



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

## CONTENTS

### VACANCIES—

Economic Development, Tourism and the Arts.....	2341
Education.....	2342
Health and Human Services .....	2346
Infrastructure, Energy and Resources.....	2358
Justice .....	2359
Police and Emergency Management .....	2362
Premier and Cabinet .....	2362
Primary Industries, Parks, Water and Environment .....	2363
Public Trustee .....	2364
The Skills Institute.....	2364

### STAFF MOVEMENTS—

Appointments .....	2365
Promotions.....	2366
Resignations .....	2366
Retirements.....	2366

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

## Vacancies—General Information

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

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

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

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

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

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## Tasmanian Government Gazette

Email text copy to

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

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

### State Service Notices

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

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

#### 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

CORPORATE SUPPORT DIVISION

*Property, Procurement and Facilities*

#### Senior Property and Facilities Officer (424994).

Applications Close:—Wednesday, 22 December 2010.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the effective management of property and facilities within the Department through the provision of high level advice and support, and develop appropriate strategies and policies to meet whole of government objectives.

Desirable Requirements:—· Relevant tertiary or industry recognised qualifications and affiliations.

Drivers Licence.

Enquiries to Shaun Willie, Manager Property, Procurement and Facilities, phone (03) 6233 5521, email *shaun.willie@development.tas.gov.au*.

Applications to Jakki Coombes, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6233 5852, 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.

### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

*Arts Tasmania*

#### Program Officer, North West (424760T).

Applications Close:—Friday, 17 December 2010.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time (60% FTE) February 2011 to January 2012.

Location:—Burnie.

Duties:—To actively represent Arts Tasmania and arts@work's services in the north-west of Tasmania; to assist artists in generating higher financial returns through specific projects aimed at seeking employment and export opportunities for artists through business, industry and government bodies and public art programs and to provide high level advice to inform and administer programs of assistance to the arts.

This position is a partnership between Arts Tasmania, arts@work and the Cradle Coast Authority (CCA).

### 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

Desirable Requirements:—Tertiary qualifications or commensurate professional experience in the arts environment and a current driver's licence.

Enquiries to Lisa Morris (03) 6233 5939 or email [lisa.morris@artsatwork.com.au](mailto:lisa.morris@artsatwork.com.au) for a copy of the Statement of Duties. For further information about the vacancy, please contact Fiona Barber, Manager arts@work, phone (03) 6233 5939, email [fiona.barber@artsatwork.com.au](mailto:fiona.barber@artsatwork.com.au).

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

To be considered for the vacancy, applicants must address the selection criteria as outlined in the Statement of Duties.

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT  
*Sport and Recreation Tasmania*

##### **Client Manager, Sport and Club Development (424513).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Launceston.

Duties:—Provide client management services, policy and project advice to the sport and recreation sector, including peak and state organisations. As a member of Sport and Club Development identify and develop strategies to support and build the capacity of the sport and recreation sector.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations.

A current driver's licence.

Enquiries to Lyn Jackson for a copy of the Statement of Duties, phone (03) 6336 2206, email [Lyn.Jackson@development.tas.gov.au](mailto:Lyn.Jackson@development.tas.gov.au). For further information about the position please contact Rebecca Dance, Senior Client Manager, Sport and Club Development, phone (03) 6233 5613, email [Rebecca.Dance@development.tas.gov.au](mailto:Rebecca.Dance@development.tas.gov.au).

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

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*

Regional Services and Support  
Bridgewater Group

##### **Manager Bridgewater LINC (700572).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$88,539 – \$94,567 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time for up to 3 years.

Location:—Bridgewater.

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**Description of the Role:**—Co-ordinate and manage the daily operations of the Bridgewater LINC complex and facilitate seamless client access to services and programs through liaison between Learning and Information Network Centre (LINC), Service Tasmania, and Child and Family Centre (CFC) staff.

Co-ordinate the development, implementation and provision of an integrated network of service programs that meet the learning, literacy and information needs of the Bridgewater community and catchment.

Develop and promote links between and across agencies within the three tiers of government, community service providers and with Bridgewater businesses/industries.

**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. A current driver's licence.

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

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

Enquiries to Jenny Rayner, Department of Education, phone (03) 6233 8631, email [jenny.rayner@education.tas.gov.au](mailto:jenny.rayner@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### **Senior Social Worker, Learning Services (North) (305901).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$83,507 – \$92,273 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

Permanent full-time from 1 February 2011.

Location:—Learning Services (North).

**Description of the Role:**—Work in schools as a member of a multi-disciplinary Learning Service support team to provide a social work service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students. Provide high level advice and undertake professional social work practice leadership to the Learning Services as identified by the General Manager Learning Services.

**Essential Requirements:**—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. The Commissioner has determined that the person

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

**Desirable Requirements:**—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

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 Craig Tyeson, Department of Education, phone (03) 6336 2594, email [craig.tyeson@education.tas.gov.au](mailto:craig.tyeson@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Cressy District High School

#### **Education Facility Attendant (Kitchen Assistant/Cleaner), Cressy District High School (952606).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$35,356 – \$40,234 p.a.

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

Permanent full-time, 40 hours per fortnight Kitchen Assistant and 40 hours per fortnight Cleaning.

Location:—Cressy District High School.

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

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

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

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

Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Annette Hollingsworth, Department of Education, phone (03) 6397 6281, email [annette.hollingsworth@education.tas.gov.au](mailto:annette.hollingsworth@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Kings Meadows High School

#### **Teacher Aide Technical, MDT (305842).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$40,527 – \$43,720 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 24 hours per fortnight for 42 weeks per year from 14 February 2011.

Location:—Kings Meadows High School.

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

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

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

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

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

Enquiries to Vicki Wiggins, Department of Education, phone (03) 6343 1000, email [vicki.wiggins@education.tas.gov.au](mailto:vicki.wiggins@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

##### Romaine Park Primary School

#### **Speech and Language Pathologist, Romaine Park Primary School (960669).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$47,546 – \$76,081 p.a.

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

Fixed-term full-time from 14 February 2011 to 22 December 2011.

Location:—Romaine Park Primary School.

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a speech and language pathologist service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

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

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

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

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

Enquiries to Sonia Guizzo, Department of Education, phone 0427 583 041, email [sonia.guizzo@education.tas.gov.au](mailto:sonia.guizzo@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### **Social Worker, Learning Services (South) (961442).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$47,546 – \$76,081 pro rata.

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

Permanent part-time to full-time and Fixed-term vacancies will be filled from this advertisement, Various roles across Learning Services (South) at varying hours for both permanent and fixed term vacancies.

Location:—Learning Services (South).

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a social work service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

**Essential Requirements:**—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

**Desirable Requirements:**—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

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

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

Enquiries to Carolyn Bonny, Department of Education, phone 0407 120 267, email carolyn.bonny@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)*

#### ***Speech and Language Pathologist, Learning Services (South) (Various).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$47,546 – \$76,081 pro rata.

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

Permanent part-time to full-time and Fixed-term vacancies will be filled from this advertisement, Various roles across Learning Services (South) at varying hours for both permanent and fixed term vacancies.

**Location:**—To be determined within Learning Services (South).

**Description of the role:**—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a speech and language pathologist service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

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

to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

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

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

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

Enquiries to Linda Williams, Department of Education, phone (03) 6212 3607, email linda.williams@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)*

#### Claremont College

#### ***Social Worker, Claremont College (962417).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$47,546 – \$76,081 p.a.

