



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
SALES \$1-10
INCLUDING G.S.T.

CONTENTS

VACANCIES—

| | |
|----------------------------------------------------|------|
| Economic Development, Tourism and the Arts..... | 2435 |
| Education..... | 2435 |
| Health and Human Services | 2436 |
| Justice | 2443 |
| Premier and Cabinet | 2444 |
| The Skills Institute..... | 2445 |
| Treasury and Finance..... | 2445 |

STAFF MOVEMENTS—

| | |
|--------------------|------|
| Appointments | 2446 |
| Promotions..... | 2446 |
| Resignations | 2447 |
| Retirements..... | 2447 |
| Transfers | 2447 |

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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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

January 2011

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.

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

DEPARTMENT OF ECONOMIC DEVELOPMENT,
TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Tasmanian Museum and Art Gallery

Research Officer (424222).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake detailed research, analysis and the production of high level documentation to support museum operations, publications and programs. Provide detailed information for the resolution of both public and internal enquiries concerning the museum's collections, archives and library resources.

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

Desirable Requirements:—An appropriate tertiary qualification.

Enquiries to Anna Hawkes for a copy of the Statement of Duties, phone (03) 6211 4177, email **Anna.Hawkes@tmag.tas.gov.au**. For further information about the position please contact Laurence Paine, Business and Operations Manager (TMAG), phone (03) 6233 4177, email **Laurence.Paine@tmag.tas.gov.au**.

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

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

DEPARTMENT OF EDUCATION

STRATEGIC POLICY AND PERFORMANCE

Liaison and Children's Projects

Children and Family Centres Project

Social Inclusion Community Liaison Officer - Statewide Locations - 16 Vacancies

Applications Close:— Monday, 10 January 2011.

ANZSCO:—

Salary:— \$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No.:— 964173.

Fixed-Term:— 1 March 2011 to 31 December 2012.

Location:— Hobart.

Vacancy No.:— 964173.

Fixed-Term:— 1 March 2011 to 31 December 2012.

Location:— Clarence Plains.

Vacancy No.:— 964171.

Fixed-Term:— 1 March 2011 to 31 December 2012.

Location:— Chigwell.

Vacancy No.:— 964166.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Beaconsfield.

Vacancy No.:— 964167.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Ravenswood.

Vacancy No.:— 964163.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— East Devonport.

Vacancy No.:— 964170.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— St Helens.

Vacancy No.:— 964168.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— George Town.

Vacancy No.:— 964614.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Glenorchy and Goodwood.

Vacancy No.:— 964615.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Mornington and Warrane.

Vacancy No.:— 964616.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Risdon Vale.

Vacancy No.:— 964617.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Invermay and Mowbray.

Vacancy No.:— 964618.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Latrobe.

Vacancy No.:— 9646170.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Queenstown.

Vacancy No.:— 964172.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Derby.

Vacancy No.:— 964173.
Fixed-Term full-time 1 March 2011 to 31 December 2012.
Location:— Tamar Valley.

WITHDRAWN

Description of Role:— Work with other project members to ensure that works and relationships in communities are established to increase social inclusion for excluded groups and individuals in designated areas by identifying the barriers to participation through community engagement. Assist with the establishment of Tasmanian Government social infrastructure including, in particular the Child and Family Centres (CFCs).

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:— An appropriate qualification, such as a qualification in Child Care, Early Childhood Education, Health Care and/or Community Development, or a related discipline.

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.

For a copy of the Statement of Duties please contact Viv Burgess, phone 03 6233 4079, email viv.burgess@dhhs.tas.gov.au.

Enquiries to Beverley Funnell, Department of Education, phone 06 6233 4058, email beverley.funnell@dhhs.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO Box 169, Hobart, 7001, phone 03 6233 7252, fax 03 6233 0566, email recruitment@education.tas.gov.au.

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

IT Services

Telehealth Co-ordinator (519996).

Applications Close:—Friday, 7 January 2011.

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:—Hobart.

Duties:—Manage the day to day operations of Telehealth including support and oversight of the technical aspects of the network; and assistance, where necessary, to clients with training, bookings and quality monitoring of video conference sessions. Develop and maintain effective working relationships with business units in supporting their current and emerging Telehealth operational needs. Desirable Requirements:— With an emphasis on Telehealth services and technologies, demonstrate knowledge of current practices, innovations and trends in the healthcare service industry and the impact of technology-enabled service delivery. Demonstrated ability to constructively apply this knowledge to improve health service delivery. Demonstrated knowledge and experience in providing technical support in a technology focused environment. Well developed conceptual and analytical skills with the demonstrated capacity to use creativity, adaptability and flexibility to identify possible solutions to specified and non routine issues and problems.

