



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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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.

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.

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

Desirable Requirements:—Current driver's licence.

Enquiries to Renee Watson for a copy of the Statement of Duties on (03) 6233 5615 or email **renee.watson@development.tas.gov.au** For further information about the vacancy please contact Helen Langenberg, Manager, Sport and Recreation Services, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5793, email **helen.langenberg@development.tas.gov.au**

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

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Sport and Recreation Tasmania.

Project Support Officer, Aboriginal Sport and Recreation (424554).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—Provide project and administrative support to assist with the delivery of the Indigenous Sport Programme and the Aboriginal Outdoor Recreation Programme.

Essential Requirements:—The State Service Commissioner has determined that this is an Aboriginal Identified position and that it will be filled in accordance with Ministerial Direction No. 12: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

Enquiries to Renee Watson for a copy of the Statement of Duties on (03) 6233 5615 or email **renee.watson@development.tas.gov.au** For further information about the vacancy please contact Helen Langenberg, Manager Sport and Recreation Services, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5793, email **helen.langenberg@development.tas.gov.au**

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

Applications must address the selection criteria as outlined in the Statement of Duties.

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Schools and Client IT Support

Senior Consultant IT, School Support (963699).

Applications Close:—Friday, 26 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Sport and Recreation Tasmania

Project Officer, Aboriginal Sport and Recreation (424311).

Applications Close:—Friday, 26 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the delivery of the Indigenous Sport Programme and the Aboriginal Outdoor Recreation Programme.

Facilitating increased participation opportunities and encouraging Aboriginal people to participate in sport.

Essential Requirements:—The State Service Commissioner has determined that this is an Aboriginal Identified position and that it will be filled in accordance with Ministerial Direction No. 12: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

Description of the Role:—To work with schools in reviewing and planning their IT support and business application requirements and co-ordinate IT support and IT related projects within allocated schools. Co-ordinate the support and training including any associated assessment for allocated IT support staff.

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 post secondary qualification and/or industry experience relevant to the position. At least three years experience in the delivery of IT support, advisory and business integration services. Relevant qualifications in Workplace Training and Assessment. A current drivers licence.

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

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

Enquiries to Scott Ashton, Department of Education, phone (03) 6233 6916, email scott.ashton@education.tas.gov.au

Applications to Recruitment 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

LAUNCESTON COLLEGE

Canteen Supervisor (964231).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 49 hours per fortnight, for up to 40 weeks per year from 15 June 2010.

Location:—Launceston College.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

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 Marilyn Hillier, Department of Education, phone (03) 6332 7777, email marilyn.hillier@education.tas.gov.au

Applications to Recruitment 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 (North)

Ashley School

School Executive Officer (952045).

Applications Close:—Friday, 26 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Ashley School.

Description of the Role:—Co-ordinate the operations of a school office and support the Principal in the management of school administrative service and resources. Direct and supervise assigned non teaching staff. Provide advice to the Principal and other school staff on administrative and resource matters.

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:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

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 Shane Stanton, Department of Education, phone (03) 6362 8222, email shane.stanton@education.tas.gov.au

Applications to Recruitment 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 (North)

Bridport Primary School

Teacher Aide Special (961538).

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008.

Permanent part-time 12 hours per fortnight for up to 42 weeks per year.

Location:—Bridport Primary School.

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

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

Desirable Requirements:—College or TAFE studies in health and/or education. To work with students with special needs.

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 Carol Stingel, Department of Education, phone (03) 6356 1226, email carol.stingel@education.tas.gov.au

Applications to Recruitment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Cressy District High School

Canteen Assistant (964216).

Applications Close:—Friday, 26 February 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time from As soon as possible to 17 December 2010, 10 hours per fortnight.

Location:—Cressy District High School.

Description of the Role:—Maintain and deliver the school canteen services.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the

appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

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

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

Enquiries to Julie Reid, Department of Education, phone (03) 6397 6281, email julie.reid@education.tas.gov.au

Applications to Recruitment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Deloraine Primary School

Teacher Aide Special (952600).

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 10 hours per fortnight for up to 42 weeks per year, from 15 June 2010.

Location:—Deloraine Primary School.

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

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 Peter Daniel, Department of Education, phone (03) 6362 2012, email peter.daniel@education.tas.gov.au

Applications to Recruitment 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 (North)

Exeter Primary School

Teacher Aide Special (952565).

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008.

Permanent part-time 10 hours per fortnight for up to 42 weeks per year.

Location:—Exeter Primary School.

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

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

Desirable Requirements:—College or TAFE studies in health and/or education. To work with students with special needs.

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 Sheryl Turner, Department of Education, phone (03) 6394 4700, email sheryl.turner@education.tas.gov.au

Applications to Recruitment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Invermay Primary School

School Attendant (Grounds and Cleaning) (305342).

Applications Close:—Friday, 26 February 2010.

Salary:—\$36,750 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant, Level 2.

Permanent part-time 35 hours per fortnight from as soon as possible (Split shift will apply to this vacancy).

Location:—Invermay Primary School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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 Emmy Brient, Department of Education, phone (03) 6331 8371, email emmy.brient@education.tas.gov.au

Applications to Recruitment 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 (North)

Kings Meadows High School

School Administration Clerk (951536).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 58.80 hours per fortnight for up to 42 weeks per year.

Location:—Kings Meadows High School.

Description of the Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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 Vicki Wiggins, Department of Education, phone (03) 6343 1000, email vicki.wiggins@education.tas.gov.au

Applications to Recruitment 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 (North)

Meander Primary School

School Executive Officer (951352).

Applications Close:—Friday, 26 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 7.35 hours per fortnight.

Location:—Meander Primary School.

Description of the Role:—Co-ordinate the operations of a school office and support the Principal in the management of school administrative service and resources. Direct and supervise assigned non teaching staff. Provide advice to the Principal and other school staff on administrative and resource matters.

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:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

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 Graeme Pennicott, Department of Education, phone (03) 6369 5111, email graeme.pennicott@education.tas.gov.au

Applications to Recruitment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Queechy High School

Canteen Assistant (964112).

Applications Close:—Friday, 26 February 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time from As soon as possible to 17 December 2010, 30 hours per fortnight.

Location:—Queechy High School.

Description of the Role:—Maintain and deliver the school canteen services.

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 Tanya Smart, Department of Education, phone (03) 6341 4455, email tanya.smart@education.tas.gov.au

Applications to Recruitment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Queechy High School

School Attendant (Cleaning) (305551).

Applications Close:—Friday, 26 February 2010.