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

Fixed-term full-time from 1 January 2011 to 31 December 2011.

**Location:**—Claremont College.

**Description of the Role:**—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a social work service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

**Essential Requirements:**—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

**Desirable Requirements:**—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

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 Lynne Hanlon, Department of Education, phone 0427 279 291, email [lynne.hanlon@education.tas.gov.au](mailto:lynne.hanlon@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

##### Claremont College

#### ***Social Worker, Young Mothers Program, Claremont College (L962417).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$47,546 – \$76,081 pro rata.

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

Fixed-term part-time 38 hours per fortnight from 1 January to 31 December 2012.

Location:—Claremont College.

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a social work service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

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 Lynne Hanlon, Department of Education, phone 0427 279 291, email [lynne.hanlon@education.tas.gov.au](mailto:lynne.hanlon@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

### STRATEGIC POLICY AND PERFORMANCE

#### ***Project Officer, Youth Attainment and Transitions (964164).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time from 4 January 2011 to 31 December 2012.

Location:—Strategic Policy and Performance, Hobart.

Description of the Role:—In collaboration with the Commonwealth assist in the development and implementation of the procurement process for the Youth Attainment and Transitions Partnership Agreement in Tasmania.

Desirable Requirements:—Appropriate tertiary qualifications.

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

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

Enquiries to 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 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## HEALTH AND HUMAN SERVICES

#### ***Administration Officer (516798).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$50,134 – \$54,573 p.a.

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

Fixed-term part-time day worker, working 38 hours per fortnight commencing as soon as possible until 7 January 2012.

Location:—Royal Hobart Hospital.

Duties:—Provide high level secretarial and administrative support for the Clinical Nurse Managers, Paediatric and Neonatal Services, including the management of clinical/financial/administrative/Proact information. Manage the day to day running of both Clinical Nurse Managers' offices and ensure the efficient flow of information and correspondence relating to the activities of the Neonatal intensive care unit/special care nursery/ Paediatric Clinics and Ward.

Desirable Requirements:—Demonstrated ability to organise, set priorities, meet deadlines together with a demonstrated capacity to deal with a number of tasks concurrently in a demanding environment.

High level written and verbal communication skills including the ability to negotiate and liaise with a wide range of internal and external clients in a sensitive and confidential manner. Sound knowledge and experience of administrative practices and the utilisation of contemporary computer applications.



Enquiries to Janine Sawford, Department of Health and Human Services, phone (03) 6222 8332, email [janine.sawford@dhhs.tas.gov.au](mailto:janine.sawford@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, Tasmania, 7001.

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#### HEALTH AND HUMAN SERVICES

##### ***Customer Service Officer, Appointment Scheduling Clerk (508102).***

Applications Close:—Friday, 17 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 worker, working 76 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Provide clerical support for the co-ordination and efficiency of Outpatient reception areas within the hospital including the collection of manual and computerised patient information system data in accordance with the policies and procedures relating to clinical, financial and administrative requirements for Outpatient services.

Desirable Requirements:—High level communication skills with the ability to liaise effectively with all levels of professional staff within and outside the hospital, together with a proven ability to maintain confidentiality and communicate directly with patients in a tactful and diplomatic manner is highly desirable.

Ability to enter data accurately and rapidly onto a computerised system with knowledge of the hospital's patient information system modules an advantage. Experience in clerical duties in a health care setting, together with knowledge of medical terminology is highly desirable.

Enquiries to Rhonda Boulter, Department of Health and Human Services, phone (03) 6222 7833, email [rhonda.boulter@dhhs.tas.gov.au](mailto:rhonda.boulter@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### BUSINESS SERVICES NETWORK

##### ***Finance Services Officer (Debt) (500646).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$50,134 – \$54,573 p.a.

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

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

Location:—Finance Operations, Hobart.

Duties:—The Finance Services Officer takes action to raise and receipt accounts receivable and process accounts payable for the Department, in accordance with relevant

service standards, legislation and Departmental policies and procedures. This position also holds responsibility for undertaking direct liaison and follows up with debtors to assist the Department with reducing outstanding debt.

Desirable Requirements:—An operational knowledge of financial instructions, legislation and accounting procedures and policies for accounts receivable and accounts payable processing. A comprehensive understanding, or ability to quickly gain a good understanding, of Departmental policies and procedures relating to debt recovery. Demonstrated ability to complete assigned tasks with a high degree of efficiency, accuracy and within set deadlines, and to deliver with a stakeholder focus. An understanding of continuous quality improvement and its practical application in the work environment.

Enquiries to Rhy Cullen, Department of Health and Human Services, phone (03) 6236 5869, email [rhy.cullen@dhhs.tas.gov.au](mailto:rhy.cullen@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, Tasmania, 7001.

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#### HEALTH AND HUMAN SERVICES

##### BUSINESS SERVICES NETWORK

##### ***Team Leader Finance Operations (511379).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$67,532 – \$70,611 p.a.

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

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

Location:—Finance Operations, Hobart.

Duties:—The Team Leader is a senior member of the Finance Operations team, whose objective is to provide high level support and advice to the Manager Finance Operations as well as to provide leadership, management, advice and support to the Finance Operations Staff. The Team Leader will be required to help in the development of policies, procedures, reports and undertake projects as required. The Finance Operation area is based within the Financial Services Organisational Unit and provides the primary support mechanisms and processing of DHHS cash based transactions. The area encompasses Account Payable, Accounts Receivable and Treasury functions. The Team Leader is responsible for engendering a service culture within the Finance Operations Team with a commitment to providing excellent customer service and ensuring that the services provided by the Team are customer focused and meet client needs.

Desirable Requirements:—Skills and experience in supervising and motivating both individuals and a team, including identifying training needs, developing, planning and where necessary delivering staff training and instigating change management processes. A high standard of written, oral and interpersonal communication skills, conflict resolution and negotiation skills, including the ability to negotiate and work

collaboratively with a wide range of stakeholders. High level analytical and research skills including the ability to interpret information and use sound judgment to recommend or decide on an appropriate course of action which may have an Agency impact.

Enquiries to Anthony Grundy, Department of Health and Human Services, phone (03) 6236 5872, email [anthony.grundy@dhhs.tas.gov.au](mailto:anthony.grundy@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### CARE REFORM

#### *Human Resources Strategy and Policy*

#### **Manager Training and Development (513923).**

Applications Close:—Friday, 17 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.

Location:—HR and Workplace Safety, Hobart.

Duties:—As the Manager Training and Development within the Human Resource and Workplace Safety Department you will ensure the provision of high level specialist advice, strategy and services on the development of Agency human resources that are aligned to the needs of the Agency.

Desirable Requirements:—High level knowledge, experience and skills in all aspects of human resources development. Significant management experience and knowledge of contemporary management practice. High level strategic, conceptual, analytical and creative skills, with the ability to understand the political, social and organisational environment impacting on the Agency.

Enquiries to Matthew Double, Department of Health and Human Services, phone (03) 6233 3177, email [matthew.double@dhhs.tas.gov.au](mailto:matthew.double@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

#### *Population Health*

#### **Food Safety Advisor (Preventative Health) (519787).**

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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Population Health, Hobart.