Enquiries to John Pankiw, Department of Health and Human Services, phone (03) 6236 5590, email John.Pankiw@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Clinical Nurse (519934).

Applications Close:—Friday, 14 January 2011.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time day work working 76 hours per

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

Location:—Mersey Community Hospital, Outpatient Clinics.

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a registered nurse (Division 1) and a midwife.

Enquiries to Julie Duff, Department of Health and Human Services, phone 0364265468, fax 0364265146, mobile 0418134624, email julie.duff@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Pharmacist (519791).

Applications Close:—Friday, 14 January 2011.

Salary:—\$46,450 – \$74,527 p.a.

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

Permanent full-time day work (with oncall) working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital, Pharmacy, Latrobe.

Duties:—This Clinical Pharmacist is responsible for the provision of inpatient and outpatient pharmacy services, ensuring compliance with legal, professional, ethical, departmental and hospital requirements.

The purpose of the role is to: provide professional, client-focussed clinical pharmacy services within an evidence-based, quality and multidisciplinary health care environment; participate in computerised dispensing and distributive functions within the pharmacy; manufacture of sterile and non-sterile therapeutic products; provide input into and participate in quality activities including education; actively participate in the pharmacy team including mentorship and supervision of colleagues and students and develop clinical practice and knowledge through active learning within the pharmacy department.

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

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

Enquiries to Margie Butnoris, Department of Health and Human Services, phone (03)6430 6717, email margie.butnoris@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Administrative Officer (501815).

Applications Close:—Friday, 14 January 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

Permanent part-time day work, working 66.12 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Physiotherapy.

Duties:—Required to provide an efficient and high level administrative support service for the Physiotherapy Service across the North West Area Health Service including a requirement to travel to regional sites.

Provide effective and efficient administrative and clerical support to the Paediatric Therapy Service in the day to day operations of services including the Paediatric Cerebral Palsy Tasmania Equipment Scheme for the North West of Tasmania.

Provide relief for other administrative staff as required across sites. Desirable Requirements:—Demonstrated ability to provide administrative, clerical and organisational support services, including the capacity to undertake basic research. Sound knowledge and experience of current management and administrative practices.

A good understanding of information technology and an in-depth knowledge of a range of computer applications including word processing, publishing, operating spreadsheets, developing and maintaining databases and experience in developing statistical and other reports.

Enquiries to Debbie Duncan, Department of Health and Human Services, North West Area Health Service, North West Regional Hospital, P.O. Box 258, Burnie, 7320, phone 64306608, email debbie.duncan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Pharmacist—4 Vacancies.

Applications Close:—Friday, 14 January 2011.

Salary:—\$46,450 – \$74,527 p.a.

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

Vacancy No. 519877.

Permanent part-time day work, 30.4 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Based at North West Regional Hospital, Pharmacy, Burnie and required to also work at Mersey Community Hospital, Latrobe.

Vacancy No. 519876.

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

Location:—Based at North West Regional Hospital, Pharmacy, Burnie and required to also work at Mersey Community Hospital, Latrobe.

Vacancy No. 519875.

Fixed-term full-time day work with oncall working 76 hours per fortnight to commence as soon as possible with a six month term. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Based at North West Regional Hospital, Pharmacy, Burnie and required to also work at Mersey Community Hospital, Latrobe.

Vacancy No. 519790.

Permanent full-time day work with oncall working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Based at North West Regional Hospital, Pharmacy, Burnie and required to also work at Mersey Community Hospital, Latrobe.

Duties:—This Clinical Pharmacist is responsible for the provision of inpatient and outpatient pharmacy services, ensuring compliance with legal, professional, ethical, departmental and hospital requirements.

Purpose of role:—

Provide professional, client-focussed clinical pharmacy services within an evidence-based, quality and multidisciplinary health care environment.

Participate in computerised dispensing and distributive functions within the pharmacy.

Manufacture of sterile and non-sterile therapeutic products.

Provide input into and participate in quality activities including education.

Actively participate in the pharmacy team including mentorship and supervision of colleagues and students.

Develop clinical practice and knowledge through active learning within the pharmacy department.

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

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

Enquiries to Margie Butnoris, Department of Health and Human Services, phone (03) 6430 6717, email margie.butnoris@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*North West Regional Hospital***Pharmacist, Early Intervention Interdisciplinary Service (519527).**

Applications Close:—Friday, 14 January 2011.

