



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

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

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

# Personal service for our members

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The RBF Board is the trustee of RBF. The relevant RBF brochures, available at [www.rbf.com.au](http://www.rbf.com.au), set out important information that you should consider in deciding whether to hold an RBF account.

## 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**

## Tasmanian Government Gazette & Tasmanian State Service Notices

*Publication and copy closure dates*

### Christmas 2010

**COPY** for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* to be published on Wednesday 22 December 2010:—

Copy for the General Gazette must be received by 12 noon on Friday 17 December 2010.

**COPY** for the *Tasmanian Government Gazette* to be published on Wednesday 29 December 2010:—

Copy for the General Gazette must be received by 12 noon on Tuesday 21 December 2010.

**Note: There will be no State Service section on this date.**

**COPY** for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* to be published on Wednesday 5 January 2011:—

Copy for the General Gazette must be received by 4pm on Friday 31 December 2010.

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

*Tasmanian Museum and Art Gallery*

### Senior Curator of Art (Contemporary Art) (425212).

Applications Close:—Friday, 10 December 2010.

Salary:—\$71,516 – \$82,709 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—Provide expert art museum services and advice that contributes to knowledge of art at a departmental, national and international level and promote TMAG as a centre of excellence. Create and deliver innovative and high impact exhibition and education programs including but not limited to the Star/Dust art initiative, and other exhibition outcomes identified in the 2009-2011 Strategic Business Plan.

Undertake curatorial and administrative work including collection management, registration and reporting requirements, enquiries and liaison with the public.

Essential Requirements:—A graduate university qualification relevant to the professional duties to be undertaken.

Desirable Requirements:—Postgraduate training in an appropriate course of study or appropriate experience.

· Appropriate experience in a similar curatorial environment and a record of research.

Enquiries to Stella O'Brien for a copy of the Statement of Duties, phone (03) 6211 4178, email *stella.obrien@tmag.tas.gov.au*. For further information about the position please contact Sue Backhouse, Senior Curator of Art, phone (03) 6211 4141, email *sue.backhouse@tmag.tas.gov.au*.

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

To be considered for an interview, 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*

### Customer Services Officer, Ravenswood Library (700173).

Applications Close:—Friday, 10 December 2010.

Salary:—\$50,815 – \$55,312 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

## Print Applied Technology Pty Ltd

### **Festive Season Trading Hours**

Over the Festive Season our trading hours are

8 am - 12 Noon Friday 24 December 2010

and closed until 7th January 2011

We resume normal working hours from  
10th January 2011

Permanent part-time 46.5 hours per fortnight from as soon as possible.

Location:—Ravenswood Library.

Description of Role:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a Learning and Information Network Centre (LINC) environment.

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.

For a copy of the Statement of Duties please contact Pauline Blyth, phone (03) 6336 2639, email pauline.blyth@education.tas.gov.au.

Enquiries to Lyn Edgar, Department of Education, phone (03) 6336 2643, email lyn.edgar@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*

#### Launceston LINC

#### ***LINC Services Co-ordinator, Information Services, Launceston LINC (700433).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time from 4 January 2011.

Location:—Launceston LINC.

Description of Role:—Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of Community Knowledge Network policies.

A local task list is attached.

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:—Appropriate academic/professional qualifications.

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

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

Enquiries to Lyn Edgar, Department of Education, phone (03) 6336 2643, email lyn.edgar@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)*

#### ***Assistant Principal, Teaching and Learning, Learning Services (North) (964571).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$95,169 p.a.

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

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

Location:—Learning Services (North).

Description of Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

A local task list is attached.

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

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

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

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

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

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

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

#### Launceston College

#### **Advanced Skills Teacher, Launceston College—3 Vacancies.**

Applications Close:—Friday, 10 December 2010.

Salary:—\$85,035 p.a.

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

Vacancy No. 205418.

Permanent full-time from 7 February 2011.

Location:—Launceston College.

Vacancy No. 205427.

Permanent full-time from 7 February 2011.

Location:—Launceston College.

Vacancy No. 205415.

Fixed-term full-time from 7 February 2011 to 14 December 2012.

Location:—Launceston College.

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

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

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

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

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

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

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

Enquiries to Keith Wenn, Department of Education, phone (03) 6332 7777, email keith.wenn@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### Montrose Bay High School

#### **Teacher Dance/Drama, Montrose Bay High School (961104).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$49,058 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Montrose High School, Rosetta Campus.

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

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

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

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005. Ability to teach Dance and Drama.

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

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

For a copy of the Statement of Duties please contact Selina Barrow, phone (03) 6273 2651, email selina.barrow@education.tas.gov.au.

Enquiries to Fiona Szczerbanik, Department of Education, phone (03) 6273 1677, email fiona.szczerbanik@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)*

## Clarendon Vale Primary School

***Re-advertised, Community Literacy Officer, Clarendon Vale Primary School (964350).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 42 hours per fortnight from 8 February 2011 until 17 December 2012.

Location:—Clarendon Vale Primary School.

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

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

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

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

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

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

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

Enquiries to Anne Douglas, Department of Education, phone (03) 6247 7055, email [anne.douglas@education.tas.gov.au](mailto:anne.douglas@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Programs, Students*

## Aboriginal Education

***Aboriginal Early Years Liaison Officer—3 Vacancies.***

Applications Close:—Friday, 10 December 2010.

Salary:—\$50,815 – \$55,312 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 962835.

Fixed-term full-time from 4 January 2011 to 31 December 2011.

Location:—Romaine Park Primary School, Learning Services (North-West).

Vacancy No. 964480.

Fixed-term full-time from 4 January 2011 to 31 December 2011.

Location:—East Devonport Primary School, Learning Services (North-West).

Vacancy No. 964481.

Fixed-term part-time 44.10 hours per fortnight from 4 January 2011 to 31 December 2011.

Location:—Windermere Primary School, Learning Services (South).

Description of the Role:—To engage parents/carers of Aboriginal children from birth to four years in the education of their children. The role will contribute to improved kindergarten enrolment and attendance by providing parents with knowledge and skills to enhance their support for children's learning and preparedness for school entry.

Essential Requirements:—Aboriginality. The State Service Commissioner has determined that this position is an Aboriginal identified position and that it will be filled in accordance with Ministerial Direction No. 12 Aboriginal and Torres Strait Islander Employment in the State Service. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—A Current Drivers Licence.

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

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

Enquiries to Danielle Bresnehan, Department of Education, phone (03) 6233 7187, email [danielle.bresnehan@education.tas.gov.au](mailto:danielle.bresnehan@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Programs, Students*

## Aboriginal Education

***Aboriginal Education Officer, Montrose Bay High School (962621).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$50,815 – \$55,312 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 29.4 hours per fortnight from 1 January 2011 to 31 December 2011.

Location:—Montrose Bay High School.

Description of the Role:—Assist schools to engage with Aboriginal community members, organisations and cultural resources in order to build their capacity to provide culturally responsive and inclusive learning environments that value Aboriginal students and Aboriginal culture, and actively promote Aboriginal student engagement, attainment and successful transitions, Years 8 – 12. Support school communities to implement the Closing the Gap in Aboriginal Educational Outcomes 2010-2014 strategy and other relevant initiatives.

Essential Requirements:—Aboriginality. The State Service Commissioner has determined that this is an Aboriginal Identified position and it will be filled in accordance with the Ministerial Direction No 12: Aboriginal and Torres Strait Employment in the Tasmanian State Service. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—A current driver's license.

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 Danielle Bresnehan, Department of Education, phone (03) 6233 7187, email [danielle.bresnehan@education.tas.gov.au](mailto:danielle.bresnehan@education.tas.gov.au).

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

## EDUCATION

### SKILLS TASMANIA

#### *Training Consultancy and Agreements*

#### *Training Agreement*

#### ***Training Operations Officer, Skills Tasmania (421421) Re-advertised.***

Applications Close:—Friday, 10 December 2010.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time from as soon as possible until 8 April 2011.