Duties:—As a member of the Public and Environmental Health Unit provide high level advice and support to the Population and Health Priorities Unit across a range of preventative health strategies including under the National Partnership Agreement on Preventive Health (Healthy

Children, Healthy Workers, Healthy Communities initiatives). In conjunction with the Population and Health Priorities Unit, work closely with state and local government agencies, non-government agencies and other stakeholders to identify and develop food safety strategies to support and enhance state and national priorities related to preventative health.

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

Enquiries to Eric Johnson, Department of Health and Human Services, phone (03) 6222 7705, email [eric.johnson@dhhs.tas.gov.au](mailto:eric.johnson@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Family Violence Worker-Relief Adult Program, FVCSS, N/ NW (501706).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$46,450 – \$74,527 pro rata.

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

Fixed-term casual shift work (as and when required) commencing 6 February 2011 for a period of 12 months.

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

Duties:-

To work as a member of a professional team in the provision of services to adults affected by family violence as part of the multidisciplinary Family Violence Service established through the Government's Safe at Home initiative.

Provide specialist services to adults affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework.

Provide programs that incorporate multi-level assessments and interventions and address the needs of adults affected by family violence.

Demonstrated knowledge and understanding of family violence and its impact on adults.

Demonstrated ability to work effectively with adults with complex needs and apply appropriate models of intervention.

Demonstrated ability to exercise professional judgement and initiative, work with general supervision and seek guidance as appropriate.

Essential Requirements:—University acquired degree or diploma in a humanities field.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—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 Jane Fleming, Department of Health and Human Services, phone (03) 6336 2283, email [jane.fleming@dhhs.tas.gov.au](mailto:jane.fleming@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Program Delivery Officer (2 vacancies) (515730).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$56,276 – \$65,073 p.a.

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

Fixed-term part-time day work (60.8 hours per fortnight) commencing 01 February 2011 for a period of 12 months (both vacancies).

Location:—DCYFS, Ashley Youth Detention Centre, Deloraine.

Duties:—To design, develop, implement and manage appropriate Learning programs for residents of Ashley Youth Detention Centre that maximise education, rehabilitation and reintegration for young people in custody, in accordance with legislative and educational requirements and individual case management plans.

Knowledge and understanding of teaching/training principles preferably with a knowledge of curriculum content and TAFE/Tasmanian Polytechnic competencies appropriate to the applicant's area of teaching experience/expertise and the programs to be delivered.

Good interpersonal and communication skills, particularly regarding young people with high needs, learning and behavioural challenges.

Strong liaison and consultation skills, with the ability to work across organisational boundaries, promote partnership and maintain a collaborative approach with a wide range of clients, service providers and organisations.

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 Ben Burbury, Department of Health and Human Services, phone (03) 6362 8821, email [ben.burbury@dhhs.tas.gov.au](mailto:ben.burbury@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Senior Practice Consultant (501506).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$81,876 – \$90,556 p.a.

Allied Health Professionals (Tasmanian Public Sector)

Industrial Agreement 2010, Allied Health Professional, Level 4.

Permanent full-time day work.

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

Duties:—In collaboration with line management take a lead role in the establishment of high standards of ethical and professional practice through the provision of professional improvement consultation, support and development; and to promote and contribute to quality improvement and assurance in services to children and families consistent with statutory requirements.

Minimum of five years experience in the delivery of human/family services.

Demonstrated understanding of the organization, delivery and management of complex human/family services in statutory public sector agency.

High level assessment, analytical and conceptual skills.

High level communication, interpersonal, liaison, advocacy, and leadership skills; including conflict resolution, debriefing, anger management and grief counseling.

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

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

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

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Housing Access Officer (517085).**

Applications Close:—Friday, 17 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.

Location:—Housing Tasmania, North West.

Duties:—Ensure client access to appropriate housing services in accordance with Housing Tasmania's service delivery policies, principles and standards.

Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change.

Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Demonstrated ability to, use initiative and utilise problem solving skills.

Enquiries to Sally Pugsley, Department of Health and Human Services, phone (03) 6434 6288, email sally.pugsley@dhhs.tas.gov.au.

Please Note: All potential applicants are invited to a job information session at Housing Tasmania, 1st floor Reece House, 46 Mount Street, Burnie from 5.00 pm to 6.00pm on Monday 13 December 2010. This is an ideal opportunity to gain a greater insight into the role and learn more about Housing Tasmania.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Systems Support Officer (500046).**

Applications Close:—Friday, 17 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:—Housing Tasmania, Hobart.

Duties:—Provide systems support and training for staff working in the Housing Division.

Desirable Requirements:-

Demonstrated customer focus with well developed communication, consultation and conflict resolution skills.

Demonstrated ability and experience in the presentation and delivery of training programs.

Ability to identify and analyse problems with due consideration to policy directions and an ability to decide or recommend what action is required to rectify and prevent further occurrences of the problem.

Enquiries to Mathew Charlton, Department of Health and Human Services, phone (03) 6233 8241, email mat.charlton@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Tenancy Officer (517091).**

Applications Close:—Friday, 17 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.

Location:—Housing Tasmania, North west.

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change.

Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines.

Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Enquiries to Beth Cooper, Department of Health and Human Services, phone (03) 6421 7813, email beth.cooper@dhhs.tas.gov.au.

Please Note: All potential applicants are invited to a job information session at Housing Tasmania, 1st floor Reece House, 46 Mount Street, Burnie from 5.00 pm to 6.00pm on Monday 13 December 2010. This is an ideal opportunity to gain a greater insight into the role and learn more about Housing Tasmania.

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **Registered Nurse (518542).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent part-time Day work, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Day Clinic.

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 Emma Bassett, Department of Health and Human Services, phone (03) 6430 6523, email emma.bassett@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### **Registered Nurse (3 Vacancies) (504307).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent full-time and part-time shift work (fully rotational) vacancies available.

Location:—Ward 5B.

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.

Enquiries to Ian Waterhouse, Department of Health and Human Services, phone (03) 6348 7636, email [ian.waterhouse@dhhs.tas.gov.au](mailto:ian.waterhouse@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Care Co-ordinator (518268).**

Applications Close:—Friday, 17 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:—W.P. Holman Clinic.

Duties:—Support the development of and participate in the multidisciplinary approach to cancer care. Facilitate the continuity and quality of care for patients diagnosed with cancer. Identify improvements in care co-ordination and service accessibility within the designated area and assist in the development and implementation of system changes and process improvements to support care co-ordination.

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

Enquiries to John Bertram, Department of Health and Human Services, phone (03) 6348 7150, email [john.bertram@dhhs.tas.gov.au](mailto:john.bertram@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Clinical Nurse (503874).**

Applications Close:—Friday, 17 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:—Operating Room Suite.

Duties:—The position includes training junior staff and managing a portfolio, minimum of 2 years theatre experience.

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

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 6348 7626, email [rmace@dhhs.tas.gov.au](mailto:rmace@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Conjoint, Associate Professor of Nursing Practice Development (518302).**

Applications Close:—Friday, 31 December 2010.

Salary:—\$99,509 p.a.

Nurses (TPS) Award, Registered Nurse, Level 5, Grade 3.

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

Location:—Nursing Services.