Salary:—\$46,450 – \$74,527 p.a.

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

Permanent full-time day work 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Pharmacy.

Duties:—Responsible to the Manager of Pharmacy Services/ Deputy Manager Physiotherapy for the provision of inpatient and outpatient pharmacy services ensuring compliance with legal requirements, professional ethics, departmental and hospital policies. Work as part of a multi-disciplinary Orthopaedic Early Intervention Service and within the NWAHS Pharmacy team to:—Provide an integrated and documented medication management service in accordance with the provisions of the APAC Guidelines to referred patients. Provide high level written and verbal drug information to patients. Provide information and education to other health professionals. Assist with the supervision and training of pharmacy technicians, students and interns. Participate in Quality Use of Medicines activities. Contribute to the achievement of targets for Departmental performance indicators, conduct non-sterile and sterile manufacture. Assist with dispensary duties if required with the role. Work at other sites within NWAHS if required.

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

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

Enquiries to Margie Butnoris, Department of Health and Human Services, phone (03) 6430 6717, email margie.butnoris@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*North West Regional Hospital***Pharmacy Dispensary Assistant (519943).**

Applications Close:—Friday, 14 January 2011.

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:—North West Regional Hospital, Pharmacy.

Duties:—To assist professional staff in providing a comprehensive pharmaceutical service to patients and other clients of the hospital, and to other Divisions within the Agency in the North West Region including hospitals with contractual agreements.

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

Enquiries to Margie Butnoris, Department of Health and Human Services, phone (03) 6430 6717, email margie.butnoris@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Pharmacy Technician—2 Vacancies (519972).

Applications Close:—Friday, 14 January 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Pharmacy.

Duties:—To assist professional staff in providing a comprehensive pharmaceutical service to patients and other clients of the hospital, and to other Divisions within the Agency in the North West Region including hospitals with contractual agreements.

Possess or be actively enrolled in Certificate III or IV in Health Services Assistance (Hospital and Community Health Pharmacy Assistance from a recognised education institution; or Possess or be actively enrolled in Certificate III or IV in Hospital/Health Services Pharmacy Support from a recognised educational institution; or An Associated Diploma from a recognised educational institution, or an equivalent qualification, that is relevant to the work of a pharmacy technician; or Relevant training and/or experience determined in accordance with the provisions of Section 38 of the State Service Act 2000 that is relevant to the work of a pharmacy technician.

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Manager, Launceston Integrated Care Service (519809).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$96,181 – \$103,579 p.a.

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

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

Location:—Launceston Integrated Care Centre, Launceston.

Duties:—Lead the development and improvement of integrated care services for clients with chronic conditions in the Northern Area with an initial focus on diabetes, cardiopulmonary rehabilitation and musculoskeletal chronic conditions. Manage the human, physical and financial resources of the Launceston Integrated Care Service.

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

Enquiries to Rod Meldrum, Department of Health and Human Services, phone (03) 6336 5595, email rod.meldrum@dhhs.tas.gov.au. You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Nurse Unit Manager (504459).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$79,725 – \$83,496 pro rata.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent part-time day work, 68 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 4B, Launceston General Hospital.

Duties:—Provide leadership to the Maternity Unit Launceston General Hospital (LGH). Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Maternity Unit LGH.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a registered nurse (Division 1) and a midwife.

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

dishonesty, identification check and disciplinary action in previous employment check.

Enquiries to Sue McBeath, Department of Health and Human Services, phone (03) 6348 8976, email sue.mcbeath@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Research Co-ordinator (511967).

Applications Close:—Thursday, 6 January 2011.

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 for a period of 2 years. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Dementia Research Centre, Launceston General Hospital.

Duties:—As part of a small research team, the Research Co-ordinator will co-ordinate the Clifford Craig Shunting for Dementia Study, providing a broad range of project management, administrative and research related functions. The study is part of the Launceston General Hospital Dementia Research Centre's ongoing research program and involves the assessment of 400 older people with memory problems from northern Tasmania. The Research Co-ordinator will liaise with study participants, medical, allied health and administrative staff, and the wider community.

Desirable Requirements:—Well developed project management and administrative skills, including the demonstrated capacity to use software such as Microsoft Word, Excel and Access. Excellent communication skills, both written and verbal. Ability to communicate positively and sensitively with members of the public and staff at all levels. Proven ability to work independently and as a member of a team.