Salary:—\$36,750 p.a.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent full-time from As soon as possible (Out of hours shift will apply to this vacancy).

Location:—Queechy High School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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 Tanya Smart, Department of Education, phone (03) 6341 4455, email tanya.smart@education.tas.gov.au

Applications to Recruitment 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 (North)

Riverside High School

School Administration Clerk (952220).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 26.5 hours per fortnight for up to 42 weeks per year.

Location:—Riverside High School.

Description of the Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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 Roxanne House, Department of Education, phone (03) 6327 3969, email roxanne.house@education.tas.gov.au

Applications to Recruitment 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 (North)

Trevallyn Primary School

Network Officer (960437).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20 hours per fortnight.

Location:—Trevallyn Primary School.

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative functions.

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 Cheryl McFadzean, Department of Education, phone (03) 6331 9657, email cheryl.mcfadzean@education.tas.gov.au

Applications to Recruitment 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 (North)

Westbury Primary School

School Administration Clerk (951979).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 36.75 hours per fortnight for up to 42 weeks per year.

Location:—Westbury Primary School.

Description of the Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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 Brett Youd, Department of Education, phone (03) 6393 1373, email brett.youd@education.tas.gov.au

Applications to Recruitment 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 (North)

Winnaleah District High School

Canteen Supervisor (964215).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time from As soon as possible to 17 December 2010, 22.05 hours per fortnight.

Location:—Winnaleah District High School.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

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

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

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

Enquiries to Brenda Wagner, Department of Education, phone (03) 6354 2290, email brenda.wagner@education.tas.gov.au

Applications to Recruitment 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 (North-West)

Social Worker (960742).

Applications Close:—Friday, 26 February 2010.

Salary:—\$46,148 – \$73,844 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Permanent full-time from As soon as possible.

Location:—West Coast.

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 Sharon Rush, Department of Education, phone 0409 942 207, email sharon.rush@education.tas.gov.au

Applications to Recruitment 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 (North-West)

Acton School

Teacher Aide General (300007).

Applications Close:—Friday, 26 February 2010.

Salary:—\$36,554 – \$39,434 p.a.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 50 hours per fortnight for up to 42 weeks per year.

Location:—Acton 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 Rhonda Dineen, Department of Education, phone (03) 6431 4095, email rhonda.dineen@education.tas.gov.au

Applications to Recruitment 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 (North-West)

Boat Harbour Primary School

Teacher Aide General x 2 (300047, 300048).

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight for each vacancy, for up to 42 weeks per year.

Location:—Boat Harbour Primary School.

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

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

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

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

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

Enquiries to Cheryl Kingston, Department of Education, phone (03) 6445 1187, email cheryl.kingston@education.tas.gov.au

Applications to Recruitment 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 (North-West)

Latrobe High School

Teacher Aide General (957013).

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight, for up to 42 weeks per year.

Location:—Latrobe High School.

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

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

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 Philip McKenzie, Department of Education, phone (03) 6426 1061, email philip.mckenzie@education.tas.gov.au

Applications to Recruitment 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 (North-West)

Penguin High School

Teacher Aide Technical (961852).

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 30 hours per fortnight, for up to 42 weeks per year.

Location:—Penguin High School.

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

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

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 Jan Robertson, Department of Education, phone (03) 6437 2102, email jan.robertson@education.tas.gov.au

Applications to Recruitment 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 (North-West)

Railton Primary School

Teacher Aide Special (952433).

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time for 20 hours per fortnight for up to 42 weeks per year.

Location:—Railton Primary School.

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

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

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 Dianne Poulton, Department of Education, phone (03) 6496 1225, email dianne.poulton@education.tas.gov.au

Applications to Recruitment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Reece High School

School Administration Officer (952864).

Applications Close:—Friday, 26 February 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Reece High School.

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

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

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

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

Enquiries to Sheree Vertigan, Department of Education, phone (03) 6420 8100, email sheree.vertigan@education.tas.gov.au

Applications to Recruitment 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 (North-West)

Ulverstone High School

School Administration Clerk (957177).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 39 hours per fortnight, for up to 42 weeks per year.

Location:—Ulverstone High School.

Description of the Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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 Max Brown, Department of Education, phone (03) 6425 1433, email max.brown@education.tas.gov.au

Applications to Recruitment 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 (North-West)

Wesley Vale Primary School

Teacher Aide General (966022).

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 16 hours per fortnight, for up to 42 weeks per year.

Location:—Wesley Vale Primary School.

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

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

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 Simon Payton, Department of Education, phone (03) 6428 4088, email simon.payton@education.tas.gov.au

Applications to Recruitment 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)

Rosetta High School

School Executive Officer (953148).

Applications Close:—Friday, 26 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosetta High School.

Description of the Role:—Manage and co-ordinate the school administrative support service and assigned resources: general, financial, facility and human. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Contribute significantly to the delivery and improvement of administrative service outcomes.

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:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

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 Scott Mitchell, Department of Education, phone (03) 6212 3225, email scott.mitchell@education.tas.gov.au

Applications to Recruitment 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)

Rosetta Primary School

Canteen Supervisor (963384).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20 hours per fortnight for up to 40 weeks per year.

Location:—Rosetta Primary School.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

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 Michelle Castle, Department of Education, phone (03) 6272 1099, email michelle.castle@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Clarence High School

Canteen Supervisor (954713).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 45 hours per fortnight for up to 40 weeks per year.

Location:—Clarence High School.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Clarendon Vale Primary School

Re-advertised, Teacher Aide Special—3 Vacancies.

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 964109.

Permanent part-time 50 hours per fortnight for up to 42 weeks per year from 12 April 2010.

Location:—Clarendon Vale Primary School.

Vacancy No. 956096.

Permanent part-time 28 hours per fortnight for up to 42 weeks per year from 12 April 2010.

Location:—Clarendon Vale Primary School.

Vacancy No. 964220.

Permanent part-time 50 hours per fortnight for up to 42 weeks per year from 12 April 2010.

Location:—Clarendon Vale Primary School.

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

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

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.

For a copy of the Statement of Duties please contact Jo Cormie phone (03) 6247 7055, email jo.cormie@education.tas.gov.au

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

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

East Derwent Primary School

School Administration Clerk (954430).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 26 hours per fortnight, for up to 42 weeks per year.

Location:—East Derwent Primary School.

Description of the Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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 Peter d'Plesse, Department of Education, phone (03) 6263 7303, email peter.dplesse@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Herdsmans Cove Primary School

Teacher Aide General x 2 (953072).

Applications Close:—Friday, 26 February 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 30 hours per fortnight for each vacancy, for up to 42 weeks per year.