PLEASE NOT: The appointment will be at Academic Level D and will have a total remuneration package of up to \$139,283 per annum plus 17% superannuation and access to salary packaging.

Duties:—The Tasmanian Department of Health and Human Services seeks to appoint an Associate Professor of Nursing Practice Development to take up a conjoint appointment with the Northern Area Health Service (comprising Launceston General Hospital and Primary Health North), Launceston General Hospital (LGH) and University of Tasmania (UTAS).

The LGH is a 350 bed hospital in Tasmania's Northern population centre of Launceston. Launceston is one of Australia's oldest cities, with a population of around 100,000. The LGH provides hospital services to patients in the state's North, and is a referral centre for patients in the North West.

Through UTAS you will collaborate with the Faculty of Health Science Acute Care and Ageing Research Group to develop and strengthen the nursing workforce at the LGH. In doing this you will provide effective leadership in the development and implementation of a sustainable program of nursing practice development/action research with UTAS at the Launceston General Hospital.

We offer:—a welcoming, professional and supportive team environment, negotiable relocation and four weeks accommodation assistance (as per DHHS guidelines), ongoing professional development and research opportunities, a commitment to best practice.

While this vacancy offers you a unique career advancement opportunity, it's not all work and no play. Life in Launceston offers an enviable lifestyle with affordable real estate, stress-free commuting, quality education system and all the services you would expect. Add to this the convenience of being only an hour from Melbourne and easily accessible world heritage wilderness and pristine beaches on your doorstep; in Tasmania you can have it all.

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

The Commissioner has determined that the person 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) or Professor Denise Fassett, Head of School for Nursing and Midwifery University of Tasmania, Department of Health and Human Services, mobile 0438345767, email [d.fassett@utas.edu.au](mailto:d.fassett@utas.edu.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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Graduate Radiographer (503708a).**

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 shift work (fully rotational). Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 17 January 2011 until 16 January 2012.

Location:—Radiology.

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).

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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **House Services Assistant (503539).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$37,535 – \$39,242 p.a.

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

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

Location:—House Keeping.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 6 48 7482, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Telephonist (503290).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$44,378 – \$48,358 p.a.

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

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

Location:—Telecommunications.

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

Desirable Requirements:—A thorough knowledge or demonstrated capacity to gain knowledge of the operations of a large intelligent network and attendant console. Sound knowledge of or an ability to acquire the knowledge of the communication network and support service provided by

TASINET. Demonstrated capacity to communicate effectively at all levels and to handle sensitive situations with diplomacy and confidentiality with enquiries from external and internal clients.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 6348 7482, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@dhhs.tas.gov.au).

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 163, Launceston, Tasmania, 7250.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **ACAT Co-ordinator (506661).**

Applications Close:—Friday, 17 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:—Wellington Street, Launceston.

PLEASE NOTE: This vacancy is also advertised as a ACAT Co-ordinator (506661m), Allied Health Professional, Level 4. There is only one vacancy and one vacancy will be filled, based on merit. Also Nurse EBA Clause 14 applies and the successful applicant will be paid a multidisciplinary team leader allowance up to the Allied Health Level 4.

Duties:—Provide leadership to the Northern Aged Care Assessment Team. Ensure the efficient and effective provision of comprehensive client assessments, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and research functions within the Northern Aged Care Assessment Team.

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 Pat Wrigley, Department of Health and Human Services, phone (03) 6336 4128, email [pat.wrigley@dhhs.tas.gov.au](mailto:pat.wrigley@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 163, Launceston, Tasmania, 7250.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **ACAT Co-ordinator (506661m).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$81,876 – \$90,556 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

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

Location:—Wellington Street, Launceston.

PLEASE NOTE: This vacancy is also advertised as a ACAT Co-ordinator (506661), Registered Nurse, Level 3. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—Provide leadership to the Northern Aged Care Assessment Team. Ensure the efficient and effective provision of comprehensive client assessments, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and research functions within the Northern Aged Care Assessment Team.

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.

Current Driver's Licence.

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

Enquiries to Pat Wrigley, Department of Health and Human Services, phone (03) 6336 4128, email [pat.wrigley@dhhs.tas.gov.au](mailto:pat.wrigley@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 163, Launceston, Tasmania, 7250.

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## HEALTH AND HUMAN SERVICES

### *Northern Area Health Service*

#### *Primary Health Services North*

#### **Enrolled Nurse Medication Endorsed (515613).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$47,703 – \$50,454 pro rata.

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

Permanent part-time shift work (fully rotational), working 40 hours per fortnight.

Location:—St Marys Community Health Centre.

Duties:—In accordance with primary health care principles,

Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse.

Essential Requirements:—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 Julie Gunton, Department of Health and Human Services, phone (03) 6372 2111, email [julie.gunton@dhhs.tas.gov.au](mailto:julie.gunton@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 163, Launceston, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Administrative Assistant (518695).**

Applications Close:—Friday, 17 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:—Royal Hobart Hospital.

Duties:—The successful applicant will have knowledge and experience in contemporary office management practices and demonstrate sound interpersonal, written and verbal communication skills and the ability to work within a team and exercise initiative, judgement, courtesy and discretion.

Enquiries to Rhonda Smith, Department of Health and Human Services, phone (03) 6222 7804, email [rhonda.smith@dhhs.tas.gov.au](mailto:rhonda.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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Outpatient Clinic Assistant (519707).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$41,767 – \$43,796 p.a.

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

Permanent full-time day worker.

Location:—Royal Hobart Hospital.

Duties:—Maintain clean and hygienic surroundings to

facilitate the control of infection in outpatient clinic areas. Contribute to a patient focused service by undertaking a range of duties that support clinical staff in the provision of efficient, safe clinical care.

Enquiries to Anne Muskett, Department of Health and Human Services, phone (03) 6222 8788, email [anne.muskett@dhhs.tas.gov.au](mailto:anne.muskett@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Senior Dietitian, Multiple Vacancies (508226).**

Applications Close:—Friday, 7 January 2011.

Salary:—\$71,381 – \$81,876 p.a.

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

Permanent full-time and part-time, day work positions are available, plus one fixed term, full-time, day work position, commencing As soon as possible for a period of twelve months.

Location:—Royal Hobart Hospital.

PLEASE NOTE: Vacancies currently exist in Aged Care, Rehabilitation, Surgery, Paediatrics and Renal areas but future movement may be possible.

Duties:—Provide clinical dietetic services to allocated areas at specialist and/or senior levels. Advocate for appropriate nutrition for clients and staff of the Department of Health and Human Services. Assist the Manager, Nutrition and Dietetics in performing management and administrative tasks.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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 crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary check in previous employment check.

Enquiries to Jean Symes, Department of Health and Human Services, phone (03) 6222 7204, email [jean.symes@dhhs.tas.gov.au](mailto:jean.symes@dhhs.tas.gov.au).

Members of the Dietitians' Association of Australia can also see information by viewing vacancies on their website at <http://www.daa.asn.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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Specialist Radiographer, Cardiology (508760).**

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 part-time day work (with oncall), working 15.2 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Responsible for the routine management and performance of examinations in the Cardiac Catheterization Laboratory. Perform imaging in the Vascular Angiography Suite and some general imaging examinations.

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

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, email shane.morgan@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Orthotist/Prosthetist (505508a).**

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 daywork, commencing As soon as possible to 3 August 2011.