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Senior Pharmacy Technician (PBS) (519956).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$56,276 – \$65,073 p.a.

Health and Human Services (Tasmanian State Service)

Award, General Stream, Band 4.

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

Location:—Pharmacy, Launceston General Hospital.

Duties:—Oversee the work of other pharmacy technicians, and provide supervision and leadership. Co-ordinate and roster pharmacy technicians. Train pharmacy staff. Be responsible for the PBS claim process. Undertake the regular duties of a pharmacy technician.

Essential Requirements:—Possess or be actively enrolled in Certificate III or IV in Health Services Assistance (Hospital and Community Health Pharmacy Assistance from a recognised education institution; or Possess or be actively enrolled in Certificate III or IV in Hospital/Health Services Pharmacy Support from a recognised educational institution; or An Associated Diploma from a recognised educational institution, or an equivalent qualification, that is relevant to the work of a pharmacy technician; or Relevant training and/or experience determined in accordance with the provisions of Section 38 of the State Service Act 2000 that is relevant to the work of a pharmacy technician.

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

Enquiries to John Horne, Department of Health and Human Services, phone (03) 6348 7733, email john.horne@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Community Health Nurse (504709).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term part-time day worker, 24 hours per fortnight, commencing As soon as possible for a period of 12 months.

Location:—George Town Hospital and Community Centre.

Duties:—Functions as an advanced clinical practitioner in nursing, using evidenced based practices. In accordance with Primary Health Care principles, Agency Policies, legal requirements and professional competencies; the Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programs. Collaborates with other members of the health care team to ensure the delivery of high quality health care. Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services, therefore plans and delivers services accordingly.

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 pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted:—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, identification check and disciplinary action in previous employment check.

Enquiries to Beth Smith, Department of Health and Human Services, phone (03) 6380 3620, email beth.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

POLICY, INFORMATION AND COMMISSIONING

Policy and Information

Communications Advisor (519766).

Applications Close:—Friday, 14 January 2011.

Salary:—\$71,624 – \$84,834 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide specialist advice and support in the development and implementation of communication and marketing activities aimed at enhancing and promoting the National Health Reform Implementation, change management processes and associated contract management arrangements. Ensuring that the community and other stakeholders are properly informed about relevant health and human services issues.

Desirable Requirements:—A creative flair, with proven knowledge of and practical experience in communications and marketing principles and practices, including online communications. High level knowledge and understanding of the issues associated with strategic communication and engagement. High level written communication skills, including the capacity to produce high quality documents in a variety of communication formats for presentation and utilizing a broad range of technologies to do so.

Enquiries to Alex Tay, Department of Health and Human Services, phone (03) 6233 3247, email alex.tay@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Haematology Fellow (519980).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$100,541 – \$106,913 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training

Level 2 (Salary commensurate with qualifications and experience).

Fixed-term full-time day work, commencing 14 February 2011 until 11 February 2012.

Location:—Pathology Services, Royal Hobart Hospital.

Duties:—Pathology Services at the Royal Hobart Hospital is seeking an Advanced Haematology Trainee for a one (1) year training placement. The successful candidate will have completed the Part 1 Examination in Haematology and the Basic Pathological Sciences Examination conducted by the Royal College of Pathologists of Australasia. The successful candidate will be required to undertake approved training requirements prescribed by the RCPA. This may require attendance at non-RHH pathology service(s).

Essential Requirements:—General or limited registration with the Medical Board of Australia.

Enquiries to Dr Katherine Marsden, Department of Health and Human Services, phone (03) 6222 8410, email katherine.marsden@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Health Promotion Worker (513810).

Applications Close:—Friday, 21 January 2011.

Salary:—\$67,532 – \$70,611 pro rata.

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

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

Location:—Hobart.

Duties:—In accordance with Agency policies and within a primary health care framework support the development and evaluation of community development and health promotion processes within southern Tasmania.

Desirable Requirements:—Demonstrated skills and knowledge of health promotion principles. Experience in program development, implementation and evaluation within a framework of primary health care. Demonstrated skills in teamwork and effective communication at all levels. Experience working in rural and remote communities.

Enquiries to Fred Howard, Department of Health and Human Services, phone (03) 6233 6703, fax (03) 6233 6926, email fred.howard@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Care Co-ordinator (518269).**

Applications Close:—Thursday, 6 January 2011.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—The Cancer Care Co-ordinator (CCC) will provide quality patient centered care for people under going cancer treatments by facilitating the continuity and quality of care across all of the health settings a person with Lung and Colon cancer may have to negotiate in Tasmania. The CCC is expected to collaborate with other members of the multidisciplinary team to identify improvements in cancer 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. The CCC collaborates with the multidisciplinary team to co-ordinate care of patients with cancer across divisions/health services involves significant liaison both within the health service, external agencies and across Tasmania.

