure delivery of the program.

Essential Requirements:—A Degree in archaeology, architecture, history, maritime archaeology or cultural

heritage management relevant to the professional duties to be undertaken, as provided by a university.

Desirable Requirements:—Several years post-graduate experience in cultural heritage management. A current motor vehicle drivers' licence.

Enquiries to Stuart Lennox, phone (03) 6233 6463, email Stuart.Lennox@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, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dpiwwe.tas.gov.au.

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

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PUBLIC TRUSTEE

ADMINISTRATION

Administrative Assistant (791194).

Applications Close:—Friday, 20 August 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 0.6FTE.

Location:—Hobart.

Duties:—As the first point of contact for the Public Trustee the administrative assistant provides a professional reception service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts and contributes to the achievement of team objectives.

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:—crimes involving dishonesty, crimes of violence, serious drug offences, sex related offences.

Desirable Requirements:—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, a high level of oral and written communication skills and appropriate clerical experience and/or skills. They may have a general knowledge of basic and estate and trust management procedures, practices and regulations or the ability to quickly acquire such knowledge. They will have the ability to work effectively in a team environment and the capacity to adapt to and participate effectively in ongoing organisational improvement directed towards continually improving client service. Finally, they will have an understanding of contemporary workplace practices including a commitment to the principles of workplace diversity and workplace health and safety within the working environment.

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community. Further information about our services is available at www.publictrustee.tas.gov.au.

Enquiries to Jamie Lawrence, Southern Branch Manager, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7607, email jlawrence@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6233 7706, email kjohns@publictrustee.tas.gov.au.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the www.jobs.tas.gov.au website.

PUBLIC TRUSTEE

TRUSTEE SERVICES

Trust Officer/Client Account Manager (790153).

Applications Close:—Friday, 20 August 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Launceston.

Duties:—The Trust Officer/Client Account Manager will provide effective management of a basic estate and trust administration caseload in accordance with relevant legislation, procedural guidelines and client instructions while exercising a formal discretion in relation to the management of these estates and trusts.

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:—crimes involving dishonesty, crimes of violence, serious drug offences, sex related offences.

Desirable Requirements:—Candidates should have an understanding of, or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the www.jobs.tas.gov.au website.

Enquiries to Greg Maloney, Northern Branch Manager, Public Trustee, G.P.O. Box 414, Launceston, Tas, 7250, phone 6336 2374, email gmaloney@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6233 7706, email kjohns@publictrustee.tas.gov.au.

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community.

SKILLS INSTITUTE

OPERATIONS

Manager People and Organisational Development (002126).

Applications Close:—Friday, 20 August 2010.

Salary:—\$108,538 p.a.

Post Year 10 Teaching Staff Award, Band 3, Level 5.

Permanent full-time 4 weeks recreational leave per annum.

Location:—Negotiable.

Duties:—Provide leadership and guidance to the organisational development of the Skills Institute and associated functions which include the development, implementation and monitoring of strategies to ensure a strong and effective alignment between the organisation's people and its goals, brand and desired market position. Establish programs to ensure people work in an environment that encourages creativity, innovation and the desire to achieve outcomes articulated in the Corporate Plan.

Essential Requirements:—

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

Desirable Requirements:— A proven record of senior management experience in a vocational education and training environment.

Tertiary qualifications in Education, Management, Business or other relevant discipline.

A current drivers licence.

Enquiries to Gail Eaton-Briggs, General Manager Operations, The Skills Institute, phone (03) 6233 5325, mobile 0408 102 346, email Gail.Eaton-Briggs@skillsinstitute.tas.edu.au.

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

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

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Budget Management Branch

Specialist Budget Analyst (723809).

Applications Close:—Friday, 20 August 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—To provide high-level 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:—a high level of financial analysis and accounting skills including knowledge of contemporary budget management; demonstrated ability to understand complex issues and identify possible solutions and good verbal and written communications skills.

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

Enquiries to Ross Smith, Assistant Director, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 5365, email ross.smith@treasury.tas.gov.au.

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

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

OFFICE OF THE SECRETARY

Manager, Communications and Public Affairs (724226).

Applications Close:—Friday, 27 August 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior member of the Office of the Secretary Branch, the Manager, Communications and Public Affairs will provide strategic communications advice to the Secretary, Deputy Secretaries and the Division Heads. The Manager, Communications and Public Affairs will contribute to and support the achievement of the corporate objectives of the Department.

In the context of the selection criteria, to be successful in the position applicants will have:—highly developed strategic communications skills and expertise in relation to contemporary communications and public affairs practices; sound knowledge and understanding of the social, political and organisational environment in which Treasury operates and high-level interpersonal skills including oral communication, consultation, negotiation and conflict resolution.

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

Enquiries to Greg Philp, Assistant Director, Office of the Secretary, Department of Treasury and Finance, phone (03) 6233 2071, email greg.philp@treasury.tas.gov.au.

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

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

Revenue Branch

Project Manager (724117).