Location:—Orthotic Prosthetic Services Tasmania, Hobart.

Orthotic Prosthetic Services Tasmania provides a wide range of prosthetic, orthotic and specialised seating services. OPST is a State-wide service, allowing staff regular collaborative experiences with their colleagues across Tasmania. This position is based in beautiful Hobart in the states south. Our diverse client base and flexible working environment enables clinicians to focus upon specific areas of prosthetic and orthotic clinical practice that most interest them and to rotate into different roles over time.

Duties: Clinical duties involve provision of patient assessment, delivering clinical care, guiding fabrication, attending ward rounds and inter-disciplinary clinics and participation in continuous quality improvement. We are looking for clinicians who are passionate about achieving great results for our clients.

Essential Requirements:—Diploma or Degree of Applied Science in Orthotics/Prosthetics and/or be eligible for membership to the Australian Orthotic and Prosthetic Association.

Enquiries to Richard Dyson-Holland, State Manager, Orthotic Prosthetic Services, Tasmania, Department of Health and Human Services, phone (03) 6222 7377, email richard.dyson-holland@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Senior Community Podiatrist (505516).**

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 part-time daywork, working 22.8 hours per fortnight.

Location:—Community Podiatry South, Hobart.

Duties:—As a Senior Community Podiatrist, you will work as part of the team to deliver a range of podiatric services to the people of southern Tasmania on an outreach basis from the Royal Hobart Hospital. As a public health service, our focus is on improving foot health status for people with chronic conditions and High Risk Feet through education, management and co-ordinated care. The STAHS Podiatry Service also provides opportunities to participate in professional development, health promotion and quality improvement activities.

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 crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary check in previous employment check.

Enquiries to Toni Nash, Department of Health and Human Services, phone (03) 6222 8601, email toni.nash@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Senior Community Podiatrist (506343).**

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 part-time daywork, working 12.6 hours per fortnight.

Location:—Community Podiatry, Hobart.

Duties:—As a Senior Community Podiatrist, you will work as part of the team to deliver a range of podiatric services to the people of southern Tasmania on an outreach basis from the Royal Hobart Hospital. As a public health service, our focus is on improving foot health status for people with chronic conditions and High Risk Feet through education, management and co-ordinated care. The STAHS Podiatry Service also provides opportunities to participate in professional development, health promotion and quality improvement activities.

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 crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary check in previous employment check.

Enquiries to Toni Nash, Department of Health and Human Services, phone (03) 6222 8601, email [toni.nash@dhhs.tas.gov.au](mailto:toni.nash@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, Tasmania, 7001.

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Primary Health Services South*

#### **Senior Physiotherapist (504188).**

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.

Fixed-term part-time day work, working 60.8 hours per fortnight commencing 4 January 2011 until 2 September 2011.

Location:—Repatriation Centre, Hobart.

Duties:—The Senior Physiotherapist will work as an effective member of the multidisciplinary rehabilitation team in the assessment, planning and delivery of physiotherapy services for clients and their carers referred to the Community Rehabilitation Unit, Southern Tasmania (CRU). You will be required to assist the level 4 physiotherapist in providing clinical leadership, professional support and ensuring best practice standards for physiotherapy services provided by CRU, in accordance with organisational policies and professional codes of conduct.

Essential Requirements:—Registered with the Physiotherapy 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 crimes involving dishonesty and serious

Traffic Offences. Identification check and disciplinary check in previous employment check.

Enquiries to Robert Evans, Department of Health and Human Services, phone (03) 6222 7312, email [robert.t.evans@dhhs.tas.gov.au](mailto:robert.t.evans@dhhs.tas.gov.au).

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Customer Service Officer, Appointment Scheduling Clerk (519592).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$44,378 – \$48,358 pro rata.

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

Fixed-term full-time day worker, working 76 hours per fortnight (2 vacancies) commencing as soon as possible until 1 July 2011.

Location:—Royal Hobart Hospital.

Duties:—Provide clerical support for the co-ordination and efficiency of Outpatient reception areas within the hospital including the collection of manual and computerised patient information system data in accordance with the policies and procedures relating to clinical, financial and administrative requirements for Outpatient services.

Desirable Requirements:—High level communication skills with the ability to liaise effectively with all levels of professional staff within and outside the hospital, together with a proven ability to maintain confidentiality and communicate directly with patients in a tactful and diplomatic manner is highly desirable.

Ability to enter data accurately and rapidly onto a computerised system with knowledge of the hospital's patient information system modules an advantage. Experience in clerical duties in a health care setting, together with knowledge of medical terminology is highly desirable.

Enquiries to Rhonda Boulter, Department of Health and Human Services, phone (02) 6222 7833, email [rhonda.boulter@dhhs.tas.gov.au](mailto:rhonda.boulter@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Registered Nurse (Midwife) (509809).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent full-time and part-time multiple shift working

fully rotational positions, hours negotiable.

Location:—Royal Hobart Hospital.

Duties:—Strengthen health outcomes through midwifery by provision of quality, clinically appropriate midwifery 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 Becky French, Department of Health and Human Services, phone (03) 6222 8299, email [becky.french@dhhs.tas.gov.au](mailto:becky.french@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North West*

#### **Discipline Senior Social Worker (517980).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$81,876 – \$90,556 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

Permanent full-time day work.

Location:—Mental Health Services North West.

Duties:—The Senior Social Worker is required to take a lead role in ongoing service development and intersectoral liaison, and provide specialist social work assessment, treatment and assertive case management services to clients of the North West Adult Community Mental Health Service, utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework. The successful applicant is also responsible for the implementation of the DHHS model of professional supervision and co-ordination of peer review programs.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers. 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 crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary check in previous employment check.

Enquiries to Susan Ballard, Department of Health and Human Services, phone (03) 6434 6434, email [susan.ballard@dhhs.tas.gov.au](mailto:susan.ballard@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North West*

#### **Senior Occupational Therapist (519784).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$81,876 – \$90,556 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

Permanent full-time day work.

Location:—Mental Health Services North West.

Duties:—The Senior Occupational Therapist is required to take a lead role in ongoing service development and intersectoral liaison, and provide specialist occupational therapy assessment, treatment and assertive case management services to clients of the North West Adult Community Mental Health Service, utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework. The successful applicant is also responsible for the implementation of the DHHS model of professional supervision and co-ordination of peer review programs.

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 crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary check in previous employment check.

Enquiries to Susan Ballard, Department of Health and Human Services, phone (03) 6434 6434, email [susan.ballard@dhhs.tas.gov.au](mailto:susan.ballard@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, Tasmania, 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*

#### **Executive Support Officer (516544).**

Applications Close:—Friday, 17 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 work commencing as soon as possible until 18 October 2011.

Location:—St Johns Park, New Town.

Duties:—The Office of the Chief Executive Officer (CEO), Statewide and Mental Health Services is seeking to employ an Executive Support Officer in a fixed term capacity to manage the efficient operation of the office. This will include the provision of high level administrative, clerical, reception, and secretarial support, the co-ordination of the preparation of

complex and confidential documentation such as Ministerial and Question Time Briefs and the provision of background notes for matters relating to the activities of the 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 in the following areas—crimes of violence, sex related offences, serious drug offences crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary check in previous employment check.

