



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

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

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

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UNIVERSITY OF TASMANIA

## 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](mailto:jobsadmin@dpac.tas.gov.au)

### Order Information

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

### Deadlines

*Government Gazette* :—

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

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

**Deadlines will be strictly adhered to**

**Subscription or account enquiries phone (03) 6233 3148**

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

### INDUSTRY DEVELOPMENT DIVISION

#### *Export and Enterprise Development*

### **Program Officer (425163).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

**Duties:**—The Program Officer will contribute to the development and delivery of a range of programs, services, tools, training and resources designed to support the small business sector. These currently include the Enterprise Centre program, a business mentor program, micro loan programs and Business Point services. A range of new programs are planned for development and implementation during 2010-11.

Tertiary qualifications in a relevant discipline and proven experience in the field. Current drivers licence.

Enquiries to Rebecca Greenwood, phone (03) 6233 5591, email [Rebecca.Greenwood@development.tas.gov.au](mailto:Rebecca.Greenwood@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

## INDUSTRY DEVELOPMENT DIVISION

*Export and Enterprise Development***Project Officer, Online Services and Communications (425164).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time for 24 months.

Location:—Hobart.

Duties:—The Project Officer will contribute to the development and delivery of programs, services, tools, training and resources designed to support the small business sector. These include Business Point services and the Business Online Services (BOS) project in Tasmania.

The Project Officer will be responsible for marketing and communications work associated with these projects and services, with a focus on developing and promoting Web 2.0 technologies and customer service channels.

Tertiary qualifications in a relevant discipline and proven experience in the field. Drivers licence.

Enquiries to Rebecca Greenwood, phone (03) 6233 5591, email [Rebecca.Greenwood@development.tas.gov.au](mailto:Rebecca.Greenwood@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

## STRATEGY AND INNOVATION DIVISION

*Innovation Unit***Project Manager E-Collaboration (425161).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—As a member of the Strategy and Innovation team, lead, drive and co-ordinate the development of systems that underpin the effective engagement and build knowledge sharing capacity with internal and external stakeholders, in relation to Agency strategic planning.

Desirable Requirements:—A relevant tertiary or industry recognised qualification and/or professional affiliation..

Enquiries to Ros Harvey, Executive Director Strategy and Innovation, phone (03) 6233 5945, email [Ros.Harvey@development.tas.gov.au](mailto:Ros.Harvey@development.tas.gov.au).

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

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)***Teacher Maths/Science (Various).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$49,058 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent part-time up to full-time.

Location:—Various schools within the Learning Services (North).

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

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

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

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

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 Ben Neate, Department of Education, phone (03) 6336 2594, email [benjamin.neate@education.tas.gov.au](mailto:benjamin.neate@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)**School of Special Education, Burnie***Teacher Aide Special (School of Special Education Burnie) (300997, 952532).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—School of Special Education, Burnie.

Description of 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.

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 Grace Brown, Department of Education, phone (03) 6433 3870, email [grace.brown@education.tas.gov.au](mailto:grace.brown@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Early Childhood Intervention Service, Hobart

#### ***School Administrative Clerk, Early Childhood Intervention Services (963403).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

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

Location:—Early Childhood Intervention Services, Hobart.

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 Sharon Sutczak, Department of Education, phone (03) 6231 1625, email [sharon.sutczak@education.tas.gov.au](mailto:sharon.sutczak@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

Oatlands District High School

#### ***Education Facility Attendant (Cleaning/Grounds), Oatlands District High School (953170).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$34,160 – \$38,873 pro rata.

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

Permanent part-time 28.80 hours per fortnight (cleaning 14.40 hrs per fortnight, grounds 14/40 hrs per fortnight).

Location:—Oatlands District High School.

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

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 Veronica Emery, Principal, Department of Education, phone (03) 6254 1110, email [veronica.emery@education.tas.gov.au](mailto:veronica.emery@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Programs, Personalised Learning*

Guaranteeing Futures

#### ***Manager Youth Transitions (421604).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$95,169 p.a.

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



Fixed-term full-time from As soon as possible for up to 2 years, non-teaching conditions.

Location:—Learning Services South.

Description of Role:—Provide leadership in the provision of advice on policy development to senior management and government. Manage assigned staff in the performance of policy development, research and analysis roles.

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

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

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

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 Brendan Kelly, Department of Education, phone (03) 6212 3242, email [brendan.kelly@education.tas.gov.au](mailto:brendan.kelly@education.tas.gov.au).

Applications to Establishment Recruitment and Reporting 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](mailto:recruitment@education.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### AMBULANCE TASMANIA

#### **Co-ordinator Volunteer Strategy (519626).**

Applications Close:—Friday, 30 July 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To provide specialist strategic human resource management advice and co-ordination in the area of volunteer management that assists Ambulance Tasmania and its staff to achieve Ambulance Tasmania strategic goals.

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

Enquiries to Gary O'Keefe, Department of Health and Human Services, phone (03) 63365772, email [gary.okeefe@dhhs.tas.gov.au](mailto:gary.okeefe@dhhs.tas.gov.au).