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

Enquiries to Louise Nicholson, Department of Health and Human Services, phone (03) 6222 8238, email louise.nicholson@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink, Recruitment Services, Human Resources, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services North***Clerical Officer (506230).**

Applications Close:—Friday, 21 January 2011.

Salary:—\$44,378 – \$48,358 p.a.

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

Permanent part-time daywork, working 45.6 hours per fortnight.

Location:—Adult Community Mental Health Service, Launceston.

Duties:—Provide day to day administrative support to Mental Health Services North within established guidelines, delegations and instructions. Contribute towards optimal administrative and business support processes within the service unit.

Desirable Requirements:—Certificate III in Office Administration or equivalent.

Enquiries to Joanne Bennett, Department of Health and Human Services, phone (03) 6336 4450, email joanne.bennett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services North West***Community Mental Health Nurse (CATT) (519298).**

Applications Close:—Friday, 7 January 2011.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time shiftwork, working 38 hours per fortnight.

Location:—Crisis Assessment and Treatment Team, Burnie.

Duties:—This position is required to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients. CAT nurses also involve consumers and their families/significant others in the identification of their needs, formulation of goals, development of individual service plans and the implementation of care and provide support and psycho-education in collaboration with primary health care professionals.

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

Current Drivers Licence.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services South***Staff Specialist -Psychiatry (515769).**

Applications Close:—Friday, 1 April 2011.

Salary:—To be negotiated.

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

Permanent full-time daywork with on call.

Location:—Adult General Integrated Mental Health Services, Hobart.

Duties:—Provide a comprehensive general adult inpatient and community psychiatric service in the southern region of Tasmania. Act as a consultant to mental health professionals and health service providers, including general practitioners and

other agencies, with regard to the assessment and management of individuals with mental health disorders. Undertake supervisory responsibilities with Psychiatric Registrars and other medical staff as required/appropriate.

Essential Requirements:—Specialist or limited registration with the Medical Board of Australia in a relevant specialty.

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

Enquiries to Dr Jim Blacket, Department of Health and Human Services, phone (03) 6230 7549, fax (03) 6230 7550, email jim.blacket@dhhs.tas.gov.au.

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

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JUSTICE

COMMUNITY CORRECTIONS

Southern Region

Assessor (350818a).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 29.40 hours per fortnight (2 days a week) commencing As soon as possible until 4 March 2011.

Location:—Southern Region.

Duties:—Conduct assessments of offenders in order to determine their level of risk and their suitability for participation in a community based sentence. Liaise with representatives from other government agencies for the purpose of obtaining information relevant to the assessment. Provide written reports to the Magistrates Court outlining the findings of assessments including recommendations.

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 checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

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

Enquiries to Pam Honan, State-wide Operations Manager, Community Corrections, Department of Justice, phone (03) 6233 4753, email pamela.honan@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Pam Honan on (03) 6233 4753.

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

LEGAL AID COMMISSION OF TASMANIA

Administrative Assistant (354438).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time.

Location:—Hobart.

Duties:—Co-ordinate secretarial and administrative functions for the Executive Officer of National Legal Aid. Produce and process confidential documents and correspondence, and collate statistics from all NLA sources for publication by using a broad range of computer software, audio equipment and word processing systems. Preparing hard copy papers and agenda for meetings. Arranging travel and accommodation details and teleconferencing as required. Provide administrative support to professional staff including the whole range of duties associated with normal office procedure.

Desirable Requirements:—Significant secretarial experience.

Contact:—A Statement of Duties, Information for Applicants and an Application for Employment are available at www.jobs.tas.gov.au, or by contacting Leesa Bevan on (03) 6236 3820 or Leesa.Bevan@legalaid.tas.gov.au.

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, 158 Liverpool Street, Hobart, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

JUSTICE

LEGAL AID COMMISSION OF TASMANIA

Family Dispute Resolution Practitioner and Launceston Office Manager (355893).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$101,396 – \$114,864 p.a.

Legal Practitioners Award, Level 4.

Permanent part-time.

Location:—Launceston.