Enquiries to Narelle Butt, Department of Health and Human Services, phone (03) 6230 7722, email narelle.butt@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, Tasmania, 7001.

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#### HEALTH AND HUMAN SERVICES STATEWIDE AND MENTAL HEALTH SERVICES *Mental Health Services Statewide*

##### **Executive Assistant (510802).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$50,134 – \$54,573 p.a.

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

Fixed-term full-time daywork, commencing as soon as possible to 18 October 2011.

Location:—St Johns Park New Town.

Duties:—The occupant will be required to provide assistance in the delivery of a comprehensive range of executive support As a team member within the Office of the Chief Executive Officer (CEO), functions which facilitate the efficient operation of the Office. Provide administrative and secretarial support to the CEO Statewide and Mental Health Services including a range of support services such as visitor reception, telephone screening, management of appointment diaries and electronic and hardcopy inward and outward correspondence, travel arrangements as well as preparation of a range of documents and correspondence.

Enquiries to Narelle Butt, Department of Health and Human Services, phone (03) 6230 7722, email narelle.butt@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, Tasmania, 7001.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### **Driver Assessor (371802).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$50,815 – \$55,312 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 18.375 hours per week (0.5 FTE): as soon as possible for 6 Months.

Location:—Hobart.

Duties:—To assist with designing appropriate test routes and perform the on-road driving test at designated locations.

Provide feedback to the applicant, or holder of, a driver licence in respect of their performance during their driving test.

Record, input statistics, and generate reports on licence testing, including making recommendations about whether a licence should be issued, suspended or cancelled.

Monitor and review Driver Testing Officer competency standards, actively participate in moderation, peer assessments and auditing and provide advice on testing officer manuals, guidelines and business rules.

To accurately conduct the on-road driving test for the purposes of evaluating the driving skills of an applicant, or a holder of, a driver licence.

A current full car driver's licence.

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

Conviction check in the following areas:—crimes of violence, crimes of dishonesty, sex related offences, serious traffic offences, serious drug offences, traffic offences which have resulted in suspension or disqualification in the previous two years.

Desirable Requirements:—Extensive work experience in a relevant field.

Certificate IV in Training and Assessment (TAA).

Enquiries to Brian Edwards, Manager, Driver Assessing, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6233 5604, email [brian.edwards@dier.tas.gov.au](mailto:brian.edwards@dier.tas.gov.au).

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

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### CORPORATE SERVICES DIVISION

##### *Information Management*

##### **Records Officer (372389).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 3 months.

Location:—Hobart.

Duties:—Provide internal delivery services for collection and delivery of documents and departmental files including the dispatch of postal items.

Carry out creation, retention, disposal and archiving of corporate information in accordance with the departmental corporate information policy, Archives Act 1983 and the Archives Office of Tasmania guidelines and procedures.

General record keeping duties which include filing, scanning, requests, research and collection of documentation within the Agency.

Registration, classification, indexing and tracking of information electronically or conventionally.



Enquiries to Michael Adams, Manager CIS, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 5189, email Michael.Adams@dier.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### INFRASTRUCTURE STRATEGY DIVISION

#### ***Principal Planning Analyst, Integrated Corridor Plans (372390).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$88,539 – \$94,567 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time 2 years.

Location:—Hobart.

Duties:—Undertake high-level research and analysis to inform and provide advice on an appropriate methodology to develop urban transit corridors in Greater Hobart, including the clear identification of target outcomes, required infrastructure, public transport and land use analysis, use of internal and external resources, and identification of key outputs over the short, medium and long term.

Prepare high-level written documentation for a variety of audiences, as required, including draft and final consultation strategies, consultancy scopes, project and Agency related correspondence.

Develop a robust stakeholder consultation strategy and effectively engage with stakeholders during all phases of the project, including undertaking detailed consultation and negotiation as required, to deliver a broad based strategy that has external stakeholder support.

Lead and work effectively as part of a multi-disciplinary team.

Undertake all aspects of project management for the nominated projects in accordance with contemporary project management methodology, including resourcing, management of external consultants, regular reporting (primarily to the Director, Infrastructure Planning and a cross-divisional steering committee), and quality assurance of documentation.

Effectively represent the Agency in external forums, and with external stakeholders.

Desirable Requirements:—Experience in the development of strategic plans, preferably transport, infrastructure or land use, would be an advantage.

Knowledge of or experience in the use of GIS.

Tertiary qualifications in planning, economics, or geography.

Enquiries to Sandra Hogue, Acting Director Infrastructure Planning, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 4867, email Sandra.Hogue@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7000, phone 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *Registration and Licensing Branch*

#### ***Business Analyst (372219).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 36.75 hours per week.

Location:—Hobart.

Duties:—Undertake the delivery of complex reporting and analysis of application and system issues on the Motor Registry System and associated systems.

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

Enquiries to John Mason, Manager, Applications and Information Business Unit, Department of Infrastructure, Energy and Resources, phone (03) 6233 3852, email John.Mason@dier.tas.gov.au.

Applications to 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.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *Road Safety Operations*

#### ***Breath Testing Officer (372392).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$34,815 – \$43,365 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual until 28 March 2011.

Location:—Hobart and Marion Bay.

Duties:—Provide road safety promotional information to the public at specified events. Provide basic advice to people if the result of their voluntary breath test is greater than or close to the specified limit. Provide advice to general inquiries about the function or event or direct people to other sources of information. Participate in training and a briefing about the event. Responsible for the voluntary breath testing of people at public events.

Current driver's licence.

Enquiries to Neil Spark, Marketing Manager Road Safety, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 2036, email Neil.Spark@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7000, phone 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

## JUSTICE

### COMMUNITY CORRECTIONS

#### *Northern Region*

#### ***Community Service Order Supervisor (355397).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$34,815 – \$43,365 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual may include weekend work from as soon as possible until 31 March 2011.

Location:—Northern Region.

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

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. 2) Disciplinary action in previous employment check and Identification check.

Enquiries to Annette Carr, Team Leader, Community Corrections, Department of Justice, phone (03) 6336 2387, email [annette.carr@justice.tas.gov.au](mailto:annette.carr@justice.tas.gov.au).

Applications to Human Resources, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart 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 Annette Carr on (03) 6336 2387.

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

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

## JUSTICE

### CONSUMER AFFAIRS AND FAIR TRADING

#### Directorate

#### **Project Officer (356310).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time working 73.50 hours per fortnight from As soon as possible for 12 months.

Location:—Hobart.

Duties:—In consultation with stakeholders describe and analyse problems with existing business information systems and proposed changes to business information systems. Develop and document business requirements including specification of business outcomes and proposed business processes. Develop and document the functional requirements,

including testing requirements, for new information systems or changes to existing information systems which will support the delivery of the business processes. Develop and document the functional requirements, including testing requirements, for new information systems or changes to existing information systems which will support the delivery of the business processes.

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

Enquiries to Grace Nieuwenhuizen, Project Manager, CAFT, Department of Justice, phone (03) 6233 3410, email [grace.nieuwenhuizen@justice.tas.gov.au](mailto:grace.nieuwenhuizen@justice.tas.gov.au).

Applications to Human Resources, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart 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 Grace Nieuwenhuizen on (03) 6233 3410.

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

### TASMANIA PRISON SERVICE

#### *Integrated Offender Management*

#### **Team Leader Case Co-ordination (355457).**

Applications Close:—Friday, 17 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:—Risdon Prison.