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

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

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Conference Convenor (513517).**

Applications Close:—Friday, 30 July 2010.

Salary:—\$70,674 – \$81,065 p.a.

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

Permanent part-time day work (45.6 hours per fortnight).

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

Duties:—Co-ordinate all aspects of Ashley Youth Detention Centre's conferencing processes for young people in custody in accordance with legislative and procedural provisions.

Assist with the provision of comprehensive, consistent and co-ordinated services aimed at the reintegration of young people in detention into the community.

Assist in the development, establishment and maintenance of effective case management systems, processes and procedures for young people in custody.

Desirable Requirements:—Significant post graduate experience in social work and youth justice, preferably with experience in a youth detention setting.

Demonstrated skill and experience in conferencing young people and adults regarding a range of issues including difficult behaviour and/or conflict situations.

Demonstrated knowledge of contemporary issues, practices and trends in respect to services for young people who have offended and their families; together with a sensitivity toward and capacity for working closely with young people in detention.

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

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

Enquiries to Terry Whiteley, Department of Health and Human Services, phone (03) 6362 2311, email [terry.whiteley@dhhs.tas.gov.au](mailto:terry.whiteley@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 (515182).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Permanent part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine, Mersey Community Hospital.

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

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

Enquiries to Alison Ellis, Department of Health and Human Services, phone (03) 64265303, email [alison.ellis@dhhs.tas.gov.au](mailto:alison.ellis@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital***Registered Nurse—2 Vacancies.**

Applications Close:—Friday, 23 July 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Vacancy No. 514523.

Permanent part-time shift work (fully rotational), working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine, Mersey Community Hospital.

Vacancy No. 514690.

Permanent part-time shift work (fully rotational), working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine, Mersey Community Hospital.

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

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

Enquiries to Alison Ellis, Department of Health and Human Services, phone (03) 64265303, email [alison.ellis@dhhs.tas.gov.au](mailto:alison.ellis@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*Primary Health Services North West***Administrative Assistant (Relief) (512711).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Fixed-term casual daywork, hours as and when required, commencing 27 July 2010 to 26 July 2012.

Location:—Community Health Burnie.

Duties:—Provide administrative and clerical support to the Burnie Community Health Home Care Service and the Podiatry Service and the James Muir Community Health Centre.

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

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

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*Primary Health Services North West***Clinical Nurse (519551).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—Community and Health Services Centre Ulverstone.

Duties:—Within a Primary Health Care Framework, Agency policies, legal requirements and professional competencies the Clinical Nurse will provide case management and a clinical consultancy service including education to individuals and carers in matters related to dementia care for clients living in the community, in North West Tasmania, and develop effective links with other health service providers and interest groups to promote community awareness in relation to quality dementia care with a philosophical approach that emphasises person centered care.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in 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 Maureen Pigott, Department of Health and Human Services, phone (03) 6429 8400, email [maureen.pigott@dhhs.tas.gov.au](mailto:maureen.pigott@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*

#### **Clinical Nurse—2 Positions (502431).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—Smithton District Hospital and Community Health Centre.

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

Desirable Requirements:—Holds, or is working towards, appropriate tertiary qualifications.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in 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 Nancy Grogan, Department of Health and Human Services, phone (03) 6452 4650, email [nancy.grogan@dhhs.tas.gov.au](mailto:nancy.grogan@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*

#### **Enrolled Nurse (502565).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$47,703 – \$50,454 pro rata.

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

Fixed-term casual shift work (fully rotational), as and when required, commencing 31 July 2010 to 28 July 2012.

Location:—Primary Health North West.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Medication Endorsed Enrolled Nurse in 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 Hyland, Department of Health and Human Services, phone (03) 6434 6454, email [lorraine.hyland@dhhs.tas.gov.au](mailto:lorraine.hyland@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Biomedical Engineering Officer (519587).**

Applications Close:—Friday, 23 July 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 with oncall and overtime may be required. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—W.P. Holman Clinic.

Duties:—Applications are invited for the position of Electronics/Biomedical Engineer to be trained in the service of Linear Accelerators, CT scanner, X-ray equipment and computer systems management.

The W.P.Holman Clinic currently operates 2 Varian dual energy Linear Accelerators with a 3rd operational early 2011, a Nucletron HDR brachytherapy afterloader and a Philips Big Bore CT Simulator. The practice uses ADAC Pinnacle for external beam treatment planning, Oncentra for HDR brachytherapy planning and ARIA for electronic patient management.

Advanced clinical procedures currently include IGRT and IMRT with VMAT and respiratory gating anticipated early 2011.

Highly Desirable :—Tertiary IT qualifications would be desirable. Experience and or training in servicing Hi Voltage equipment. Varied experience in electronic and mechanical maintenance. A good understanding of computer systems.

Demonstrated flexibility in problem solving in the 3 areas of computing, electronic and mechanical repairs.

Excellent communication and interpersonal skills, including the ability to liaise and negotiate efficiently with senior managers and medical staff.