Applications Close:—Friday, 27 August 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Working both individually and as a member of a small team, the Project Manager will undertake complex research, investigation, analysis and system implementation activities and prepare major correspondence, reports and submissions relating to the Treasury Information Management projects.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated high-level skills and experience in information systems project management and project delivery. This will include the demonstrated ability to develop, build and manage suitable project teams, including, but not limited to, the commissioning and supervision of consultants and contractors.

Demonstrated high-level experience and skills in the use of a well-defined project management methodology or framework and demonstrated high-level skills in project management activities. This will include, but will not be limited to, project governance, business case preparation, project planning, change management, stakeholder and vendor management, benefits realisation and project issue identification, tracking, and resolution.

Demonstrated high-level interpersonal communication skills, including the demonstrated ability to liaise and negotiate effectively with senior management and stakeholders.

The Project Manager will also be required to participate in Branch management and other internal committees and at external meetings from time to time.

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

Enquiries to Chrissie Berryman, Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 6647, email chrissie.berryman@treasury.tas.gov.au.

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

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

PREMIER AND CABINET

EXECUTIVE DIVISION

Communications and Marketing Unit

Manager Strategic Communications and Marketing (001080).

Applications Close:—Friday, 20 August 2010.

Salary:—\$101,638 – \$111,802 p.a.

Senior Executive, Level 1.

Senior Executive for a period of 12 months.

Location:—Hobart.

Duties:—The Manager, Strategic Communications and Marketing in the Department of Premier and Cabinet has a

dual role involving whole of government and departmental responsibilities. The Manager is accountable for managing the Tasmanian Government Communications Policy, including advising all government agencies on communications policy interpretation and application and evaluating the effectiveness of the policy in helping the Government to meet its objectives. In addition the Manager is responsible for providing direction and leadership to the Communications and Marketing Unit (CMU) which provides specialist communications advice and services to ensure the Department effectively communicates with internal and external audiences. Services provided to all areas of the Department include media, marketing, public relations and print and electronic publishing.

Enquiries to Phil Foulston, Director, Executive Division, Department of Premier and Cabinet, phone (03) 6270 5634, email Phil.Foulston@dpac.tas.gov.au.

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

Staff Movements

Resignation of Permanent Employees

Agency	Duties Assigned	Employee	Date of Effect
Health & Human Services	Ward Clerk	H. Roberts	30.07.10
Health & Human Services	Occupational Therapist	J. Dixon	03.08.10
Health & Human Services	Occupational Therapist	R. Brown	23.07.10
Health & Human Services	Team Leader	A. Rodziewicz	30.04.10
Health & Human Services	Enrolled Nurse	S. Butterworth	01.08.10
Health & Human Services	Registered Nurse	M. Kingston	06.08.10
Health & Human Services	Disability Worker	B. Purdon	01.08.10
Health & Human Services	House Services Assistant	G. Sheehan	27.07.10
Health & Human Services	Team Leader	M. Eberhardt	30.07.10
Justice	Team Leader Case Coordination	D. Leonard	06.08.10
Primary Industries, Parks, Water & Environment	Information Officer	A. Madden	26.07.10
Primary Industries, Parks, Water & Environment	NLIS Compliance Officer	W. Rootes	04.08.10
Port Arthur Historic Site Management Authority	Bookings & Ticketing Co-ordinator	K. Hooi-Collings	22.07.10
Port Arthur Historic Site Management Authority	Tour Guide	W. Peart	22.07.10

Retirement of Permanent Employees

Agency	Duties Assigned	Employee	Date of Effect
Health & Human Services	Registered Nurse	E. Monks	25.07.10
Health & Human Services	Senior Client Support Officer	D. Davis	29.07.10
Justice	Electoral Commissioner	B. Taylor	04.08.10
Justice	Correctional Officer	I. Keith	04.08.10
Primary Industries, Parks, Water & Environment	Fisheries Monitoring and Training Officer	K. Jenkins	18.08.10