Duties:—Act as Mediator within the Commission's FDR program. Assist the FDR Co-ordinator. Support the FDR Administrator. Manage the Child Separate Representative/Independent Children's Lawyer areas of the Commission's northern operation for the Assignments Manager. Manage, for the Director, the Commission's Launceston office. To perform

such other professional work as may be directed from time to time.

Essential Requirements:—Admitted or eligible for admission as a Barrister or Practitioner of the Supreme Court of Tasmania.

Desirable Requirements:—A minimum of 5 years experience as a practitioner in the Family Law jurisdiction. Completion of a mediation course or equivalent. Management and human resources experience as this relates to an office environment.

Contact:—A Statement of Duties, Information for Applicants and an Application for Employment are available at www.jobs.tas.gov.au, or by contacting Leesa Bevan on (03) 6236 3820 or Leesa.Bevan@legalaid.tas.gov.au.

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, 158 Liverpool Street, Hobart, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

JUSTICE

LEGAL AID COMMISSION OF TASMANIA

Family Law Secretary (355104).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time.

Location:—Hobart.

Duties:—Co-ordinate Family Law secretarial and administrative functions for Family Law practitioners to ensure best practice delivery of services to clients. Be the first point of contact between Family Law practitioners and clients, members of the public, legal profession and staff in other government agencies and instrumentalities, and receive all mail and incoming telephone calls on behalf of the Commission's Family Law practice. Provide secretarial and administrative support in the Commission's Family Law practice including: the maintenance of Family Law practitioners' files within the Commission's computer system, resubmit systems, diary and any other systems used for support of the in-house Family Law practice; the carrying out of electronic lodgement of application forms for legal assistance, electronic claims on behalf of Family Law practitioners and disbursement invoices and electronic closing of files on completion of each matter; Produce and process confidential documents and correspondence using a broad range of computer software, audio equipment and word processing systems.

Desirable Requirements:—Significant current secretarial experience in the Family Law jurisdiction.

Contact:—A Statement of Duties, Information for Applicants and an Application for Employment are available at www.jobs.tas.gov.au, or by contacting Leesa Bevan on (03) 6236 3820 or Leesa.Bevan@legalaid.tas.gov.au.

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, 158 Liverpool Street, Hobart, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

JUSTICE

LEGAL AID COMMISSION OF TASMANIA

Legal Secretary (356036).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate secretarial and administrative functions for Legal Practitioners to ensure best practice delivery of services to clients. Be the first point of contact between Legal Practitioners and clients, members of the public, legal profession and staff in other government agencies and instrumentalities, and receive all mail and incoming telephone calls on behalf of the Commission's in-house legal practice. Provide secretarial and administrative support in the Commission's legal practice including: the maintenance of Legal Practitioners' files within the Commission's computer system, resubmit systems, diary and any other systems used for support of the in-house legal practice; the carrying out of electronic lodgement of application forms for legal assistance, electronic claims on behalf of Legal Practitioners and disbursement invoices and electronic closing of files on completion of each matter; produce and process confidential documents and correspondence using a broad range of computer software, audio equipment and word processing systems.

Desirable Requirements:—Significant legal secretarial experience.

Contact:—A Statement of Duties, Information for Applicants and an Application for Employment are available at www.jobs.tas.gov.au, or by contacting Leesa Bevan on (03) 6236 3820 or Leesa.Bevan@legalaid.tas.gov.au.

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, 158 Liverpool Street, Hobart, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

PREMIER AND CABINET

TMD

Executive Officer (001740).

Applications Close:—Thursday, 6 January 2011.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the day-to-day activities of the office of the General Manager TMD including provision of high level information systems, clerical and executive officer support. Supervise the Corporate Support team to ensure the provision of consistent, quality administrative services and processes for Senior Managers and members of the Division as a whole.

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

Applications to Mark Cook, Senior HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6270 5452, email job.application@dpac.tas.gov.au.

THE SKILLS INSTITUTE

OPERATIONS

*Allied Trades***Teacher (Refrigeration) (331123).**

Applications Close:—Thursday, 6 January 2011.

Salary:—\$50,632 – \$78,509 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Fixed-term full-time From January 2011 for a 12 month period.

Location:—South.

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

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

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

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

Enquiries to Scott Dalton, Unit Leader, Allied Trades, The Skills Institute, mobile 0437 071 969, email scott.dalton@skillsinstitute.tas.edu.au.

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

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

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

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

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

THE SKILLS INSTITUTE

OPERATIONS

*Tourism and Hospitality***Administrative Assistant (Cookery) (322071).**

Applications Close:—Thursday, 13 January 2011.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—South.