Location:—Herdsmans Cove Primary School.

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

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

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.

For a copy of the Statement of Duties please contact Tracy Burn, phone (03) 6263 7843, email tracy.burn@education.tas.gov.au

Enquiries to Carolyn Brown, Department of Education, phone (03) 6263 7843, email carolyn.brown@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Montagu Bay Primary School

Canteen Supervisor (961990).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 28 hours per fortnight for up to 40 weeks per year.

Location:—Montagu Bay Primary School.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

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 Kimbra Watling, Department of Education, phone (03) 6244 1897, email kimbra.watling@education.tas.gov.au

Applications to Recruitment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 5066, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Sorell School

School Administration Clerk (201565).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 32 hours per fortnight, for up to 42 weeks per year.

Location:—Sorell School.

Description of the Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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 Teresa Newman, Department of Education, phone (03) 6269 1104, email teresa.newman@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Tasman District School

Re-advertised, School Executive Officer (961577).

Applications Close:—Friday, 26 February 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent part-time 44.10 hours per fortnight for 52 weeks per year.

Location:—Tasman District School.

Description of the Role:—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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 Stephen Bowes, Department of Education, phone (03) 6250 2126, email stephen.bowes@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Programmes, Personalised Learning

Guaranteeing Futures

Pathway Planning Officer (962932).

Applications Close:—Friday, 26 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time from As soon as possible to 31 December 2010. Various FTE's across Learning Services South and South-East, including Bridgewater HS, Cosgrove HS, New Norfolk HS and Bothwell DHS.

Location:—Schools across Learning Services South and South-East.

Description of the Role:—Provide pathway planning and transition support for young people aged 13-17 in a secondary school environment.

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

Desirable Requirements:—A Current Drivers License.

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

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

For a copy of the Statement of Duties please contact Angelene Whelan, phone (03) 6212 3103, email angelene.whelan@education.tas.gov.au

Enquiries to Stuart Harvey, Department of Education, phone (03) 6212 3123, email stuart.harvey@education.tas.gov.au

Applications to Recruitment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au

HEALTH AND HUMAN SERVICES

CARE REFORM

Human Resources and Workforce

Recruitment Services

Job Design

HR Advisor (JD)—4 Vacancies (518548).

Applications Close:—Friday, 26 February 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide advice to management and employees of the Agency on a range of organisational design issues, especially as it relates to establishment, classification and job design.

Desirable Requirements:—Demonstrated experience in an HR role with knowledge of job design, classification, establishment and recruitment principles and understand the consequences of organizational change on the job design process. Demonstrated understanding of industrial relations processes including a working knowledge of Federal and State employment legislation and the ability to accurately interpret awards, agreements and policy documents. High level written skills including the ability to research and form logical arguments and convey complex material in a clear and concise manner.

Enquiries to Tracey Mulcahy, Department of Health and Human Services, phone (03) 6233 3288, email tracey.mulcahy@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Psychologist (517844).

Applications Close:—Friday, 5 March 2010.

Salary:—\$69,974 – \$80,262 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Permanent part-time day work (38 hours per fortnight).

Location:—Children and Family Services, North West.

Duties:—Provide specialist services to children, young people and families affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework.

The Department of Health and Human Services is a lead agency within the whole of government initiative known as Safe at Home. The Children and Young Persons Programme (CHYPP) was established as part of the Safe at Home whole of government integrated response to family violence within Tasmania.

CHYPP is located within the Family Violence Counselling and Support Service (FVCSS) in the Department of Health and Human Services (DHHS) and works in close collaboration with other key Safe at Home agencies.

Demonstrated knowledge and experience in working with children, adolescents and their families, together with a good understanding of the effect of family violence on their developmental needs.

Demonstrated knowledge and experience in the provision of assessments, supports and therapeutic services to children and young people with complex needs, including the ability to liaise effectively with carers and other service providers.

Ability to work collaboratively as a part of a multidisciplinary team, including the capacity to consult, provide community education and develop working relationships with families and other service providers.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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, mobile 0417560457, email 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 7001.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Clinical Nurse Consultant (Stomal Therapy) (519313).

Applications Close:—Friday, 26 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

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

Location:—Mersey Community Hospital, Surgery.

Duties:—To manage and co-ordinate care to individuals and families of patients within the areas of Stomal Therapy/Breast Care, in conjunction with other members of the health care team.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Julie Duff, Department of Health and Human Services, phone (03) 6426 5468, 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 (518579).

Applications Close:—Friday, 26 February 2010.

Salary:—\$45,535 – \$73,058 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

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

Location:—Mersey Community Hospital, Pharmacy.

Duties:—Responsible to the relevant senior pharmacist for the provision of inpatient and outpatient pharmacy services ensuring compliance with legal requirements, professional ethics, departmental and hospital policies.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

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 Lorraine Smith, Department of Health and Human Services, phone (03) 6426 5602, email lorraine.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

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse (518561)

Applications Close:—Friday, 26 February 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent part-time shift work, working 75 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital, High Dependency Unit.

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:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Jacqueline Roberts-Thomson, Department of Health and Human Services, phone (03) 6426 5682, email jacqueline.roberts-t@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

Speech Pathologist (517597).

Applications Close:—Friday, 26 February 2010.

Salary:—\$45,535 – \$73,058 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Level 1-2.

Fixed-term full-time day work, commencing As soon as possible until 14 May 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital, Speech Pathology.

Duties:—To provide specialised clinical speech pathology assessment and intervention to inpatients and outpatients of the Mersey Community Hospital. To assist the Senior Speech Pathologist in providing clinical leadership, professional

support and ensuring best practice standards for speech pathology services provided by the Mersey Community Hospital, in accordance with organisational policies and the professional code of conduct.

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

Enquiries to Lynelle Wyllie-Smith and Sonia Doran, Department of Health and Human Services, phone (03) 6421 7720, email lynelle.wylliesmith@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 Assistant (519190).

Applications Close:—Friday, 26 February 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

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

Location:—Devonport Community and Health Services Centre, Devonport (primarily), North West Regional Hospital, Burnie (as necessary).

Duties:—To provide an efficient administrative and clerical support service to the Nurse Unit Manager, Endocrinologist and other allied health staff members of the North West Regional Hospital, Diabetes Centre. To participate and work as an effective member of the multidisciplinary team within the Diabetes Centre.

Enquiries to Giuliana Murfet, Department of Health and Human Services, phone (03) 6430 6590, email giuliana.murfet@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

Enrolled Nurse, Surgical Central/Rehabilitation Unit (502106).