Location:—Region South.

Description of Role:—Responsible to the Supervisor for co-ordinating, directing and handling routine actions related to the administration of training agreements.

The employee operates under the general direction of the Supervisor.

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

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

Enquiries to Karen Pritchard, Department of Education, phone (03) 6233 7713, email [karen.pritchard@skills.tas.gov.au](mailto:karen.pritchard@skills.tas.gov.au).

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

## EDUCATION

### STRATEGIC POLICY AND PERFORMANCE

#### ***Principal Policy Analyst (963940).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$112,516 p.a.

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

Fixed-term full-time from 21 February 2011 to 24 October 2012.

Location:—Region, South.

Description of the Role:—Manage policy development for the education system that reflects government direction, national initiatives, international trends and achievements, and interagency service improvement opportunities. Provide high level advice on the development and implementation of the Department's strategic policies to the Secretary and General Manager, including advice on cross-agency issues and responsibilities.

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

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award, 2005. Relevant tertiary qualifications. Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history.

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

Enquiries to Jan Batchelor, Department of Education, phone (03) 6233 7768, email [jan.batchelor@education.tas.gov.au](mailto:jan.batchelor@education.tas.gov.au).

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

## EDUCATION

## STRATEGIC POLICY AND PERFORMANCE

*Curriculum***Principal Education Officer—8 Vacancies.**

Applications Close:—Friday, 10 December 2010.

Salary:—\$102,245 p.a.

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

Vacancy No. 106366.

Fixed-term full-time from 8 February 2011 to 12 February 2013.

Location:—Region, South.

Vacancy No. 106347.

Fixed-term full-time from 8 February 2011 to 12 February 2013.

Location:—Region, South.

Vacancy No. 106126.

Fixed-term full-time from 8 February 2011 to 12 February 2013.

Location:—Region, South.

Vacancy No. 107043.

Fixed-term full-time from 8 February 2011 to 12 February 2013.

Location:—Region, South.

Vacancy No. 950684.

Fixed-term full-time from 8 February 2011 to 12 February 2013.

Location:—Learning Services (South).

Vacancy No. 594193.

Fixed-term full-time from 8 February 2011 to 12 February 2013.

Location:—Learning Services (South-East).

Vacancy No. 594692.

Fixed-term full-time from 8 February 2011 to 12 February 2013.

Location:—Learning Services (North).

Vacancy No. 595292.

Fixed-term full-time from 8 February 2011 to 12 February 2013.

Location:—Learning Services (North-West).

Description of the Role:—To provide educational leadership in the relevant educational fields, ensuring professional learning for teachers, school leaders and others by working within educational teams providing high quality curriculum development, implementation and support.

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

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005. A degree in Science and/or equivalent experience.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one

application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Sue Tolbert, Department of Education, phone (03) 6212 3543, email sue.tolbert@education.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

**Cardio Respiratory Technician (510303).**

Applications Close:—Friday, 31 December 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 worker, working 76 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—To assist the Director of CardioRespiratory Services and other staff in the investigation and management of patients of the Royal Hobart Hospital through provision of non-invasive cardio respiratory investigations.

To provide safe and compassionate patient care founded on excellence in practice, teaching, research and leadership. Co-ordinate activities in the Respiratory Function Unit and Non-invasive cardiology services at the Royal Hobart Hospital, including performing a range of tests within these areas. Work within a multidisciplinary team to support research and teaching activities in CardioRespiratory Medicine.

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

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

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

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## HEALTH AND HUMAN SERVICES

**Clinical Nurse Consultant, Neuromuscular Degenerative Disease—2 Vacancies.**

Applications Close:—Friday, 17 December 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Vacancy No. 519892.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Vacancy No. 519893.

Permanent full-time day work.

Location:—Launceston General Hospital.

Duties:—As part of an interprofessional team, the Clinical Nurse Consultants provide clinical leadership, assessment, care co-ordination and implementation of planned clinical care to patients with Neuromuscular Degenerative Disease including Parkinson's disease to enable care needs to be met in the most appropriate environment.

Together with the interdisciplinary team, undertake a broad



consulative role by initiating and maintaining a comprehensive care network, build and maintain links with providers in primary health and acute care settings, including community service providers, General Practitioners, Specialists and other health care providers to support the care needs of patients with degenerative neuromuscular disease.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Bruce Edwards, Royal Hobart Hospital, Department of Health and Human Services, phone (03) 6222 8982, email [bruce.edwards@dhhs.tas.gov.au](mailto:bruce.edwards@dhhs.tas.gov.au) or Catherine Austen, Launceston General Hospital, Department of Health and Human Services, phone (03) 6348 7588, email [catherine.austen@dhhs.tas.gov.au](mailto:catherine.austen@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

### AMBULANCE TASMANIA

#### ***Paramedic Educator-Clinical Assessment and Referral Program (519958).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$90,799 p.a.

Tasmanian Ambulance Service Award, Paramedic Educator, Level 2.

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

Location:—Ambulance, Hobart.

**Duties:**—Research, develop and implement an effective and appropriate training program that delivers safe assessment and referral of patients to alternative care pathways. This is a Commonwealth funded project aimed at reducing pressure on hospital emergency departments.

**Essential Requirements:**—Intensive Care Paramedic with an additional qualification in training and assessment or equivalent.

Current Drivers Licence.

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

Enquiries to Andrew O'Brien, Department of Health and Human Services, phone (03) 6230 8513, email [andrew.obrien@dhhs.tas.gov.au](mailto:andrew.obrien@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

#### *Population Health*

#### ***Co-ord Chronic Conditions Prevent and Management (514224).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$87,667 – \$93,681 p.a.

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

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

Location:—PHP, Health Priorities, Hobart.

**Duties:**—Manage the Chronic Conditions Prevention and Self Management team and act as a specialist consultant across the Agency and health services system to facilitate the development of effective policies, systems, programs and approaches relating to the prevention and self management chronic conditions, and the promotion of health and wellbeing.

**Desirable Requirements:**—High level understanding of the determinants of population health and wellbeing and the underlying factors that contribute to differences in health and wellbeing gain between population sub groups. A high level of understanding and a demonstrated ability to provide authoritative policy advice on the prevention and management of chronic disease; self management and models of effective chronic illness care and their applications. Proven strategic, conceptual, analytical and creative skills, with an understanding of the current issues impacting on the health service industry in Tasmania in relation to chronic conditions, together with Commonwealth/state relations in health and human services.

Enquiries to Carole Owen, Department of Health and Human Services, phone (03) 6222 7383, email [carole.owen@dhhs.tas.gov.au](mailto:carole.owen@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

#### *Population Health*

#### ***Policy and Program Officer, Preventive Health Systems and Support (516933).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$71,624 – \$84,834 p.a.

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

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

Location:—Chronic Conditions Prevention and Self Management Unit, Location can be negotiated with the successful applicant.

**Duties:**—This position works as part of the Population Health team and in partnership with key stakeholders to address state and national preventative health priorities, through developing and implementing preventative health policy, programs and systems to address risk factors for chronic disease and to improve and support the health and wellbeing of the Tasmanian population.

Desirable Requirements:—Relevant tertiary qualifications and demonstrated ability to apply a sound understanding of health promotion principles and population health approaches to preventative health and improving health and wellbeing. Demonstrated understanding of the political, social and organizational issues that may impact on preventative health, self management and chronic.

conditions risk factors at a service and community level. Demonstrated skills and experience in planning, developing, implementing, evaluating and reporting on population health/health promotion and self management/chronic conditions risk factors programs or projects.

Enquiries to Narelle Smith, Department of Health and Human Services, phone (03) 6222 7720, email narelle.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

### HUMAN SERVICES

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

#### **Senior Client Support Officer (515579).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Fixed-term full-time day work commencing (03) January 2011 until 01 July 2011.