Duties:—Lead and supervise a team responsible for inmate assessment sentence planning and reintegration. Manage inmate sentence assessment, planning and reintegration processes, including the provision of advice about the ongoing case management and reintegration of inmates within a Risk needs Responsivity model and or other models as adopted by the department. Develop and implement appropriate audit, quality assurance, and staff development models that assure a high level of accuracy in the assessment of inmates needs.

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

Desirable Requirements:—Relevant tertiary or post-graduate qualifications in a discipline such as social work, psychology or counselling. Extensive experience, including staff supervision,

in a case management environment. Previous experience in a custodial environment or a similar operational area. Current driver's licence.

Enquiries to Jonathon Field, Senior Consultant, Reintegration Unit, Offender Services, Department of Justice, phone (03) 6216 8158, email [jonathon.field@justice.tas.gov.au](mailto:jonathon.field@justice.tas.gov.au).

Applications to Human Resources, Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart 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 Diana Ivanova on (03) 6216 8031.

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.

#### **Receptionist, 356311 and 356312—2 Vacancies.**

Applications Close:—Friday, 17 December 2010.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No.:—356311.

Permanent part-time working 40 hours per fortnight, working 9am to 1pm Monday to Friday.

Location:—Rosny.

Vacancy No.:—356312.

Permanent part-time working 40 hours per fortnight, working 1pm to 5pm Monday to Friday.

Location:—Rosny.

Duties:—Provide reception duties for business units at the Rosny premises with an emphasis on customer service and dealing sensitively with a diverse clientele. Undertake administrative and clerical duties, including data processing and other support, primarily to the Support Services Unit, but also to other areas as required. Assist in preparation of documentation including draft minutes, briefings, ministerial correspondence, related matters and other general administrative duties.

Enquiries to Rebecca Smith, Administration Officer, Workplace Standards, Department of Justice, phone (03) 6434 6320, email [rebecca.smith@justice.tas.gov.au](mailto:rebecca.smith@justice.tas.gov.au).

Applications to Human Resources, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart 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 Rebecca Smith on (03) 6434 6320.

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

#### *Major Infrastructure Branch*

#### **Electrical Safety Officer (Infrastructure and Compliance) (355651).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

Duties:—Monitor compliance with the relevant legislation and carry out electrical safety audit inspections of electrical infrastructure and installations to ensure compliance with a focus on improving the standards of safety and adherence to regulations and policies. Provide expert electrical and technical advice and support to industry to ensure compliance with legislation administered by Workplace Standards Tasmania.

Essential Requirements:—A Diploma level qualification from a recognised institution (such as a Recognised Training Organisation or University), or equivalent knowledge and experience, as appropriate to the nature of the work.

A current Tasmanian Electrical Practitioner's Licence or the ability to obtain such.

A current Tasmanian Driver's Licence.

Enquiries to John Britten, Senior Infrastructure Safety Officer, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 9276, email [john.britten@justice.tas.gov.au](mailto:john.britten@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 Lee Steedman on (03) 6233 2087.

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

#### *Office of the General Manager*

#### **Policy Officer (356267).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

Duties:—Either individually or as a member of a team, conduct high level research and analysis relating to the policy and legislation administered by Workplace Standards Tasmania, providing solutions and recommendations as required. Provide high level policy advice and information to stakeholders and



senior management on a broad range of matters relevant to Workplace Standards Tasmania's functions and activities, including review of legislation and regulation policy issues generally.

**Desirable Requirements:**—Relevant tertiary qualifications and a current drivers licence.

Enquiries to Colleen Johnstone, Project Manager Asbestos Unit, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 0415, email [colleen.johnstone@justice.tas.gov.au](mailto:colleen.johnstone@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 Colleen Johnstone on (03) 6233 0415.

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

### OPERATIONS SUPPORT

#### *Forensic Services*

#### **Clerical Support Officer (001155).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

**Duties:**—Contribute to the operational effectiveness of the Operations Support work area, by ensuring that timely and accurate clerical, administrative, keyboard and data entry processes are undertaken. Will be required to assist with the handling, recording, storage and disposal of forensic exhibits.

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

Enquiries to Inspector Glen Ball, Forensic Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2285, email [Glen.Ball@police.tas.gov.au](mailto:Glen.Ball@police.tas.gov.au).

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

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

## PREMIER AND CABINET

### MINISTERIAL AND PARLIAMENTARY SERVICES

#### **Executive Officer (000000).**

Applications Close:—Friday, 10 December 2010.

Classification:—See Below.

Fixed-term part-time 2 days per week for 12 months.

Location:—Launceston.

**Duties:**—Provide executive support, including secretarial services and personal and telephone reception facilities to Premier's Northern Office and other staff located in and visiting the office.

Enquiries to Rohan Wade, Head of Office (North), Premiers Office, Department of Premier and Cabinet, phone (03) 6336 2656, email [Rohan.Wade@dpac.tas.gov.au](mailto:Rohan.Wade@dpac.tas.gov.au).

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

## PREMIER AND CABINET

### OFFICE OF THE STATE SERVICE COMMISSIONER

#### **Consultant (001268).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time for a period of 18 months (.6, days to be negotiated).

Location:—Hobart.

**Duties:**—Provide high-level support to the State Service Commissioner whose functions as an independent statutory officer include: establishing procedures for the investigation and determination of breaches of the Code of Conduct, inability, reviews of actions and other statutory functions; reviewing employment decisions; evaluating employment practices and procedures of State Service agencies, including the conduct of employee and Agency surveys.

**Desirable Requirements:**—Tertiary qualifications and/or experience in public administration or policy, qualitative and quantitative research, or a related discipline would be an advantage.

A current motor vehicle driver's licence.

Enquiries to Ian Wilcox, Senior Consultant, Department of Premier and Cabinet, phone (03) 6232 7000, email [Ian.Wilcox@dpac.tas.gov.au](mailto:Ian.Wilcox@dpac.tas.gov.au).

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



## PREMIER AND CABINET

## POLICY DIVISION

***Executive Officer, Administration (001362).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Ensure a comprehensive level of executive assistance and support is available to the Division's Directors and other members of staff as required. Day to day management of the administrative and clerical support services in the Division including the administrative support team and information and administrative procedures. Ensure that efficient and effective administrative and clerical support is available to the Division as a whole.

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

Applications to 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

***Team Manager HR Systems and Business Processes (001728).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$88,539 – \$94,567 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a leadership role in establishing and managing a range of business application services supporting Whole of Government HR systems and related business services to Tasmanian Government Agencies. Establish and maintain communication networks to ensure stakeholders are fully aware of related initiatives and activities. Manage and deliver services using contemporary service management methods.

Desirable Requirements:—Formal tertiary qualifications in business or a related discipline will be regarded as an advantage.

Enquiries to Bruce Thomas, Manager, Service Delivery, 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

## ABORIGINAL HERITAGE TASMANIA

***Archaeologist (706564).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$86,802 – \$94,567 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time arrangement with the successful applicant. Pro rata salary is based on the above full-time rates.

Duties:—Provide authoritative specialist advice across the state service, to stakeholders and the community, particularly regarding the presence, density, distribution and significance of Aboriginal heritage associated with development proposals. The advice provided involves matters that carry a high degree of sensitivity and risk with the capacity to strongly influence development, planning and commercial decision making.