Applications Close:—Friday, 26 February 2010.

Salary:—\$47,703 – \$50,454 pro rata.

Nurses (TPS) Award, Enrolled Nurse Level 2.

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

Location:—North West Regional Hospital, Burnie.

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

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled Nurse in Tasmania.

Enquiries to Judi Rutherford, Department of Health and Human Services, phone (03) 6430 6562, email judi.rutherford@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

Speech Pathology Project Officer (519219).

Applications Close:—Friday, 26 February 2010.

Salary:—\$69,974 – \$80,262 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Level 3.

Fixed-term full-time day work, commencing 15 March 2010 to 15 September, 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Devonport Community Health Centre.

Duties:—In consultation with the Manager Speech Pathology, Community Speech Pathologist and other relevant stakeholders the incumbent will be required to plan, implement and evaluate a Swallowing Screening Programme in Aged Care Facilities on the North West Coast of Tasmania.

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

Enquiries to Lynelle Wyllie-Smith or Sonia Doran, Department of Health and Human Services, phone (03) 6421 7720, email lynelle.wylliesmith@dhhs.tas.gov.au or sonia.doran@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Community Podiatrist (504762).

Applications Close:—Friday, 26 February 2010.

Salary:—\$45,535 – \$73,058 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Level 1-2.

Fixed-term full-time day work, commencing 8 March 2010 to 4 March 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Devonport Community Health Centre.

Duties:—To provide a high standard of Podiatric service to patients of the North West Area Health Service, work with other service providers in the local community to enable an early intervention, assessment and support programme for the relevant district/s, and participate as a member in the continued development of the North West Area Podiatry/Foot Health Service.

Essential Requirements:—Degree or Diploma from a recognised tertiary institution and registered or eligible for registration by the Tasmanian Podiatrist Registration Board.

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

Enquiries to Andrew Chappell, Department of Health and Human Services, phone (03) 6421 7738, email andrew.chappell@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Senior Community Speech Pathologist (502772).

Applications Close:—Friday, 26 February 2010.

Salary:—\$69,974 – \$80,262 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Level 3.

Fixed-term full-time day work, commencing 15 March 2010 to 8 October, 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Devonport Community Health Centre.

Duties:—Develop, provide, promote and evaluate community-based speech pathology services for people residing in the North West of Tasmania in accordance with Primary Health policies and Home and Community Care guidelines. Assess, diagnose and manage the communication, swallowing and cognitive problems of clients with complex care needs in the community setting.

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

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

Enquiries to Lynelle Wyllie-Smith and Sonia Doran, Department of Health and Human Services, phone (03) 6421 7720, email lynelle.wylliesmith@dhhs.tas.gov.au or sonia.doran@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Clinical Nurse Educator (516777).

Applications Close:—Friday, 26 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

Nurses (TPS) Award, Nurse Educator Level 3.

Fixed-term full-time day work, commencing As soon as possible until 31 July 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital, Day Procedure Unit.

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programmes in the clinical practice setting. The Department of Health and Human Services has established a clinical learning and education framework for nursing and midwifery. The framework recognises that the development of the nurse is optimised when theoretical knowledge is integrated with practice within a structured education environment. The principal outputs of the framework are education programmes including: transition programmes; clinical practice placement programmes as a component of pre and post registration and enrolment courses; and, professional development programmes. In recognition of the requirements of the different settings, the clinical nurse educator role may incorporate activities associated with some or all of the principal outputs. The objective is achieved in accordance with Agency policy and legal requirements and performance reporting arrangements are linked to the DHHS Progress Chart.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Cassandra Sampson, Department of Health and Human Services, phone (03) 6348 8707, email cassandra.sampson@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

Computer Applications Pharmacist (503603).

Applications Close:—Friday, 26 February 2010.

Salary:—\$69,974 – \$80,262 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Level 3.

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:—Launceston General Hospital, Pharmacy.

Duties:—Develop co-ordinate and maintain all necessary pharmacy-related computer applications to enable the provision of contemporary hospital pharmacy services.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

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 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

Launceston General Hospital

NUM, Elective Surg. Access Co-ordinator (504847).

Applications Close:—Friday, 26 February 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

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

Location:—Launceston General Hospital, Patient Flow Unit.

Duties:—Commitment to a structured, consistent and sustainable approach to the management of elective surgery and hospital wide patient flow. Actively review and reform elective surgery waiting list processes ensuring consistent access guaranteeing flow of surgical patients is maximized within the organisation. Provide leadership and management to the Perioperative Assessment Unit ensuring optimum preparation of patients to support access to elective surgery and planned patient flow. Provide day to day operational management and guidance to Admissions Co-ordinators to facilitate patient access to elective surgery and patient flow throughout the Launceston General Hospital. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Perioperative Assessment Unit.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Cassandra Sampson, Department of Health and Human Services, phone (03) 6348 8707, email cassandra.sampson@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 Manager Patient Journey Facilitator (518817).

Applications Close:—Friday, 26 February 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:—Surgery, Patient Flow Unit.

Duties:—To monitor and facilitate effective timely hospital wide discharge systems utilising quality care approaches that focus on flow from the Launceston General Hospital. Commitment to a structured, consistent and sustainable approach to the management of elective surgery and hospital wide patient flow.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Cassandra Sampson, Department of Health and Human Services, phone (03) 63488707, email cassandra.sampson@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (Midwife) (504528).

Applications Close:—Friday, 26 February 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

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

Location:—Launceston General Hospital, Ward 4B.

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:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania, with authorisation to practice as a Midwife.

Enquiries to Wendy Newman, Department of Health and Human Services, phone (03) 6348 8960, email veronica.zupan@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 Pharmacist, Drug Information (503621).**

Applications Close:—Friday, 26 February 2010.

Salary:—\$69,974 – \$80,262 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Level 3.

Fixed-term part-time day work, 36 hours per fortnight, commencing As soon as possible until 30 November 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital, Pharmacy.

Duties:—To develop, maintain and provide comprehensive Drug Information Services to all health care providers within Health Services.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Senior Pharmacist Regional Services (503602).**

Applications Close:—Friday, 26 February 2010.

Salary:—\$69,974 – \$80,262 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Level 3.

Fixed-term full-time day work, commencing As soon as possible until 25 February 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital, Pharmacy.

Duties:—To develop and implement policies and procedures to enable the provision of a range of contemporary pharmaceutical services for district hospitals and divisions in the LGH under the broad direction of the Manager of Pharmacy.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

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 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

*Launceston General Hospital***Staff Specialist (Emergency Medicine) (515819).**

Applications Close:—Friday, 26 February 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner Level I-IV (Salary commensurate with qualifications and experience).