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

Duties:—In a multi skilled environment, provide a high level of administrative support as required to professional field workers, management and clients to ensure the efficient and effective delivery of Child and Family Services.

Ability to undertake supervisory and staff training duties and manage administrative staff to ensure an efficient administrative support service.

Highly developed computer skills including competency in the use of word processing, spreadsheet, database packages and computerized financial management information systems.

Knowledge and understanding of Government accounting and Human Resource procedures, or the ability to acquire this knowledge.

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 Michelle Davey, Department of Health and Human Services, phone (03) 6336 2572, email michelle.davey@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Policy Analyst (500568).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Fixed-term full-time day work (part-time hours may be available by negotitaion) commencing 04 January 2011 until 01 July 2011.

Location:—Housing Tasmania, Hobart.

Duties:—As a member of Housing Services, Operational Policy Unit, participate in developing the policy framework for the Group, research and analysis, service development and performance measurement and reporting arrangements.

Desirable Requirements:-.

Strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues.

Proven ability to communicate both orally and in writing at all levels, including the ability to undertake complex negotiations and resolve conflict.

Ability to develop policy options, design programs, develop implementation guidelines, performance standards and performance measures in a service development context.

Enquiries to Rachael Andrews, Department of Health and Human Services, phone (03) 6233 3692, email rachael.andrews@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Registered Nurse (514604).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

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

Location:—Operating Theatre, Mersey Community 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 Nursing and Midwifery Board of Australia.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Grace Kamphuis, Department of Health and Human Services, phone (03) 6426 5206, email [grace.kamphuis@dhhs.tas.gov.au](mailto:grace.kamphuis@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Administrative Assistant (502546).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time daywork.

Location:—Community Health, Burnie.

Duties:—Manage and co-ordinate the provision of a complete range of efficient and effective office management services for the Burnie Community Health Centre. Provide a high level of administrative support to the Nurse Unit Manager and other staff in the Burnie and Wynyard office.

Desirable Requirements:—High level of office organisation and procedures in order to ensure the efficient operation of the Burnie Community Health Centre. High level oral, written and interpersonal communication skills and ability to work effectively as part of a team. A high level of keyboard skills, together with demonstrated knowledge and proficiency in operation of computerised information systems.

Enquiries to Lorraine Hyland, Department of Health and Human Services, phone (03) 6434 6454, email [lorraine.hyland@dhhs.tas.gov.au](mailto:lorraine.hyland@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Community Podiatrist (503070).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$46,450 – \$74,527 p.a.

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

Permanent part-time day worker, working 30.4 hours per fortnight.

Location:—Devonport Community Health Centre.

Duties:—The Community Podiatrist will provide a high standard of Podiatric care to clients of the North West Area Health Service. The position involves working within the Podiatry team and with other service providers in the local

community to provide optimum health care outcomes for clients of the North West Area. The Community Podiatrist will participate in health promotion activities as well as being a member in the continued development of the North West Area Podiatry/Foot Health Service.

Essential Requirements:—Registered with the Podiatry Board of Australia.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Andrew Chappell, Department of Health and Human Services, phone (03) 6421 7738, email [andrew.chappell@dhhs.tas.gov.au](mailto:andrew.chappell@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*

#### **After Hours Nurse Unit Manager (NUM) (503338).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$79,725 – \$83,496 pro rata.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent part-time shift work (set rotational, permanent night duty), working 60 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Services.

Duties:—Provide leadership to the Launceston General Hospital.

Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Launceston General Hospital.

Desirable Requirements:—Relevant post graduate qualifications.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Helen Bryan, Department of Health and Human Services, phone (03) 6348 7002, email [helen.bryan@dhhs.tas.gov.au](mailto:helen.bryan@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Clinical Nurse (504008).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—Renal NW Ratellite Unit, Parkside Burnie.

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

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

Enquiries to Jennifer Reynolds, Department of Health and Human Services, phone (03) 6434 4130, email [jennifer.reynolds@dhhs.tas.gov.au](mailto:jennifer.reynolds@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Clinical Nurse Consultant (Hospital Aged Care Liaison Team) (518746).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

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

Location:—Hospital Aged Care Unit.

Duties:—Function as member of a interdisciplinary team providing assessment, care co-ordination and implementation of planned outreach support to older people in the emergency department, community or residential aged care setting to enable care needs to be met in the most appropriate environment. Together with the Nurse Unit Manager and the interdisciplinary team, undertake a broad consultative role by initiating and maintaining a comprehensive care network, build and maintain links with providers in the primary health setting, including community service providers, General Practitioners, Residential Aged Care Facilities and the Rural Inpatient Facilities. The role will also establish and maintain internal links with medical unit Clinical Nurse Consultants, ward Nurse Unit Managers and the Aged Care Transition Co-co-ordinator.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Catherine Austen, Department of Health and Human Services, phone (03) 6348 7588, email [catherine.austen@dhhs.tas.gov.au](mailto:catherine.austen@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***Diabetes Research Nurse (504898).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Permanent part-time day work, working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Diabetes Research Unit, Level 3.

Duties:—Provide support to the Director of Medicine in establishing, undertaking and supervising research projects in the field of diabetes. This includes:

Undertaking a liaison role with the Research and Ethics Committee when preparing submissions for new research projects, including the development of protocols and project plans, reporting on completed trials and informing the Committee of any changes that may impact on existing approved trials.

Establishing and supervising the collection of information from patients participating in research and as required acting as resource to Research co-ordinators in relation to the collection and analysis of data.

Contributing to the Diabetes Research Unit's quality improvement program, including post research evaluations and general education to clinical units of the Hospital in respect to activities of the Unit.

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

Enquiries to Catherine Austen, Department of Health and Human Services, phone (03) 6348 7588, email [catherine.austen@dhhs.tas.gov.au](mailto:catherine.austen@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Executive Assistant-Residential Aged Care Liaison Team (516917).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$50,134 – \$54,573 p.a.

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

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

Location:—Residential Aged Care Unit.

Duties:—To provide a high level of administration support for the Hospital Aged Care Services in the Launceston General Hospital. The program supports an outreach service. The successful applicant will be able to multi task between the programs. Knowledge of data recording, accounts and invoicing is essential.

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 Lyn Lendvay, Department of Health and Human Services, phone (03) 6348 7918, email [lyn.lendvay@dhhs.tas.gov.au](mailto:lyn.lendvay@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*

#### **Radiographer (503712).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$46,450 – \$74,527 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 3 January 2012. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Radiology Department, Launceston General Hospital.

Duties:—Responsible for the use of ionising and non-ionising radiation to provide images of the highest diagnostic value.

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 Garth Faulkner, Department of Health and Human Services, phone (03) 6348 7081, email [garth.faulkner@dhhs.tas.gov.au](mailto:garth.faulkner@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Registered Nurse (503684).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent part-time day work, working 28 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Services, Phlebotomy.

Duties:—To undertake and be responsible for the safe and effective collective of blood specimens from inpatients within the Launceston General Hospital.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Robyn Liddington, Department of Health and Human Services, phone (03) 6348 7901, email [robyn.liddington@dhhs.tas.gov.au](mailto:robyn.liddington@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 (Various vacancies) (503195).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent full-time or part-time positions available.

Location:—Nursing Pool.

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 Nursing and Midwifery Board of Australia.

Enquiries to Robyn Liddington, Department of Health and Human Services, phone (03) 6348 7901, email [robyn.liddington@dhhs.tas.gov.au](mailto:robyn.liddington@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, P.O. Box 1963, Launceston 7250.

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Community Options Case Manager (507511).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$56,276 – \$65,073 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight. To commence 4 January 2011 until 24 December 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—3, 5 Wellington Street Launceston.

Duties:—To provide a Community Options model of case management service to frail older and younger disabled clients and their carers with complex needs within the HACC target population.

Highly Desirable Requirements:—Current unrestricted driver's licence.