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Education Facility Attendant - Brighton Primary School	L. Seymour	6 Months	22.07.10
Education	Clerk - Teacher Registration Board	P. Ziegler	6 Months	28.07.10
Education	Teacher Aide Special - Tarooma Primary School	S. Anagnostis	6 Months	02.08.10
Education	Executive Assistant - Finance, Facilities & Business Support	G. Campbell	6 Months	12.07.10
Education	Teacher Aide Special - Woodbridge School	S. Wilson	6 Months	05.08.10
Education	Education Facility Attendant - Clarence High School	J. Watkins	6 Months	26.07.10
Education	Clerk - Teacher Registration Board	L. Harpham	6 Months	26.07.10
Education	Teacher Aide Special - Timsbury Road School	D. Jankata	6 Months	09.08.10
Education	Principal - Smithton Primary School	J. Hillman	12 Months	02.08.10
Education	Education Facility Attendant - Regional Services & Support	K. Gammier	6 Months	22.06.10
Education	Teacher Aide Special - New Town High School	R. Plunkett	6 Months	22.07.10
Education	Teacher Aide Special - Howrah Primary School	N. Fall	6 Months	12.07.10
Education	Teacher Aide Special - Goodwood Primary School	S. Vincent	6 Months	26.07.10
Education	Teacher Aide Special - South Hobart Primary School	L. Feltham	6 Months	02.08.10
Education	Teacher Aide Special - New Town High School	T. Trautwein	6 Months	22.07.10
Education	Teacher Aide Special - Ogilvie High School	A. Solomon	6 Months	06.08.10
Education	Teacher Aide Special - Timsbury Road School	R. Parker-Greer	6 Months	09.08.10
Education	Teacher Aide Special - South Hobart Primary School	K. Schofield	6 Months	02.08.10
Education	Teacher Aide Special - Waimea Heights Primary School	B. Bailey	6 Months	27.07.10
Education	Teacher Aide General - Tasman District School	M. Batchelor	6 Months	30.07.10
Education	Teacher Aide Special - Timsbury Road School	T. Bowman	6 Months	09.08.10
Education	Teacher Aide Special - Claremont College	G. Fitzpatrick	6 Months	29.07.10
Education	Teacher Aide Special - Lansdowne Crescent Primary School	T. Parton	6 Months	05.08.10
Education	Teacher Aide Special - Illawarra Primary School	A. Steven	6 Months	26.07.10
Education	Teacher Aide Special - Tarooma Primary School	K. Jackson	6 Months	02.08.10
Education	Teacher Aide Special - Waimea Heights Primary School	K. Davies	6 Months	27.07.10
Health & Human Services	Registered Nurse	L. Fox	6 months	08.08.10
Health & Human Services	Ultrasonographer	H. Shah	6 months	09.08.10
Health & Human Services	Paramedic	M. Samborski	2 Months	19.01.10
Health & Human Services	Medical Scientist	C. Faux	6 months	03.08.10
Health & Human Services	Paramedic	H. Gow	2 Months	19.01.10
Health & Human Services	Allied Health Professional	G. Ta'eed	6 months	09.07.10
Health & Human Services	Policy and Planning Officer - Healthy Workers	M. Marshall	6 months	18.08.10
Health & Human Services	Paramedic	D. Fahey	2 Months	19.01.10
Health & Human Services	Review and Response Officer	B. Nell	6 months	16.08.10
Health & Human Services	Administrative Assistant	J. Van Egdom	6 months	04.08.10
Justice	Probation Officer	D. Goss	6 months	02.08.10
Justice	Administrative Assistant	B. Dawson	6 months	21.07.10
Justice	Principal Building Advisory Officer	A. Livingston	6 months	09.08.10
Justice	Witness Assistance Officer	E. Fyfe	6 months	29.07.10
Justice	Probation Officer	H. Koster	6 months	02.08.10
Primary Industries, Parks, Water & Environment	Field Officer	D. Emmett	6 months	09.08.10
Tasmanian Academy	Theatre Operations Officer	J. Claydon	6 months	02.08.10

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	Technical Officer (Save the Tasmanian Devil Program)	S. La Falci	17 months	06.08.10

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	L. Hendriks	Regional Manager, North West	02.08.10
Economic Development, Tourism & the Arts	J. Davey	Regional Manager, North	02.08.10
Economic Development, Tourism & the Arts	D. Harrison	Manager, Strategic Policy	05.08.10
Economic Development, Tourism & the Arts	N. Swanson	ICT Infrastructure Manager	05.08.10
Education	M. Voss	School Executive Officer - Kingston Primary School	05.08.10
Education	C. Pearson	Assistant Principal - Riverside Primary School	22.07.10
Education	R. O'Meagher	Principal - Glen Huon Primary School	22.07.10
Education	M. Foster	Service Centre Officer - Finance, Facilities & Business Support	27.07.10
Health & Human Services	C. Brown	Paramedic	15.12.09
Health & Human Services	D. Gray	Team Leader	22.07.10
Health & Human Services	S. Seabourne	Patient Transport Officer	09.08.10
Health & Human Services	L. Banks	Senior Marketing & Communications Consultant	09.08.10
Health & Human Services	K. Hitch	Intensive Care Paramedic	20.07.10
Health & Human Services	L. White	Intensive Care Paramedic	20.07.10
Police & Emergency Management	P. Cummins	Manager	16.08.10
Primary Industries, Parks, Water & Environment	K. Cottrell	Business Manager	02.08.10
Tasmanian Polytechnic	S. Salter	SIM Systems Officer	05.08.10
Tasmanian Polytechnic	V. Morris	SIM Systems Officer	05.08.10

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	D. Grave	Economic Development, Tourism & the Arts	Senior HR Officer (Organisational Development)	02.08.10
Economic Development, Tourism & the Arts	L. Banks	Health & Human Services	Communications and Marketing Manager	06.08.10
Education	P. Enkelaar	Treasury & Finance	Information Systems Service Coordinator	16.08.10



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