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

Location:—Launceston General Hospital, Emergency Medicine.

Duties:—To provide specialist emergency medical care to patients attending the Department of Emergency Medicine at the Launceston General Hospital. To be involved in research, quality improvement activities and undergraduate, post graduate and other teaching at the Launceston General Hospital. To provide specialist advice to inpatient units as required.

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

Enquiries to Dr Paul Pielage, Department of Health and Human Services, phone (03) 6348 7400, email paul.pielage@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***Admin Assistant (Relief) (513196).**

Applications Close:—Friday, 26 February 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

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

Location:—George Town Hospital and Community Centre.

Duties:—Within a primary health care environment and in accordance with Tasmanian State Service legislation and Agency policies, the Administrative Support Officer will provide secretarial assistance and support to the George Town Hospital, Nurse/Site Manager and Regional Health Service Projects.

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

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Community Nurse (504711).

Applications Close:—Friday, 26 February 2010.

Salary:—\$58,055 – \$69,363 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work, working 64 hours per fortnight.

Location:—St Marys Community Health Centre and St Helens District Hospital, St Helens, Tasmania.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Community Health Nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborate with other members of the health care team to ensure the delivery of high quality health care. This is a Community Health Nurse position covering St Marys Community Health Centre and St Helens District Hospital.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

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 Janette Cumming, Department of Health and Human Services, phone (03) 6376 5222, email janette.cumming@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

Senior Community Podiatrist (513617).

Applications Close:—Friday, 26 February 2010.

Salary:—\$69,974 – \$80,262 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Level 3.

Fixed-term full-time day work, commencing 8 March 2010 to 4 March 2011.

Location:—Ravenswood Community Health Centre.

Duties:—To provide a high standard of Podiatric services to Home and Community Care (HACC) patients in the Northern Districts, work within a multidisciplinary team to build on community capacity for enhancing the health of individuals, groups and the community, and as a member of the State-wide Podiatry Service provide support to an integrated podiatry/foot health service.

Essential Requirements:—Degree or Diploma from a recognised tertiary institution and registered or eligible for registration by the Tasmanian Podiatrist Registration Board.

Enquiries to Pat Wrigley, Department of Health and Human Services, phone (03) 6336 4128, email 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, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Administrative Assistant (516481).

Applications Close:—Friday, 26 February 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

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

Location:—South.

Duties:—Provide administrative, clerical and secretarial support to assist in the efficient and effective operation of Aged Services Southern Area Team.

Enquiries to Ngairi Pirere, Department of Health and Human Services, phone (03) 6222 7893, email ngairi.pirere@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

Phlebotomy Technician—Multiple Vacancies (511311).

Applications Close:—Friday, 26 February 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time or permanent part-time day work.

Location:—South.

PLEASE NOTE: This is a multiple vacancy and both full-time and part-time positions will be considered to fill the number of vacant hours available.

Duties:—The Pathology Technician is required to perform rostered phlebotomy collections and data entry particularly as a support function to the new Hobart Private Hospital. It is expected that the individual will have a strong empathy for the patients and their clinical condition, and demonstrate sensitivity in dealing with patients and their relatives in a hospital setting. It is expected interpersonal communication skills will be highly developed in dealing with medical, nursing and laboratory staff as well as patients.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position: An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work, or relevant training and/or experience determined in accordance with the provisions of Section 37 of the Tasmanian State Service Act 1984 appropriate to the nature of the work.

Enquiries to Jane Stevenson, Department of Health and Human Services, phone (03) 6222 7121, email jane.stevenson@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

Physiotherapist—2 Vacancies.

Applications Close:—Friday, 26 February 2010.

Salary:—\$45,535 – \$73,058 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Level 1-2.

Vacancy No. 513440.

Permanent part-time day work, working 60.8 hours per fortnight.

Location:—Repatriation Centre, Hobart.

Vacancy No. 506713.

Fixed-term full-time day work, commencing As soon as possible until 10 March 2011.

Location:—Repatriation Centre, Hobart.

Duties:—The Physiotherapist will assess, plan and carry out treatment programmes, in accordance with organisational policies and the professional code of conduct, for clients referred to the Community Rehabilitation Unit in southern Tasmania. Rotation across clinical work areas in rehabilitation may be required. You will assist senior physiotherapists in quality improvement activities, ensuring best practice standards for physiotherapy services provided by the Community Rehabilitation Unit.

Essential Requirements:—Registered or entitled to be registered as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

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 Robert Evans, Department of Health and Human Services, phone (03) 6222 7312, fax (03) 6222 7311, email robert.t.evans@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Staff Specialist-Anaesthetist (519003).

Applications Close:—Friday, 12 March 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner Level I-IV (Salary commensurate with qualifications and experience).

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Duties:—Provide clinical services of the highest possible standard to patients and their family and to actively pursue improved outcomes for patients by participating in teaching and research relevant to anaesthesia.

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

Enquiries to Dr Haydn Perndt, Department of Health and Human Services, phone (03) 6222 8567, email haydn.perndt@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

Clinical Director, Department of Psychiatry (508611).

Applications Close:—Friday, 5 March 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner Level I-IV (Salary commensurate with qualifications and experience).

Fixed-term full-time day work (with oncall) for a period up to 5 years.

Location:—Mental Health Services South.

Duties:—The position of Clinical Director, Department of Psychiatry, is a clinical leadership role that provides high level advice and support to the Clinical Director, Mental Health Services South to optimise an integrated model of service delivery at the regional level. This includes specific responsibility for the clinical oversight and co-ordination of the service units that collectively comprise the Department of Psychiatry at the Royal Hobart Hospital. The Clinical Director also operates as a senior clinician with designated clinical responsibilities as part of an inpatient specialist multidisciplinary mental health service, delivering high quality mental health care in accordance with Mental Health Service

principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies.

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

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 Mark Oakley Browne, Department of Health and Human Services, phone (03) 6230 7780, email mark.oakley-browne@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant, Vacancy Withdrawn (501197).

Applications Close:—Friday, 26 February 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent full-time day work.

Location:—Oral Health Services North.

Duties:—The role of the Dental Assistant is to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative, clerical activities, sterilisation and infection control practices. As part of your duties you will also be required to assist the Dental Clinician with dental radiography including the preparation of film and equipment and the developing of radiographs.

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

Enquiries to Vanessa Whiteman, Department of Health and Human Services, phone (03) 6336 4125, email vanessa.whiteman@dhhs.tas.gov.au

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

Clinical Nurse (504827).