Enquiries to Annette Keen, Department of Health and Human Services, phone (03) 6336 4201, email [annette.keen@dhhs.tas.gov.au](mailto:annette.keen@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***COS Dementia Nurse (519426).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—3, 5 Wellington Street, Launceston.

Duties:—Promote community awareness in relation to dementia care, including developing and maintaining strong communication links within the Agency and with community based service providers and other key groups and consumers regarding supporting the needs of clients, their families and carers. Function as a member of the Community Options North multi-disciplinary team including the provision of support, consultation and advice to other team members in relation to dementia care.

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

Current Drivers Licence.

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

Enquiries to Annette Keen, Department of Health and Human Services, phone (03) 6336 4201, email [annette.keen@dhhs.tas.gov.au](mailto:annette.keen@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## POLICY, INFORMATION AND COMMISSIONING

*Purchasing and Performance Management***Executive Support Officer (512159).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$56,276 – \$65,073 p.a.

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

Permanent full-time day work.

Location:—Purchasing and Performance Management Unit, Hobart.

Duties:—Manage the efficient operation of the Purchasing and Performance Management Unit (PPM) including the provision of high level administrative, clerical, human resources, and secretarial support. Co-ordinate the preparation of complex and confidential documentation, including Ministerial, Question Time Briefs and Departmental Policies covering research, development and preparation of background notes and information, for matters relating to clinical engagement. Oversee the timely and accurate flow of information between PPM, the Executive Director Policy Information and Commissioning and the Office of the Secretary. Oversee and supervise the work of the Administrative Assistants in PPM to ensure high level administrative and support services are provided and maintained.

Desirable Requirements:—Ability to use initiative flexibility, sound judgment and discretion, including the ability to interpret and analyse information and recommend or decide on an appropriate action, and the capacity to participate effectively in a team environment. Demonstrated knowledge of, and experience in, contemporary office management practices. Well developed interpersonal, communication, consultation, negotiation and conflict resolution skills including the ability to supervise, lead and motivate members of a team and have the capacity to plan, organise, set priorities and work effectively in an area subject to work pressures and change.

Enquiries to John Smith, Department of Health and Human Services, phone (03) 6233 3775, email [john.smith@dhhs.tas.gov.au](mailto: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

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Clinical Nurse (508479).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—St John's Park, New Town.

Duties:—Ideally you will have advanced clinical experience and competence working within renal dialysis. Post graduate qualifications desired but not essential. This position will be based in haemodialysis but knowledge of all aspects of renal nursing (peritoneal dialysis, transplant co-ordination) would be preferred.

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

Enquiries to Colin Banks, Department of Health and Human Services, phone (03) 6222 5404, email colin.banks@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

#### ***Rostering Services Support Officer (509136).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$50,134 – \$54,573 p.a.

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

Fixed-term casual shift work, working as and when required, including annual leave relief, commencing As soon as possible for a period of twelve months.

Location:—Royal Hobart Hospital.

Duties:—Provide effective rostering support to Hospital Managers using the ProAct rostering system. Provide administrative support for Hospital Managers on rostering related issues including collation of staffing related management reports.

Enquiries to Marc Bester, Department of Health and Human Services, phone (03) 6222 8152, email marc.bester@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### ***Clinical Nurse (506290).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time shiftwork.

Location:—Midlands Multi Purpose Center, Oatlands.

Duties:—The Clinical Nurse provides clinical leadership, in accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, in all aspects of nursing care within the practice setting. The

practice setting at Midlands Multi-Purpose Health Centre consists of 4 acute beds, 18 aged care beds, and the provision of emergency services, including triage and working as part of the ambulance team attending to emergency call outs.

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

Current Drivers Licence.

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

Enquiries to Judy Bradford, Department of Health and Human Services, phone (03) 6254 5030, email judy.bradford@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

#### ***Clinical Nurse Consultant, Womens Health Clinics (519947).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day worker, working 76 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—The Clinical Nurse Consultant is a Midwifery and Nursing Clinical Leader who provides and co-ordinates at an advanced level, contemporary midwifery and gynaecology nursing care within a multidisciplinary team, to women and their families in the outpatient setting.

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

Enquiries to Heather Giannaros, Department of Health and Human Services, phone (03) 6222 6891, mobile 0407 189 222, email heather.giannaros@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### ***Community Health Nurse (506260).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time daywork, working 56 hours per fortnight.

Location:—Spring Bay Community and Health Centre, Triabunna.

**Duties:**—The Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programs. Collaborates with other members of the health care team to ensure the delivery of high quality health care.

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

Current Drivers Licence.

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

Enquiries to Sue Khan, Department of Health and Human Services, phone (03) 6257 3356, mobile 0437 093 514, email sue.khan@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Community Health Nurse, RELIEF (506768).**

**Applications Close:**—Friday, 17 December 2010.

**Salary:**—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

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

**Location:**—Spring Bay Community and Health Centre, Triabunna.

**Duties:**—In accordance with Primary Health Care principles, Agency Policies, legal requirements and professional competencies; the Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programs. Collaborates with other members of the health care team to ensure the delivery of high quality health care.

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

Current Drivers Licence.

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

Enquiries to Sue Khan, Department of Health and Human Services, phone (03) 6257 3356, mobile 0437 093 514, email sue.khan@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*

#### **Home Help (519560).**

**Applications Close:**—Friday, 10 December 2010.

**Salary:**—\$37,809 – \$38,933 pro rata.

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

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

**Location:**—Allonah District Health Centre, Bruny Island.

**Duties:**—Within a Primary Health Care framework Home Help staff will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community. Home Help staff provide essential household duties as assessed by the nominated assessor and approved by the relevant supervisor, these duties could include cleaning, cooking, shopping assistance, washing and ironing.

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 Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email robyn.rylands@dhhs.tas.gov..

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Clinical Nurse Educator (518832).**

**Applications Close:**—Friday, 10 December 2010.

**Salary:**—\$74,477 – \$79,725 p.a.

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

Permanent full-time day worker, working 76 hours per fortnight.

**Location:**—Cardiothoracic/Cardiology Unit, Royal Hobart Hospital.

The role of the Clinical Nurse Educator (CNE) is to facilitate and support the development of the nursing and midwifery workforce, including under-graduate and enrolled nursing students.



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

Enquiries to Karen Ford, Department of Health and Human Services, phone (03) 6222 8530, email karen.ford@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*

#### **Enrolled Nurse (509404).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$47,703 – \$50,454 p.a.

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

Permanent part-time shift worker (fully rotational) 40 hours (five shifts) per fortnight. To commence 14 February 2011.

Location:—Orthopaedics, Royal Hobart Hospital.

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

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

Enquiries to Lynda Styles, Department of Health and Human Services, phone (03) 6222 8903, email lynda.styles@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Nurse Unit Manager (505558).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time daywork.

Location:—Huon Community Health Centre.

Duties:—Provide leadership to the Huon Community Nursing Service and the Social Work Service at Huon Community Health. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Huon Community Nursing and Social Work Teams. Manage and continue to develop both the Huon Community Health Centre and the Cygnet Community Health Centre to support the provision of best practice primary health services. Develop positive linkages with internal

and external health service providers in the planning and co-ordination of services for the Huon Municipality.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Janet Clemens, Department of Health and Human Services, phone (03) 6233 6749, email janet.clemens@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 Project Officer (517148).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$71,624 – \$84,834 p.a.

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

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

Location:—RHH Redevelopment Program, Hobart.

Duties:—As a member of the Program Team: Co-ordinate and deliver a program of works and projects to upgrade RHH site infrastructure and building services and other sub-components of the RHH Redevelopment as assigned by the Program Manager. Assist the Program Manager with the development, management and implementation of project management strategies, plans and processes including Program and Project Planning, Risk Management, Quality Management, Value Management, Resource Management, Financial Management, Consultant Management, Change Management and Probity Management. Assist other members of the Program Team to meet program objectives.