Essential Requirements:—A Degree in Archaeology or Cultural Heritage Management majoring in Aboriginal Heritage, relevant to the professional duties to be undertaken, as provided by a university.

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

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

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

Enquiries to Michael Jones, phone (03) 6233 6281, email michael.jones@heritage.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@dpiipwe.tas.gov.au.

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

## ABORIGINAL HERITAGE TASMANIA

***Archaeologist (706618).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$50,815 – \$82,709 p.a.

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

Permanent full-time.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time arrangement with the successful applicant. Pro rata salary is based on the above full-time rates.

**Duties:**—Provide specialist advice across the state service, to stakeholders and the community, particularly regarding the presence, density, distribution and significance of Aboriginal heritage associated with development proposals. The advice provided involves matters that carry a high degree of sensitivity and risk with the capacity to strongly influence development, planning and commercial decision making.

**Essential Requirements:**—A Degree in Archaeology or Cultural Heritage Management majoring in Aboriginal Heritage, relevant to the professional duties to be undertaken, as provided by a university.

**Note:** Consideration will be given to students graduating at the end of 2010.

**Desirable Requirements:**—At least 12 months post-graduate experience in archaeology and/or cultural heritage management. A current motor vehicle driver's licence.

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

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

Enquiries to Michael Jones, phone (03) 6233 6281, email michael.jones@heritage.tas.gov.au.

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

## PUBLIC TRUSTEE

### TRUSTEE SERVICES

#### ***Client Account Manager (790220).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

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

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

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

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties.

The statement of duties may be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Enquiries to Gaylene Cunningham, Manager Client Services, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7606, email gcunningham@publictrustee.tas.gov.au.

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

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

## THE SKILLS INSTITUTE

### OPERATIONS

#### *Construction*

#### ***Store Person (Re-advertised) (331394).***

Applications Close:—Friday, 17 December 2010.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time From January 2011 for a 2 year period.

Location:—South.

**Duties:**—To provide support to the Unit Leader and Teachers engaged in the delivery of the Carpentry and Joinery program undertaking various tasks in the operation and maintenance of the tool store including equipment and tool repair and assisting in the maintenance of teaching equipment/resources and student files/resources.

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

**Desirable Requirements:**—Current Drivers licence.

Enquiries to Andrew Mellas, Unit Leader, Construction South, The Skills Institute, phone (03) 6245 8158, mobile 0437 675 811, email Andrew.Mellas@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.

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

Construction

**Store Person (331394).**

Applications Close:—Friday, 17 December 2010.

Salary:—\$34,815 – \$43,365 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time (2 years) January 2011 to January 2013.

Location:—South.

Duties:—To provide general support to the Unit Leader and Teachers engaged in the delivery of the Carpentry and Joinery program requiring routine manual tasks in the construction and maintenance of the tool store and student files.

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

Desirable Requirements:—Knowledge and/or experience in the relevant industry.

Enquiries to Andrew Mellas, Unit Leader, The Skills Institute, phone (03) 6233 45 8158, mobile 0437 675 811, email Andrew.Mellas@skillsinstitute.tas.edu.au.

Please note that 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.

## Staff Movements

### Permanent Appointments

Agency	Duties Assigned	Employee	Probation Period	Date of Effect
Economic Development, Tourism & the Arts	Disability and the Arts Officer	J. Wardlaw	6 months	16.12.10
Economic Development, Tourism & the Arts	Project Manager	D. Nahodil	Nil	01.12.10
Economic Development, Tourism & the Arts	Disability and the Arts Officer	M. Taylor	6 months	16.12.10
Economic Development, Tourism & the Arts	Project Manager Innovation	S. Russell	6 months	15.12.10
Health & Human Services	Paramedic	R. Gibbons	6 months	14.11.10
Health & Human Services	Administrative Assistant	P. Paterson	6 Months	17.01.11
Health & Human Services	Administration Assistant	S. Warden	6 months	06.12.10
Health & Human Services	Registered Nurse	J. Taylor	6 months	05.12.10
Health & Human Services	Registered Nurse	D. McCarthy	6 months	06.12.10
Health & Human Services	Dental Therapist	T. Muslim	6 months	29.11.10
Health & Human Services	Administrative Assistant-Medical Typist	J. Marston	6 months	22.11.10
Health & Human Services	Business Analyst	R. Hook	6 months	06.12.10
Health & Human Services	Pharmacist	R. Heng	6 months	06.12.10
Health & Human Services	Registered Nurse	L. Tapsell	6 months	06.12.10
Infrastructure, Energy & Resources	Mine Leasing & Liaison Officer	D. Colbourne	6 months	29.11.10
Infrastructure, Energy & Resources	Network Supervisor	D. Murray	6 Months	29.11.10
Infrastructure, Energy & Resources	School Crossing Patrol Officer	K. Eldershaw	6 months	22.11.10
Justice	Project Officer	C. Castledine	6 months	29.11.10
Police & Emergency Management	Mechanic	B. Scott	Nil	29.11.10
Primary Industries, Parks, Water & Environment	Cave Guide	T. Badrock	nil	06.12.10
Primary Industries, Parks, Water & Environment	Field Officer	M. Wells	6 months	06.12.10
Primary Industries, Parks, Water & Environment	Field Officer	A. Redman	6 months	06.12.10

### Fixed-term Appointments of Greater than 12 Months

Agency	Duties Assigned	Employee	Term	Date of Effect
Primary Industries, Parks, Water & Environment	Senior Field Officer (Fox Eradication)	S. Douce	06/12/2010 - 28/06/2013	06.12.10

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	M. Kellett	Project Manager Strategic Policy	06.12.10
Economic Development, Tourism & the Arts	L. Chiu	Manager Planning, Facilities and Environments	29.11.10
Health & Human Services	K. Eberhardt	Community Liaison Advisor	02.12.10
Primary Industries, Parks, Water & Environment	F. Sablowski	Valuer	06.12.10
Primary Industries, Parks, Water & Environment	T. Paine	Senior Quarantine Officer	25.11.10
Primary Industries, Parks, Water & Environment	K. Crombie	Project Officer	29.11.10

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Primary Health Coordinator	D. Frith	28.11.10
Health & Human Services	Administrative Officer	A. Tooth	22.11.10
Health & Human Services	Senior Physiotherapist	J. Ethelston	27.11.10
Health & Human Services	Administrative assistant, ICU and Cardiology	J. Reid	22.11.10
Health & Human Services	House Services Assistant	M. Hudson	26.11.10
Health & Human Services	Occupational Therapist	A. Poppleton	01.12.10
Justice	Correctional Officer	V. Radzevicius	08.12.10
Premier & Cabinet	Information Technology Consultant	A. Modinger	05.12.10
Treasury & Finance	Assistant Director	G. Hill	03.12.10

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	L. Kirkbride	25.09.10
Health & Human Services	Staff Specialist	M. Lorimer	26.11.10
Health & Human Services	Finance Services Officer	C. Crosswell	26.11.10
Justice	Electrical Inspector	K. Whitehead	08.12.10
Primary Industries, Parks, Water & Environment	Visitor Reception Officer	S. Redpath	14.11.10
The Skills Institute	Teacher	M. Thomson	07.12.10

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