Applications Close:—Friday, 26 February 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Mental Health Services North.

Duties:—The Clinical Nurse will provide leadership in all aspects of nursing care and is responsible for prioritising and co-ordinating the delivery of clinical care to all clients within the designated unit in an efficient and effective manner. You will also be required to provide clinical expertise and leadership in the practice setting and accept responsibility for the day to day clinical management of clients within the designated unit.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practicing certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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 Jan Dorman, Department of Health and Human Services, phone (03) 6348 7473, email jan.dorman@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

Nurse Educator Mental Health Services NW (519220).

Applications Close:—Friday, 26 February 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—Mental Health Services North West.

Duties:—As part of the North West Area Management Unit the Clinical Nurse Educator works in close collaboration with other Mental Health Services (MHS) workforce development positions to ensure the co-ordination, development and delivery of mental health workforce development and education activities across MHS statewide. The Nurse Educator will also ensure the mandatory nurse clinical education requirements of each service delivery area are identified, the required education is provided and records of completion are maintained.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practicing certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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 Christine Lander, Department of Health and Human Services, phone (03) 6434 4070, email christine.lander@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

MAGISTRATES COURT

North West

Clerk (356214).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 36.75 hours per fortnight (days and hours to be determined).

Location:—Devonport.

Duties:—Filing and processing formal court documents relative to the Magistrates Court and various tribunals. Data entry for all court systems including Criminal Registry Information Management and Enquiry System (CRIMES), Civil Information Management System (CIMS) and Financial Management Information System (Finance One). Clerical duties including the accurate collation and preparation of court lists, preparation of Court Orders, monitoring and ordering stationery, responding to telephone and counter enquiries and providing assistance to court users.

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.

Enquiries to Leanne Gillon, Deputy Registrar NW, Magistrates Court, Department of Justice, phone (03) 6421 7885, email leanne.gillon@justice.tas.gov.au

Applications to Daphne Webb, 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 Leanne Gillon on (03) 6421 7885.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

JUSTICE

MAGISTRATES COURT

North West

Court Clerk (356215).

Applications Close:—Friday, 26 February 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Devonport.

Duties:—Co-ordinate the day to day activities of the court, including pre-court checking, preparation and organisation of documents, exhibits, correspondence, statistics and liaison with Court Security. Ensure the proper and accurate recording and monitoring of court proceedings, including the monitoring and operation of technical equipment, together with the completion of all court records and associated correspondence. Provide a comprehensive level of administrative support.

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:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 of Business Administration or equivalent level.

Enquiries to Leanne Gillon, Deputy Registrar NW, Magistrates Court, Department of Justice, phone (03) 6421 7885, email leanne.gillon@justice.tas.gov.au

Applications to Daphne Webb, 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 Leanne Gillon on (03) 6421 7885.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

*Building Control***Principal Building Advisory Officer (355756).**

Applications Close:—Friday, 26 February 2010.

Salary:—\$82,717 – \$91,369 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny.

Duties:—Provide high level professional and specialist technical and policy advice to all stakeholders and the Department on building requirements and the standards required under building and other relevant legislation. Represent the Department on State and National peak technical advisory bodies and committees. Provide expert professional and complex specialist technical advice to stakeholders on a range of current and emerging issues relating to building and associated matters.

Essential Requirements:—Tertiary qualification in building surveying, architecture, building or engineering is required, as provided by a recognised university.

Enquiries to Graeme Hunt, Manager Building Standards and Regulation, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 6575, email graeme.hunt@justice.tas.gov.au

Applications to Daphne Webb, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 2528, fax (03) 6233 3254, email applications@justice.tas.gov.au

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Jenny Ratcliffe on (03) 6233 7692.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment 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 (002433).**

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 2 years.

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.

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, crimes involving dishonesty, serious traffic offences.

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

Enquiries to A/Inspector Matthew Osborn, Forensic Services, Operations Support, Department of Police and Emergency Management, phone (03) 6230 2285, email matthew.osborn@police.tas.gov.au

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

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

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Archaeology Manager (0102).

Applications Close:—Monday, 1 March 2010.

Salary:—\$82,217 – \$91,369 p.a.

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

Permanent full-time 38 hours per week.

Location:—Port Arthur.

Duties:—To provide strategic heritage advice and planning and to manage and protect the archaeological fabric, artefacts, collections and records for the Port Arthur Historic Site Management Authority (PAHSMA) to ensure the cultural heritage values of the Port Arthur Historic Sites are maintained and protected.

Essential Requirements:—Degree (Honours Level) in Archaeology or a related cultural heritage discipline or equivalent qualification.

Desirable Requirements:—Postgraduate qualification in a relevant cultural heritage management discipline, Industry recognised professional affiliations.

Enquiries to Dr Jane Harrington, Director, Conservation and Infrastructure, Port Arthur Historic Site Management Authority, phone (03) 6251 2330, mobile 0409 344598, email jane.harrington@portarthur.org.au

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur, Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Heritage Programmes Manager (0302).

Applications Close:—Monday, 1 March 2010.

Salary:—\$82,217 – \$91,369 p.a.

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

Permanent full-time 38 hours per week.

Location:—Port Arthur.

Duties:—To provide strategic heritage advice and planning and to manage interpretive and learning programmes and the collections for the Port Arthur Historic Site Management Authority (PAHSMA) to ensure the cultural heritage values of the Port Arthur Historic Sites are maintained and protected.

Essential Requirements:—Degree (Honours Level) in History or a related cultural heritage discipline or equivalent qualification.

Desirable Requirements:—Postgraduate qualification in a relevant cultural heritage discipline, Industry recognised professional affiliations.

Enquiries to Dr Jane Harrington, Director, Conservation and Infrastructure, Port Arthur Historic Site Management Authority, phone (03) 6251 2330, mobile 0409 344598, email jane.harrington@portarthur.org.au

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur, Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Senior Conservation Project Officer (0202).

Applications Close:—Monday, 1 March 2010.

Salary:—\$69,098 – \$79,912 p.a.

Port Arthur Historic Site Management Authority Award, Professional Stream, Band 2.

Fixed-term full-time for up to 12 months, part-time negotiable.

Location:—Port Arthur.

Duties:—To carry out and supervise capital and maintenance works relating to both the conservation of historic fabric and structures and the provision of site infrastructure and ensure that the cultural heritage values of the Port Arthur Historic Sites are maintained and protected.

Essential Requirements:—Degree in Architecture or relevant cultural heritage discipline.