Desirable Requirements:—Project management experience in relation to site infrastructure and building services upgrades and other capital building works projects including: interpreting and reviewing building and engineering services reports, plans and specifications; specification of functional requirements for building and engineering services works projects; engagement and management of building and engineering design consultants; and engagement and management of building and engineering services works contractors. Knowledge of contemporary project and contract management practices and techniques, including managing the interface with clients and user groups and the direction and co-ordination of consultants and contractors and with specific knowledge of: quality management; value management; risk management; and stakeholder management. Demonstrated ability to apply contemporary management techniques in a complex and rapidly changing environment, to monitor effectiveness and efficiency, and to deliver results.

Enquiries to Wayne Eastley, Department of Health and

Human Services, phone (03) 6233 6847, email [wayne.eastley@dhhs.tas.gov.au](mailto:wayne.eastley@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Alcohol and Drug Services*

#### ***Youth Alcohol and Drug Worker (Early Intervention Pilot Program) (519939).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$46,450 – \$74,527 p.a.

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

Fixed-term full-time day work commencing as soon as possible until 30 June 2012.

Location:—St Johns Park, New Town.

Duties:—The Tasmanian Alcohol and Drug Service is seeking a qualified and motivated Youth Worker to embark upon a new and exciting Early Intervention Pilot Project. This person will have the privilege and responsibility of working alongside health professionals and Tasmania Police in providing assessments, information and early interventions to people under the age of 18, with the aim of helping change youth attitudes and behaviour around alcohol. You will need to possess a high degree of initiative and drive, be able to work well with limited supervision as well as alongside a supportive, multi-disciplinary team. You will have experience working with young people in the alcohol and other drug field. Ideally, you will also have skills in data collection and reporting and have worked alongside the parents or guardians of young people. This role will offer you the opportunity to have a direct and positive impact on the lives of young people across Southern Tasmania.

Essential Requirements:— Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or.

- Graduate of an approved School of Occupational Therapy and.

- eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology Board of Australia.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Matt Bain, Department of Health and Human Services, phone (03) 6230 7901, email [matt.bain@dhhs.ta.gov.au](mailto:matt.bain@dhhs.ta.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

#### Oral Health Services

#### ***Customer Service Officer (518011).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$44,378 – \$48,358 p.a.

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

Permanent full-time day work.

Location:—Oral Health Services Tasmania North.

Duties:—The role of the Customer Service Officer is to provide an efficient and effective reception service to all clients and centre based staff, as well as administrative and clerical support to Oral Health Services Tasmania staff and external service providers. You will be required to liaise and assist in the co-ordination of the day to day functions of the Dental Centre and community clinics. Provide a clerical support service in relation to the administrative functions associated with primary patient care.

Desirable Requirements:—Well developed communication and interpersonal skills, with the ability to liaise with all disciplines of professional staff. Ability to be flexible and work effectively as part of a team in a busy, demanding work environment, together with well developed time management skills and the ability to prioritise work. Demonstrated ability to work with difficult and demanding clients, including a high level of adaptability and flexibility.

Enquiries to Adele Eadie, Department of Health and Human Services, phone (03) 6336 4118, email [adele.eadie@dhhs.tas.gov.au](mailto:adele.eadie@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

#### Oral Health Services

#### ***Dental Assistant—3 Vacancies.***

Applications Close:—Friday, 10 December 2010.

Salary:—\$44,378 – \$48,357 p.a.

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

Vacancy No. 513811.

Permanent full-time day work.

Location:—Oral Health Services Tasmania South.

Vacancy No. 501181.

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

Location:—Oral Health Services Tasmania South.

Vacancy No. 501378.

Fixed-term casual day work, working as and when required for a period of two years.

Location:—Oral Health Services Tasmania South.

**Duties:**—The role of the Dental Assistant is to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. You will be required to take a lead role in training, assisting and orientating less experienced staff.

**Desirable Requirements:**—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such knowledge. Acceptable experience in Cardio Pulmonary Resuscitation and emergency first aid techniques.

Enquiries to Anita Lindsay, Department of Health and Human Services, phone (03) 6214 5485, email [anita.lindsay@dhhs.tas.gov.au](mailto:anita.lindsay@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

##### Oral Health Services

#### **Dental Assistant (501195).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$44,378 – \$48,357 p.a.

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

Permanent full-time day work.

Location:—Oral Health Services Tasmania North.

**Duties:**—The role of the Dental Assistant is to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. You will be required to take a lead role in training, assisting and orientating less experienced staff.

**Desirable Requirements:**—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such knowledge. Acceptable experience in Cardio Pulmonary Resuscitation and emergency first aid techniques.

Enquiries to Vanessa Whiteman, Department of Health and Human Services, phone (03) 6336 4125, email [vanessa.whiteman@dhhs.tas.gov.au](mailto:vanessa.whiteman@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](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services South*

#### **Allied Health Professionals, Graduates (518757).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$46,450 – \$74,527 p.a.

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

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

Location:—St Johns Park, New Town.

**Duties:**—Mental Health Services South is looking to employ new graduates to work as part of a multi-disciplinary team, on an as and when required basis, delivering high quality mental health services. You will be required to undertake the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multi-disciplinary framework. Provide assessment, treatment and assertive case management to clients of Mental Health Services and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities. Promote community awareness in relation to mental health.

**Essential Requirements:**— Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology Board of Australia.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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 Alice Godfrey, Department of Health and Human Services, phone (03) 6211 4580, email [alice.godfrey@dhhs.tas.gov.au](mailto:alice.godfrey@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services South*

#### **Community Mental Health Nurse—2 Vacancies.**

Applications Close:—Friday, 17 December 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 512322.

Permanent full-time day work.

Location:—Glenorchy and Northern Districts.

Vacancy No. 505983.

Permanent full-time day work.

Location:—Glenorchy and Northern Districts.

**Duties:**—The Community Mental Health Nurse provides assessment and case management to consumers with a mental illness, with the opportunity to utilise a range of therapeutic intervention skills. The area covered by the team encompasses both urban and rural areas and provides an interesting and varied caseload. This position would suit a motivated person who enjoys working as part of a supportive multi-disciplinary team. This position attracts salary packaging.

**Essential Requirements:**—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand or the United Kingdom.

Current Drivers Licence.

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

3) Disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services South*

#### **Occupational Therapist (515625).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$71,381 – \$81,876 p.a.

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

Permanent full-time day work.

Location:—Glenorchy and Northern Districts.

**Duties:**—The occupational therapist provides case management for clients of the Glenorchy and Northern Districts Adult Community Mental Health Team, within a multi-disciplinary framework. This position would suit a creative and innovative clinician who enjoys being part of a supportive team and working with clients with a variety of mental health issues.

**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 Rosalind Cole, Department of Health and Human Services, phone (03) 6211 5000, email [rosalind.cole@dhhs.tas.gov.au](mailto:rosalind.cole@dhhs.tas.gov.au).

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

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## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS AND TRAFFIC

#### *Operations*

#### **Network Supervisor (Roads) (372084).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 36.75 hours per week until 24th December 2011.

Location:—Hobart.

**Duties:**—As a member of the Regional Maintenance Services Team effectively manage a designated section of the State's Road network in accordance with established policies and procedures.

**Essential Requirements:**—Current Drivers Licence.

**Desirable Requirements:**—Diploma in Civil Engineering or an equivalent Diploma in a similar field.

Enquiries to Steve Puli, Manager Bridges and Southern Maintenance, Department of Infrastructure, Energy and Resources, phone (03) 6233 5412, email [Steve.Puli@dier.tas.gov.au](mailto:Steve.Puli@dier.tas.gov.au).