Duties:—To undertake various administrative and clerical duties that support the function of a campus, team or business unit, including providing a client focussed reception service. Assist with operational processes including the maintenance of databases and related matters.

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.

Enquiries to Lisa Lepretre, Unit Leader, Cookery, The Skills Institute, mobile 0457 091 168, email Lisa.Lepretre@skillsinstitute.tas.edu.au.

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

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

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Budget Management Branch***Principal Budget Analyst (723951).**

Applications Close:—Friday, 7 January 2011.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

In the context of the selection criteria, to be successful in the position applicants will have:—well developed consultative, financial analysis and accounting skills including knowledge of contemporary budget management; an ability to understand complex issues and identify possible solutions and high level of interpersonal and communications skills.

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

Enquiries to Alecia Fletcher, Specialist Budget Analyst, Budget Management Branch, Department of Treasury and Finance, phone (03) 6233 4528, email alecia.fletcher@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Probation Period</i> | <i>Date of Effect</i> |
|------------------------------------------------|-------------------------------------------|-----------------|-------------------------|-----------------------|
| Health & Human Services | Registered Nurse | M. Buck | 6 months | 29.11.10 |
| Health & Human Services | Registered Nurse | K. Stubbs | 6 months | 29.11.10 |
| Health & Human Services | Registered Nurse | J. Anderson | 6 months | 29.11.10 |
| Health & Human Services | IT Consultant (Database Administrator) | C. Murfet | 6 months | 04.01.11 |
| Health & Human Services | Food Services Assistant | M. Williams | 6 months | 21.12.10 |
| Health & Human Services | Registered Nurse | M. Solomons | 6 months | 29.11.10 |
| Health & Human Services | Clinical Nurse Consultant | S. Wallis | 6 months | 06.11.10 |
| Health & Human Services | Registered Nurse | H. Donovan | 6 months | 29.11.10 |
| Health & Human Services | Registered Nurse | A. Culley | 6 months | 29.11.10 |
| Health & Human Services | Registered Nurse | J. Kelly | 6 months | 29.11.10 |
| Health & Human Services | Youth Worker | S. Collins | 6 months | 10.12.10 |
| Health & Human Services | Registered Nurse | P. Smith | 6 months | 29.11.10 |
| Health & Human Services | Registered Nurse | L. McNeill | 6 months | 29.11.10 |
| Health & Human Services | Registered Nurse | C. Prior | 6 months | 06.12.10 |
| Premier & Cabinet | ICT Support Officer, Service Delivery TMD | D. Englund | 6 months | 16.12.10 |
| Primary Industries, Parks, Water & Environment | Regional Planner | S. Fox | 6 months | 13.12.10 |
| Primary Industries, Parks, Water & Environment | Client Service Officer | M. Stevens | 6 months | 15.12.10 |
| Primary Industries, Parks, Water & Environment | Client Service Officer | S. Foskett | NA | 13.12.10 |
| Primary Industries, Parks, Water & Environment | Client Service Officer | M. Armstrong | 6 months | 13.12.10 |
| Treasury & Finance | Senior Policy Analyst | J. Kitto | 6 months | 13.12.10 |
| Port Arthur Historic Site Management Authority | Courtesy Vehicle Driver | K. Lampkin | NA | 16.12.10 |
| Tasmanian Academy | Laboratory Technician | A. Floyde | 6 months | 07.02.11 |
| The Skills Institute | Teacher | I. Allen | NA | 15.12.10 |
| The Skills Institute | Teacher | J. Hughes | 6 months | 13.12.10 |

Extension or Renewal of Fixed-term Appointments Beyond 12 Months

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Term</i> | <i>Date of Effect</i> |
|------------------------------------------|------------------------|-----------------|-------------|-----------------------|
| Economic Development, Tourism & the Arts | Project Manager | E. Parker | 2 months | 01.01.11 |

Promotion of Permanent Employees

| <i>Agency</i> | <i>Employee</i> | <i>Duties Assigned</i> | <i>Date of Effect</i> |
|-------------------------|-----------------|------------------------------------------------|-----------------------|
| Health & Human Services | C. Smith | Manager Child Health and Parenting Services NW | 14.12.10 |
| Health & Human Services | C. Banham | Support Officer PAS | 04.04.11 |
| Health & Human Services | S. Embrey | Cook | 15.12.10 |
| Health & Human Services | M. Gardener | Project Officer | 15.11.10 |
| Health & Human Services | B. MacFarlane | Senior Radiation Therapist | 06.12.10 |
| Health & Human Services | A. Folkerts | Clinical Nurse | 12.12.10 |
| Health & Human Services | J. Barnes | Clinical Nurse | 12.12.10 |
| The Skills Institute | J. Grant | Operations Manager | 06.12.10 |