Desirable Requirements:—Industry recognised professional affiliations, qualifications or experience in construction project management.

Enquiries to Jo Lyngcoln, Conservation Projects Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2363, mobile 0428 141652, email jo.lyngcoln@portarthur.org.au

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur, Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

TOURISM OPERATIONS

Food and Beverage Co-ordinator (0402).

Applications Close:—Friday, 26 February 2010.

Salary:—\$67,633 – \$79,671 p.a.

Port Arthur Historic Site Management Authority Award, General Stream, Band 4 RDW.

Permanent full-time 38 hours per week, 7 day roster.

Location:—Port Arthur.

Duties:—To oversee the efficient and effective operation of staff and other resources of Port Arthur Food and Beverage outlets to ensure delivery of a quality, customer focused visitor experience and a profitable business function for the Port Arthur Historic Site Management Authority (PAHSMA).

Desirable Requirements:—Diploma or Advanced Diploma in Hospitality or Cookery, Workplace First Aid Level 2.

Enquiries to Maria Stacey, Director, Tourism Operations, Port Arthur Historic Site Management Authority, phone (03) 6251 2321, mobile 0409 502004, email maria.stacey@portarthur.org.au

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Finance Branch

Finance Manager (001497).

Applications Close:—Friday, 26 February 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—To provide strategic leadership and direction in the management of the Department's financial planning and budgeting, accounting and reporting services to Departmental management; in accordance with the government and Departmental legislative and policy framework. Provide strategic support to the Director Corporate Services in the management of Departmental resources.

Desirable Requirements:—Appropriate tertiary qualification or significant progress towards such qualifications would be an advantage.

Enquiries to Jeff Reeve, Director, Corporate Services, Department of Premier and Cabinet, phone (03) 6270 5481, email Jeff.Reeve@dpac.tas.gov.au

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

Diagnostic Services

Research Microbiologist (703070).

Applications Close:—Friday, 26 February 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Fixed-term full-time from March 2010 until 1 December 2013.

Location:—Mt Pleasant, Launceston.

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

Duties:—Undertake high level research in microbiology and molecular biology to develop novel fish vaccines.

Essential Requirements:—A Degree in the Biological Sciences, relevant to the professional duties to be undertaken, as provided by a university.

Desirable Requirements:—A PhD in the fields of aquatic animal health, immunology or microbiology in one or more of these areas is considered highly desirable. 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 Robyn Campain, phone (03) 6336 5406, fax (03) 6336 5374, email robyn.campain@dpiuwe.tas.gov.au

Applications to Robyn Campain, Animal Health Laboratory, Department of Primary Industries, Parks, Water and Environment, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5406, fax (03) 6336 5374, email robyn.campain@dpiuwe.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Service Tasmania Operations

Client Service Officer (701833).

Applications Close:—Friday, 26 February 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time for 30 hours 15 minutes per fortnight.

Location:—Smithton/North West Region.

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Pro rata salary is based on the above full-time rates.

Duties:—Provide accurate and efficient client focussed services for a broad range of Government business transaction and information services, including collection and receipt of monies.

Essential Requirements:—The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: Crimes Involving Dishonesty.

Desirable Requirements:—12 months experience in a customer service environment, or administrative and clerical environment involving cash handling and reconciliation of monies and the use of current technology.

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

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Enquiries to Kevin McCrossen, phone (03) 6429 8412, email kevin.mccrossen@dpiuwe.tas.gov.au

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

Biodiversity Conservation

Wildlife Biologist, Marine Conservation (703067).

Applications Close:—Friday, 26 February 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Fixed-term full-time for a period of two years.

Location:—Hobart.

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

Duties:—Participate in wildlife population monitoring and ecological conservation research programmes, including responding to emergency wildlife incidents.

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

Desirable Requirements:—A current motor vehicle driver's licence. A current Coxswains licence. A current first aid certificate. A current firearms 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 Rachael Alderman, Department of Primary Industries, Parks, Water and Environment, mobile 0427 639 538, email Rachael.Alderman@dpiuwe.tas.gov.au

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

Fox Eradication

Community Liaison Officer (703068 and 703069).

Applications Close:—Friday, 26 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time (29.4 hours per week, for 24 months).

Location:—New Town (703068) and Devonport or Launceston (Subject to negotiation) (703069).

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Pro rata salary is based on the above full-time rates.

Duties:—Develop and conduct community awareness activities to increase general awareness of the Fox Eradication Programme and the fox threat to Tasmania. Activities include community information sessions, presentations to business and community groups, providing general programme information to Branch staff and presentations to stakeholders.

Essential Requirements:—Current motor vehicle driver's licence (manual).

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:—Workplace Level 2 First Aid Certificate, or equivalent.

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 Kristy Withers, phone (03) 6336 5324, email Kristy.Withers@dpiuwe.tas.gov.au

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Government Finance and Accounting Branch

Principal Financial Analyst (723926).

Applications Close:—Friday, 5 March 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the preparation of the Department's whole-of-government financial reports which form a key component of the States financial reporting framework. As part of this role, it is important to liaise with agencies and government businesses in relation to whole-of-government reporting requirements.

In the context of the selection criteria, to be successful in the position applicants will have: a solid background in analysing, interpreting and compiling financial statements; well developed verbal and written communication skills, including the ability to liaise with a range of internal and external stakeholders; and good organisational and self-management skills.

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

Enquiries to David Tadd, Assistant Director, Government Finance and Accounting Branch, Department of Treasury and Finance, phone (03) 6233 2515, email david.tadd@treasury.tas.gov.au

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, 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. Statement of Duties and Job Kits are available on the internet at www.jobs.tas.gov.au or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

TASMANIAN POLYTECHNIC

GOVERNMENT EDUCATION AND TRAINING INTERNATIONAL UNIT

Marketing Officer (002060).

Applications Close:—Friday, 26 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—South.

Duties:—To provide support in developing strategies and actions to address marketing, communication and public relations needs of the Government Education and Training International Unit.

This role requires regular overseas travel.

Essential Requirements:—Drivers Licence.

Ability to hold an Australian Passport.

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:—Qualification and/or experience in sales and marketing.

Enquiries to Anne Ripper, Executive Manager, Government Education and Training International Unit, Tasmanian Polytechnic, phone (03) 6233 7272, mobile 0407 311 512, email anne.ripper@polytechnic.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.

TASMANIAN SKILLS INSTITUTE

OPERATIONS

Human Services

Teacher (Dental) (001679).

Applications Close:—Friday, 26 February 2010.

Salary:—\$48,577 – \$75,323 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Permanent part-time 35 hours per fortnight.