Applications to The Manager, Human Resources, Department of Infrastructure, Energy and Resources, G P O Box 936 Hobart 7001, phone (03) 6233 2060, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## JUSTICE

### CONSUMER AFFAIRS AND FAIR TRADING

#### *Rental Deposit Authority*

#### **Manager Rental Deposit Authority (355452).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

**Duties:**—Manager, plan and develop the strategic direction of the Rental Deposit Authority branch, including financial, physical and human resources. Liaise with clients and stakeholders and undertake high level correspondence, reports and briefing materials to the Minister, Director, Secretary and Senior Departmental officers in relation to the functions of the Commissioner and the operation of the Residential Tenancy Act. Represent the Department on appropriate state and national committees and working groups and liaise with industry users and other Government Agencies.

**Desirable Requirements:**—An appropriate degree or tertiary qualifications in a relevant discipline.

Enquiries to Chris Batt, Director CAFT, Department of Justice, phone (03) 6233 4555.

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Chris Batt, on (03) 6233 4555 alternatively [Chris.batt@justice.tas.gov.au](mailto:Chris.batt@justice.tas.gov.au).

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

### SUPREME COURT

#### *Burnie*

#### ***Judges Attendant (352017).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$34,815 – \$43,365 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time hours as and when required according to the Supreme Court sitting calendar issued each year, for a period of 2 years.

Location:—Burnie.

Duties:—Provide administrative assistance to the judges of the Supreme Court by attending judges in Court and in Chambers including, ensuring the availability of reference material, maintaining lists of authorities, preparing court rooms, chambers and jury rooms, swearing in witnesses, jurors and other personnel, assist the Associates and organise travel and equipment for Judges on circuit.

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

Desirable Requirements:—A current drivers licence.

Additional Information:—Compulsory leave in late December/January required to be taken.

Enquiries to Natalie Luttrell, Manager Burnie, Supreme Court, Department of Justice, phone (03) 6434 6398, email [natalie.luttrell@justice.tas.gov.au](mailto:natalie.luttrell@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Natalie Luttrell on (03) 6434 6398.

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## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### ***Administrative Support Officer (356180).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time working 73.50 hours per fortnight from As soon as possible until December 2011.

Location:—Rosny.

Duties:—Provide effective high level administrative and clerical support to the unit including word processing, assistance in the preparation of documentation, draft minutes, other correspondence and related matters. Provide information to clients, stakeholders, other statutory bodies and the Inspectorate relating to the legislative requirements in sometimes sensitive situations on a diverse range of topics relevant to the unit. Manage records, including incoming and outgoing mail and electronic and hard copy filing systems.

Desirable Requirements:—Nil.

Enquiries to Kylie Rogers, Inspector, Workplace Standards, Department of Justice, phone (03) 6233 0413, email [Kylie.Rogers@justice.tas.gov.au](mailto:Kylie.Rogers@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kylie Rogers on (03) 6233 0413.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### *Inspectorate*

#### ***Helpline Inspector (355689).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.50 hours per fortnight.

Location:—Rosny.

Duties:—Provide advice and information regarding workplace health and safety, workers rehabilitation and

compensation, dangerous substances, occupational licensing, building standards and regulation, long service leave and other legislation administered by the Division. Receive and record information regarding workplace accidents/incidents and complaints of legislation non-compliance. Assist in the development, maintenance and distribution of publications to help employers, employees and others understand their rights and responsibilities.

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

Enquiries to Malcolm Armsby, Helpline Manager, Workplace Standards, Department of Justice, phone (03) 6233 8313, email [Malcolm.Armsby@justice.tas.gov.au](mailto:Malcolm.Armsby@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Malcolm Armsby on (03) 6233 8313 or alternatively [Malcolm.Armsby@justice.tas.gov.au](mailto:Malcolm.Armsby@justice.tas.gov.au).

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

### HUMAN RESOURCES

#### *Staffing Services*

#### ***Project Officer, Premiers Physical Activity Council (003101).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term part-time 12 months, 36.75 hours per fortnight.

Location:—Rokeby Police Academy.

**Duties:**—To provide services including project development, policy and advice to implement a project plan in accordance with the Premier's Physical Activity Council (PPAC) initiatives.

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 project management or Occupational Health and Safety qualifications are desirable.

Enquiries to Mr Mike Cosgrove, Manager Occupational Health and Safety, Department of Police and Emergency Management, phone (03) 6230 2478, email [mike.cosgrove@police.tas.gov.au](mailto:mike.cosgrove@police.tas.gov.au).

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

Applicants should address the knowledge and skills (selection

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

## PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

### CONSERVATION AND INFRASTRUCTURE

#### ***Skilled Labourer (SK11/10).***

Applications Close:—Monday, 13 December 2010.

Salary:—\$50,815 – \$55,312 p.a.

Port Arthur Historic Site Management Authority Award, General Stream, Band 3.

Permanent full-time.

Location:—Port Arthur.

Provide skilled labouring assistance associated with maintenance, new works and conservation of infrastructure and assets at the Port Arthur Historic Sites in accordance with statutory obligations, planning instruments, heritage guidelines and the Port Arthur Historic Sites Statutory Management Plan.

**Desirable Requirements:**—Current Drivers' Licence.

Enquiries to Rod Cooper, Senior Conservation Project Officer, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2372, fax (03) 6251 2322, mobile 0418 597 741, email [rod.cooper@portarthur.org.au](mailto:rod.cooper@portarthur.org.au).

Applications to Jane Bale, Human Resources Administrator, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2306, fax (03) 6251 2322, email [recruitment@portarthur.org.au](mailto:recruitment@portarthur.org.au).

## PREMIER AND CABINET

### MINISTERIAL AND PARLIAMENTARY SERVICES

#### ***Manager Ministerial Transport (001060).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

**Duties:**—Manage the activities of the Ministerial Transport Service to ensure efficient and high quality chauffeur services are delivered to meet the requirements of the Premier, Ministers and approved clients, lead and manage the Ministerial Driver Team and develop and maintain systems and processes to ensure legislative and departmental compliance.

Enquiries to Debbie Goddard, Manager, Ministerial Services, Department of Premier and Cabinet, phone (03) 6232 7490, email [Debbie.Goddard@dpac.tas.gov.au](mailto:Debbie.Goddard@dpac.tas.gov.au).

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6270 5451, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

## PREMIER AND CABINET

## SOCIAL INCLUSION UNIT

***Administrative Assistant (001573).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time up to 12 months.

Location:—Hobart.

Duties:—Provide reception, administrative and clerical support to the Social Inclusion Unit. This includes providing support to the Executive Officer to support the administrative requirements of staff within the Unit and the Social Inclusion Commissioner for Tasmania.

Enquiries to Sam Davis, A/Executive Officer, Department of Premier and Cabinet, phone (03) 6232 7093, email Sam.Davis@dpac.tas.gov.au.

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6270 5451, email job.application@dpac.tas.gov.au.

## PREMIER AND CABINET

## TMD

*Service Delivery*

## HR Systems

***Senior Administrator HR Systems and Business Processes (001348).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high quality leadership in the planning, implementation and ongoing support of computerised corporate application systems for a range of TMD customers. Provide high quality database management, review of system and peripheral components, problem resolution, system security, technical support, delivery of enterprise reporting solutions and user assistance.

Desirable Requirements:—Professional Information Technology knowledge or experience gained through either a satisfactory completion of an appropriate course of study at a tertiary institution or relevant professional experience, particularly in relation to Human Resource Management, Financial Management and Enterprise Business Intelligence reporting.

Enquiries to Bruce Thomas, Service Delivery Manager, TMD, Department of Premier and Cabinet, phone (03) 6270 5551, email Bruce.Thomas@dpac.tas.gov.au.

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6270 5451, email job.application@dpac.tas.gov.au.

## PREMIER AND CABINET

## TMD

*Service Delivery*

## HR Systems

***Service Delivery Officer HR Systems and Business Processes (001585).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Support TMD's HR service delivery for a range of customers through the provision of HR systems processing and advisory services including HR Help Desk and HR reporting services. Liaise with the HR information system vendor to resolve user and operational problems with the human resource information system, including development and maintenance of user manuals and other systems related documentation. Maintain and manage information on the TMD's HR Systems website and as part of the ongoing administration of TMD's customers provide clerical and administrative support.