Retirement of Permanent Employees

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Date of Effect</i> |
|-------------------------|-----------------------------|-----------------|-----------------------|
| Education | Teacher | J. Dicker | 17.12.10 |
| Education | Teacher | D. Ashdown | 17.12.10 |
| Education | Teacher | C. Blake | 17.12.10 |
| Education | Library Technician | E. Maloney | 17.12.10 |
| Education | Teacher | D. Park | 17.12.10 |
| Education | Teacher | M. Groves | 17.12.10 |
| Education | Teacher | A. Haley | 17.12.10 |
| Education | Teacher | J. Miller | 17.12.10 |
| Education | Teacher | C. McCormack | 17.12.10 |
| Education | Teacher | A. Curtayne | 17.12.10 |
| Education | School Administrative Clerk | G. French | 16.12.10 |
| Health & Human Services | Nurse Unit Manager | J. Mayne | 16.12.10 |
| Tasmanian Academy | Teacher | A. Kettle | 31.12.10 |
| Tasmanian Polytechnic | Teacher | R. Lamprill | 31.12.10 |
| Tasmanian Polytechnic | Teacher | R. Purdon | 31.12.10 |
| Tasmanian Polytechnic | Admissions Officer | L. Clough | 24.12.10 |
| Tasmanian Polytechnic | HR Operations Officer | G. Ellis | 24.12.10 |
| Tasmanian Polytechnic | Librarian | N. Rayner | 05.01.11 |
| Tasmanian Polytechnic | Workforce Learning Leader | A. Cowrick | 31.12.10 |
| Tasmanian Polytechnic | Teacher | I. Read | 31.12.10 |
| The Skills Institute | Unit Leader | M. Crothers | 23.12.10 |
| The Skills Institute | Teacher | R. Carter | 23.12.10 |
| The Skills Institute | Teacher | C. King | 31.12.10 |
| The Skills Institute | Teacher | G. Nielsen | 31.12.10 |

Resignation of Permanent Employees

| <i>Agency</i> | <i>Duties Assigned</i> | <i>Employee</i> | <i>Date of Effect</i> |
|------------------------------------|------------------------------------------------------|-----------------|-----------------------|
| Health & Human Services | Physiotherapist | P. Zacher | 23.12.10 |
| Health & Human Services | Registered Nurse | S. Midgley | 10.12.10 |
| Health & Human Services | Nurse Unit Manager | R. Ellem | 17.12.10 |
| Health & Human Services | Home Help | A. Cripps | 07.12.10 |
| Health & Human Services | Service Improvement Officer | S. Condon | 14.12.10 |
| Health & Human Services | Registered Nurse | C. Ellem | 11.12.10 |
| Health & Human Services | Breast Screen Tasmania Clinical Services Coordinator | J. Wood | 10.12.10 |
| Health & Human Services | Administrative Assistant | A. Webb | 14.12.10 |
| Infrastructure, Energy & Resources | Administrative Assistant | L. Bluett | 15.12.10 |
| Infrastructure, Energy & Resources | School Crossing Patrol Officer | C. Warn | 01.12.10 |
| Infrastructure, Energy & Resources | Senior Project Officer Forests | G. McCutchan | 17.12.10 |
| Justice | Gas Safety Specialist - Installations, Appliances | D. Sharp | 15.12.10 |
| Police & Emergency Management | Senior Firefighter | M. Biscoe | 13.12.10 |
| Police & Emergency Management | Hospitality Services Assistant | T. Hoskinson | 16.12.10 |
| Premier & Cabinet | Senior Policy Analyst | J. Nermut | 15.12.10 |
| The Skills Institute | Administrative Assistant | C. Marchant | 17.12.10 |

Transfer of Permanent Employees

| <i>Agency</i> | <i>Employee</i> | <i>New Agency</i> | <i>Duties Assigned</i> | <i>Date of Effect</i> |
|------------------------------------|-----------------|-------------------------|--------------------------|-----------------------|
| Justice | L. Steedman | Health & Human Services | Ward Clerk | 13.12.10 |
| Police & Emergency Management | K. Calvert | Health & Human Services | Customer Service Officer | 06.12.10 |
| Infrastructure, Energy & Resources | D. Edwards | Justice | Industry Supervisor | 17.12.10 |



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

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