Location:—North.

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

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

Desirable Requirements:—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 Allyson Davies, Unit Leader, Health Services, Tasmanian Skills Institute, phone (03) 6336 2701, mobile 0417 533 639, email allyson.davies@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

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Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Senior HR Relationship Consultant	K. Dillon	6 months	15.02.10
Education	Teacher	A. Males	12 months	09.02.10
Education	Teacher	A. Richards	12 months	08.02.10
Education	Teacher	B. Luttrell	12 months	08.02.10
Education	Teacher	R. Davey	12 months	09.02.10
Education	Teacher Aide Special	M. Holder	6 months	08.02.10
Education	Teacher	A. MacArthur	12 months	09.02.10
Education	Teacher	C. Thomas	12 months	09.02.10
Education	Network Support Officer	J. McGaughey	6 months	04.02.10
Education	Teacher	C. Daun	12 months	09.02.10
Education	Teacher Aide Special	L. Gregg	6 months	09.02.10
Education	Teacher	F. Lockyer	12 months	09.02.10
Education	Teacher	D. Taylor	12 months	09.02.10
Education	Teacher	K. Boatwright	12 months	09.02.10
Education	Teacher Aide Special	D. Hill	6 months	11.02.10
Education	Teacher	E. Kempa	12 months	09.02.10
Education	Teacher	A. Parker	12 months	09.02.10
Education	Teacher	P. Banham	12 months	09.02.10
Education	Teacher Aide Special	K. McTye	6 months	11.02.10
Education	Teacher	E. Hill	12 months	09.02.10
Education	Teacher	L. Mitchell	12 months	09.02.10
Education	Teacher	D. Anderson	12 months	09.02.10
Education	Network Support Officer	S. Skinner	6 months	15.02.10
Education	Network Support Officer	T. Verschuren	6 months	04.02.10
Education	Teacher	K. Gregson	12 months	09.02.10
Education	Teacher	T. McColl	12 months	09.02.10
Education	Network Support Officer	K. McKay	6 months	04.02.10
Education	Teacher	A. Eberle	12 months	09.02.10

Health & Human Services	Registered Nurse	C. Fraser	6 months	19.01.10
Health & Human Services	Administrative Assistant	A. Downham	6 months	22.02.10
Health & Human Services	Clinical Data Analyst	J. Garrett	6 months	04.02.10
Health & Human Services	Dental Assistant	B. Reed	6 months	12.02.10
Health & Human Services	Registered Nurse	E. Lorenz	6 months	19.01.10
Health & Human Services	Enrolled Nurse	B. Nachanian	6 months	10.02.10
Health & Human Services	Registered Nurse	C. Costelloe	6 months	15.02.10
Health & Human Services	Registered Nurse	C. Enter	6 months	19.01.10
Health & Human Services	Occupational Therapist	L. Coventry	6 months	27.01.10
Health & Human Services	Registered Nurse	E. Williams	6 months	15.02.10
Health & Human Services	Registered Nurse	G. Galati	6 months	08.02.10
Health & Human Services	Registered Nurse	K. Walkinshaw	6 months	19.01.10
Health & Human Services	Enrolled Nurse	S. Beechey	6 months	10.02.10
Health & Human Services	Clinical Nurse	A. Muskett	6 months	27.12.09
Health & Human Services	Clinical Nurse	C. Lee	6 months	10.02.10
Health & Human Services	Child Protection Worker	S.Kucina	6 months	15.02.10
Health & Human Services	Registered Nurse	R. Hughes	6 months	08.02.10
Health & Human Services	Clinical Nurse	L. Dearing	6 months	21.01.10
Health & Human Services	Community Nurse	M. Moon	6 months	11.01.10
Health & Human Services	Social Worker	S. Smith	6 months	15.02.10
Health & Human Services	Registered Nurse	S. Robson	6 months	19.01.10
Health & Human Services	Clinical Nurse	M. Thomas	6 months	27.12.09
Health & Human Services	Community Nurse	J. Wise	6 months	11.01.10
Health & Human Services	Physiotherapist	M. Plaschke	6 months	15.02.10

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	B. French	Nurse Unit Manager	12.02.10
Health & Human Services	J. Lisson	Medical Scientist	11.02.10
Health & Human Services	D.Knox	Team Leader	10.02.10
Health & Human Services	F. Turley	Community Nurse	05.02.10
Health & Human Services	T. Cottam	Clinical Nurse	21.02.10
Health & Human Services	C. Weatherburn	Clinical Nurse	12.02.10
Health & Human Services	C. Paine	Clinical Nurse	12.02.10

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	G. Yost	Health & Human Services	IT Officer	10.02.10

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	M. Kiernan	12.02.10
Health & Human Services	Administrative Assistant	J.Diprose	05.02.10
Health & Human Services	Registered Nurse	R. Rennie	06.02.10
Health & Human Services	Occupational Therapist	R. Tarrant	12.02.10
Primary Industries, Parks, Water & Environment	Property Officer	D. Foster	15.02.10
Primary Industries, Parks, Water & Environment	Visitor Reception Officer	A. Smith	13.02.10

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	J. Reicha	31.12.09
Education	School Executive Officer	V. Pryer	27.01.10
Health & Human Services	Senior Physiotherapist	R. Hall	11.02.10
Health & Human Services	Registered Nurse	M.Chick	07.02.10
Health & Human Services	Professional Officer	S. Lillico	09.02.10
Health & Human Services	Supervisor	A. Harding	07.02.10
Health & Human Services	Records Management Officer	N. Cruickshank	10.02.10
Health & Human Services	Home Help	A.Cullen	31.12.09
Health & Human Services	Tenancy Officer	P. Johnson	05.02.10
Health & Human Services	Food Services Officer	V Shea	08.02.10
Health & Human Services	Medical Scientist	R. Bradbury	08.02.10
Health & Human Services	Senior Physiotherapist	R. Hall	11.02.10
Health & Human Services	Enrolled Nurse	C. Horton	30.01.10
Justice	Registry Clerk	S. Churchill	31.01.10
Treasury & Finance	Senior Data Analyst	D. Cotton	10.02.10



Our conscience is crystal clear.

Together we can make a difference.

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.

Our investment in a world class 'EcoClean' solvent recycling system from Europe has enabled us to recycle all our solvent liquids for reuse, instead of disposing of this material which is traditional industry practice. Waste paper is managed via extraction systems and a compaction unit, capturing and bundling all waste generated during the production cycle which is then collected for recycling, reducing landfill. Vegetable based inks are used where possible on our presses, and green office principles are employed.

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

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

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