Enquiries to Bruce Thomas, Service Delivery Manager, TMD, Department of Premier and Cabinet, phone (03) 6270 5551, email Bruce.Thomas@dpac.tas.gov.au.

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6270 5451, email job.application@dpac.tas.gov.au.

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

## BIOSECURITY AND PRODUCT INTEGRITY

*Food Safety****Food Safety Auditor (Standards and Compliance) (22265).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Launceston, New Town or Devonport (subject to negotiation).

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

Duties:—Conduct food safety audits and inspections at meat, poultry, seafood and shell egg premises to ensure compliance with legislation, standards and approved programs administered by the Food Safety Branch, ensuring only disease free, wholesome food products are produced for human consumption.

Desirable Requirements:—Certificate IV or higher in food science or related field (including 40 hours of food microbiology). Certification against or attainment of national units of competency for Food Safety Auditors. Possession of appropriate competencies for auditing of high risk activities and complex processes would be highly regarded. Current motor vehicle drivers licence.

Enquiries to Chris Lyall, phone (03) 6336 5386, email chris.lyall@dpipwe.tas.gov.au.

Applications to Chris Lyall, Manager, Food Safety, Department of Primary Industries, Parks, Water and Environment, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5386, fax (03) 6343 2833, email [chris.lyall@dpiwpe.tas.gov.au](mailto:chris.lyall@dpiwpe.tas.gov.au).

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

At DPIWPE, 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

*Operations and Performance*

Northern Region

**Ranger (706608).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Tamar Field Centre.

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

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

Duties:—Implement the Field Centre operation plans, carry out works programs and projects to achieve the conservation and sustainable use of natural and cultural resources.

Essential Requirements:—A Workplace Level 2 First Aid Certificate.

Desirable Requirements:—Certificate III in Conservation and Land Management or equivalent qualifications. A limited or full coxswains certificate.

Enquiries to Anne-Maree Smith, phone (03) 6336 5308, email [anne-maree.smith@parks.tas.gov.au](mailto:anne-maree.smith@parks.tas.gov.au).

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

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

At DPIWPE, 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

*Operations and Performance*

Northern Region

**Regional Administrative Assistant (340837).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Prospect.

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

Duties:—To provide clerical, keyboard, financial and reception services for the Northern Region, Prospect Office.

Desirable Requirements:—A current motor vehicle driver's licence. An ability to pass the PWS fire fighter fitness assessment at the 'Moderate' or 'Arduous' level.

Enquiries to Chris Colley, phone (03) 6336 5278, email [chris.colley@parks.tas.gov.au](mailto:chris.colley@parks.tas.gov.au).

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

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

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PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

Southern Region

**Marine Reserve Officer (706609).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart (subject to negotiation).

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

Duties:—Develop marine reserve plans, site plans, management policy and business plans and advice specific to the conservation and sustainable use of marine reserves. Build and manage productive relationships with community, business and individual stakeholders to raise awareness and to encourage and support engagement and participation in marine reserve management in Tasmania. Co-ordinate compliance, enforcement and education activities in Marine Reserves working with PWS staff and other organisations.

Desirable Requirements:—Tertiary qualifications relevant to conservation, reserve management and natural resource management. Coxswains Certificate. A current motor vehicle drivers licence. SCUBA qualification.

Enquiries to Peter Mooney, Department of Primary Industries, Parks, Water and Environment, phone (03) 6233 3169, email [peter.mooney@dpiwpe.tas.gov.au](mailto:peter.mooney@dpiwpe.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@dpiwpe.tas.gov.au](mailto:job.applications@dpiwpe.tas.gov.au).

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

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



## THE SKILLS INSTITUTE

## OPERATIONS

*Human Services***Teacher (Aged Care and Disability) (001799).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$50,632 – \$78,509 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

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

Duties:—Responsible to the designated Unit Leader for undertaking training and assessing duties as may be required within the specified area of Aged Care and Essential Requirements:-.

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

Desirable Requirements:—(i) Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area, and.

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

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

Enquiries to Chris Symons, Unit Leader, Human Services, The Skills Institute, phone (03) 6245 8009, mobile 0408 135 931, email [chris.symons@skillsinstitute.tas.edu.au](mailto:chris.symons@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](http://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](mailto: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.

## THE SKILLS INSTITUTE

## OPERATIONS

*Human Services***Teacher (Community Services and Disability) (001727).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$50,632 – \$78,509 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

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

Duties:—Responsible to the designated Unit Leader for undertaking training and assessing duties as may be required within the specified area of Community Services and Disability.

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

Desirable Requirements:—(i) Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area, and.

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

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

Enquiries to Chris Symons, Unit Leader, Human Services, The Skills Institute, phone (03) 6245 8009, mobile 0408 135 931, email [chris.symons@skillsinstitute.tas.edu.au](mailto:chris.symons@skillsinstitute.tas.edu.au).

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

## TREASURY AND FINANCE

## BUDGET AND FINANCE DIVISION

*Government Finance and Accounting Branch***Principal Financial Analyst (723419).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time For a period of up to 9 months.

Location:—Hobart.

Duties:—Manage the provision of financial management, taxation, accounting, budgeting and reporting services and advice, including the development and administration of business systems and processes which support the efficient and effective accounting and reporting of financial transactions through the Public Account. As part of this role, it is important to keep abreast of developments in contemporary financial management issues and emerging trends in both the public and for-profit sectors.

In the context of the selection criteria, to be successful in the position applicants will have:—good accounting and financial systems skills, including experience in analysing, interpreting and compiling financial reports and the ability to understand complex issues and identify possible solutions; well developed

verbal and written communication skills, including the ability to liaise effectively with a range of internal and external stakeholders and good organisational and self-management skills.

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

Enquiries to Jenny Scott, Assistant Director, Government Finance and Accounting, Department of Treasury and Finance, phone (03) 6233 3758, email [jenny.scott@treasury.tas.gov.au](mailto:jenny.scott@treasury.tas.gov.au).

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

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

#### TREASURY AND FINANCE

##### OFFICE OF THE TASMANIAN ECONOMIC REGULATOR

#### **Senior Policy Analyst (724130).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time As soon as possible to 4 January 2012.

Location:—Hobart.

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

have responsibility for the management of licensing processes and maintenance of regulatory codes applicable to Tasmanian gas and electricity industries; and.

assist in the development of policy advice on:

electricity market structure issues arising from the State's participation in the National Electricity Market and the development of electricity retail competition; and.

gas market structure issues in relation to the administration and implementation of the regulatory codes applicable to Tasmanian gas industries.

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

Enquiries to Ray Chan, Assistant Director, Office of the Tasmanian Economic Regulator, Department of Treasury and Finance, phone (03) 6233 6204, email [ray.chan@treasury.tas.gov.au](mailto:ray.chan@treasury.tas.gov.au).

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

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

## Tasmanian Government Senior Executives Service

#### PREMIER AND CABINET

#### TMD

#### *Commercial Management*

#### **Commercial Manager (001765).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$110,455 – \$121,501 p.a.

Senior Executive, Level 1.

Senior Executive.

Location:—Hobart.

Duties:—The Commercial Manager ensures that all products and services offered by TMD are in line with TMDs strategic and commercial objectives. As a member of the TMD Executive Team, provides high-level policy, strategic advice, and leadership to meet whole-of-Government goals and to develop and deliver on TMD's business plans.

Desirable Requirements:—Formal tertiary qualifications in business or accounting disciplines and membership or eligibility for membership of a relevant professional body will be regarded as an advantage.

Enquiries to Piero Peroni, General Manager, TMD, Department of Premier and Cabinet, phone (03) 6232 7667, email [Piero.Peroni@dpac.tas.gov.au](mailto:Piero.Peroni@dpac.tas.gov.au).

Applications to Matt Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6270 5451, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Marketing and Communications Officer	F. Hutchinson	6 months	22.11.10
Economic Development, Tourism & the Arts	Graduate Project Officer Strategic Planning and Support	G. Edeson	6 months	01.12.10
Economic Development, Tourism & the Arts	Director Digital Futures	J. McGee	nil	25.11.10
Economic Development, Tourism & the Arts	Graduate Project Officer Digital Futures	R. Odell	6 months	29.11.10
Economic Development, Tourism & the Arts	Graduate Project Officer Digital Futures	G. Routley	6 months	06.12.10
Education	Industry Liaison Officer - Workforce Development - Strategic Directions	J. Rose	6 Months	29.11.10
Health & Human Services	Registered Nurse	J. Mitchell	6 months	23.11.10
Health & Human Services	Domestic Services Officer	L. McRedmond	6 months	28.11.10
Health & Human Services	IT Officer (Application Administration)	S. Morgan	6 months	29.11.10
Health & Human Services	Senior Community Podiatrist	K. Hollis	6 months	29.11.10
Health & Human Services	Administrative Assistant	T. Churches	6 months	24.11.10
Health & Human Services	Physiotherapist	J. Kelly	6 months	17.11.10
Health & Human Services	Registered Nurse	N. Dadd	6 months	19.09.10
Health & Human Services	Radiation Therapist	L. Souter	6 months	31.01.11
Health & Human Services	Registered Nurse	R. McCoy	6 months	14.12.10
Infrastructure, Energy & Resources	Marketing Manager Road Safety	N. Spark	6 months	22.11.10
Infrastructure, Energy & Resources	Development Officer	A. Barber	6 months	10.01.11
Justice	Research Officer	S. Cooper	6 Months	25.11.10
Justice	Legal Practitioner	J. Shapiro	6 Months	22.11.10
Justice	Inspector	G. Clarke	6 Months	29.11.10
Justice	Accreditation & Licensing Officer	Y. George	6 Months	22.11.10
Justice	Inspector	P. Kitchener	6 Months	29.11.10
Justice	Legal Practitioner	J. Shapiro	6 months	22.11.10
Justice	Psychologist	R. Woodworth	6 Months	29.11.10
Justice	Inspector	K. Nielsen	6 Months	29.11.10
Justice	Legal Practitioner	C. Robinson	6 months	22.11.10
Primary Industries, Parks, Water & Environment	Ranger	J. Cooper	6 months	29.11.10
Tasmanian Academy	Teacher	H. Watts	3 months	06.11.10
Tasmanian Academy	Teacher	G. Perry	3 months	06.11.10
Tasmanian Academy	Teacher	C. Sierink	3 months	06.11.10
The Skills Institute	Teacher	M. Potter	3 months	20.10.10
The Skills Institute	Unit Leader Human Services	C. Symons	6 months	20.10.10

### *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>
Justice	Business Project Officer	M. Stagg	2 Years	01.12.10
Primary Industries, Parks, Water & Environment	Science Manager (Save the Tasmanian Devil Program)	C. Boland	08/12/2010 - 30/06/2013	08.11.10

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	S. Turner	Executive Support Officer	11.11.10
Health & Human Services	J. Foster	Clinical Nurse	06.12.10
Health & Human Services	D. Breslin	Team Leader, Clinical Pharmacy	01.01.11
Health & Human Services	A. Ridderhof	Senior Community Podiatrist	22.11.10
Justice	A. Shand	Legal Practitioner	22.11.10
Justice	A. Robertson	Inspector	29.11.10
Police & Emergency Management	J. Lampkin	Team Leader, Payroll	16.11.10
Primary Industries, Parks, Water & Environment	D. Harvest	Environmental Technical Officer	25.11.10
The Skills Institute	B. Holland	Manager People and Organisational Development	16.11.10

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Coordinator Advertising & Creative Services	J. Drake	23.11.10
Health & Human Services	Disability Worker	M. Townsend	19.11.10
Health & Human Services	Nurse Unit Manager	A. Ellis	23.11.10
Health & Human Services	Epidemiologist	N. Stephens	19.11.10
Health & Human Services	Administrative Assistant	L. Bennett	19.11.10
Police & Emergency Management	Senior Firefighter	D. Purton	17.11.10
Primary Industries, Parks, Water & Environment	Assistant Restaurant Supervisor	F. James	05.12.10
Primary Industries, Parks, Water & Environment	Restaurant Supervisor	Z. Chamma	12.12.10
Port Arthur Historic Site Management Authority	Ghost Tour Administrator	T. Watson	24.11.10
Public Trustee	Estate and Trust Manager	W. Verrell	26.11.10
Tasmanian Polytechnic	Teacher	L. Moore	29.10.10
Tasmanian Polytechnic	Senior Consultant, Workplace Health and Safety	V. Tabor	22.10.10

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Enrolled Nurse	M. Bester	23.11.10
Tasmanian Polytechnic	Teacher	G. Poultney	26.11.10

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	T. Burton	Tasmanian Polytechnic	Marketing Manager	13.12.10



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Print Applied Technology remains ever vigilant in reducing the impact of its operations on the environment, and environmental management within our production facilities is considered a critical aspect of our business.

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Print Applied Technology now adds to these initiatives official certification by the Forest Stewardship Council

(FSC). FSC certification is the "Gold Standard" for eco forestry worldwide, and as a 'Chain of Custody' certificate holder we can now assure our valued customers that selected papers sourced for our operations are from responsibly managed forests.

The use of the highly guarded FSC trademark now also allows our customers to demonstrate their commitment to the growth of responsible forest management. Further to this, we can now share with you the knowledge that areas of natural wealth and endangered wildlife habitat are not being adversely affected as a consequence of our paper sourcing policy.

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For further information please contact Print Applied Technology or visit [www.fscaustralia.org](http://www.fscaustralia.org)



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# Matters of Trust



## Personal Legacy

Passing on your personal life memories to the next generation is an often overlooked but very important element of estate planning.

Many people take the time to ensure their financial affairs are in order but forget to make sure their personal legacy is retained through the task of recording their memories.

Your personal legacy is important because it helps to define who you are and what you have done. Quite often people believe others are not interested in their life stories. However what may be seen as insignificant to you may well be fascinating to others, particularly as time passes.

Your legacy can include photos, stories (both happy and sad) or you may even like to record some of your long-kept family secrets. Other items of interest could include the origin and details of family recipes, details of family traditions and stories behind keepsakes. Quite often it is these stories that make keepsakes unique.

It is also important to record details on the back of photos with an acid free pen or pencil, naming the people in the photos, their relationship to you and details surrounding events depicted in the



*"Dad knew his collection would be in safe hands."*

## Public Trustee

photos. The best way to record these types of memories is to create special albums, ensuring details are recorded in a manner that future generations can understand and appreciate.

Many people create a list of important documents that should be kept together including your Will, house deeds, asset details, birth, marriage, divorce or citizenship certificates etc. Taking the time to sort your financial and personal records will ensure your family can find everything they need to know when the time comes.

When contemplating your personal legacy, you should take the time to review and update your Will to ensure all of your assets will be distributed in the manner you wish.

Many people are unaware that if you die before making a Will, your assets will be distributed according to state legislation. This could mean that the people you most want to benefit from your estate might not get anything at all.

Having your Will prepared by a professional eliminates the common problems associated with Will making and ensures your wishes will be met.

### Free Personal Record Book

Important information, particularly when urgently needed, is often difficult to find. The Public Trustee's Personal Record Book allows you to record all personal and financial details in one easy information source so that it will be readily accessible if for any reason you cannot attend to your own affairs. If you would like a free copy of the Personal Record Book simply email your name and postal address to [tpt@publictrustee.tas.gov.au](mailto:tpt@publictrustee.tas.gov.au) and we will send one out to you.



This article contains general information. The Public Trustee strongly advises that you contact them for further advice in relation to your particular circumstances.

**At the Public Trustee you know: if it's important to you, it's important to us.**

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