Essential Requirements:—Diploma or Advanced Diploma in Electronic or Electrical Engineering from a recognised TAFE institution or an equivalent qualification, appropriate to the nature of the work.

Enquiries to Damian Causby, Department of Health and Human Services, phone (03) 63487151, email [damian.causby@dhhs.tas.gov.au](mailto:damian.causby@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*

#### **Clinical Nurse (504991).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Permanent part-time day work, working 44 hours per fortnight.

Location:—Northern Area Health Service.

Duties:—The Clinical Nurse will assist with planning, co-ordinating and the evaluation of service provision to palliative care clients and their families/carers. You will be required to collaborate with other members of the health care team to ensure the delivery of high quality health care. You will be required to reflect a specialist interdisciplinary approach and maintain a high level of clinical expertise in palliative care through professional development.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in 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 Sharon Wendon, Department of Health and Human Services, phone (03) 6336 5499, email [sharon.wendon@dhhs.tas.gov.au](mailto:sharon.wendon@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*

#### **Enrolled Nurse (507675).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$47,703 – \$50,454 p.a.

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

Permanent full-time shift work, commencing 16 October

2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Campbell Town Health and Community Service.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under the direction and supervision of a Registered Nurse.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Medication Endorsed Enrolled Nurse in 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 Kaye McCoy, Department of Health and Human Services, phone (03) 6381 3360, email [kaye.mccoy@dhhs.tas.gov.au](mailto:kaye.mccoy@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Registered Nurse (Relief), Casual (505888).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Fixed-term casual shift work, as and when required, commencing 1 August 2010 to 31 July 2012.

Location:—George Town Hospital and Community Centre.

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

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in 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 Beth Smith, Department of Health and Human Services, phone (03) 6380 3620, email [beth.smith@dhhs.tas.gov.au](mailto:beth.smith@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## POLICY, INFORMATION AND COMMISSIONING

**Data Project Officer (512175).**

Applications Close:—Friday, 30 July 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Conduct regular cyclical processes either individually or in conjunction with more senior staff to bring data from a range of Departmental administrative systems into databases managed by Information Services. Assist with the development and implementation of changes to regular cyclical ETL processes. This may include proofing and debugging logic processes at the code level.

Desirable Requirements:—Demonstrated experience in the use of database and spreadsheet applications, in particular, sound working knowledge of Structured Query Language (SQL) and Visual Basic. Demonstrated planning, conceptual and analytical skills with the ability to plan and prioritise activities, exercise initiative, make sound judgements about relevant issues and to understand the political, social and organisational environment. Capacity to work collaboratively as a member of a team, as well as the ability to manage own performance and development effectively, take initiative, prioritise and meet deadlines.

Enquiries to John Anderson, Department of Health and Human Services, phone (03) 6236 5916, email john.anderson@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Business Manager (509748).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Fixed-term full-time day work, commencing as soon as possible to 13 June 2011.

Location:—Royal Hobart Hospital.

Duties:—Provide the Director/Co-Director specialist support and assistance in the Business Management of Clinical Services, which includes strategic planning, business planning, management of procurement processes and management of both financial and non-financial operations of the relevant Clinical Services. Act as the key Clinical Services link for the Deputy Chief Executive Officer/Director Corporate and Support Services for the overall business management of the Hospital operations. This includes financial management (both operational and capital), statistical information, budgetary issues, performance monitoring, specific or major research, investigations or reviews as required.

Desirable Requirements:—High level management skills including a demonstrated ability to manage financial, human

and physical resources and to monitor effectiveness and efficiency and to apply contemporary management techniques. High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment, to identify relevant issues and make sound judgements about Agency strategies and directions.

Enquiries to Jon Hughson, Department of Health and Human Services, phone (03) 6222 8935, email jon.hughson@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

**Radiation Therapist (514290).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$45,990 – \$73,789 pro rata.

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

Permanent part-time day work, working 45.6 hours per fortnight (with oncall).

Location:—Royal Hobart Hospital.

Duties:—Carry out the planning and treatment of patients with x-rays, electrons or radiation from sealed sources as prescribed by a Radiation Oncologist. Associated duties including patient care, general and technical administration.

Essential Requirements:—Entitled to be granted registration as a Radiation Therapist by the Medical Radiation Science Professionals Registration Board of Tasmania.

Enquiries to Bronwyn Hilder, Department of Health and Human Services, phone (03) 6222 8616, email bronwyn.hilder@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

**Recruitment Support Officer (513207).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time daywork.

Location:—STAHS, Stafflink, Hobart.

Duties:—Assist the Senior Recruitment Co-ordinator with applications for visa's, medical board, AMC and college registrations of medical staff. In consultation with the Senior Recruitment Co-ordinator, arrange for referee reports and organise selection panels and interviews for the recruitment of both junior and senior medical staff.

**Desirable Requirements:**—Demonstrated ability to organise, set priorities and meet deadlines together with a demonstrated capacity to handle a number of tasks concurrently in a demanding environment. Experience in working with guidelines and procedures relating to Human Resource issues. High level of interpersonal, communication, mediation and conflict resolution skills. Sound knowledge and experience of administrative practices and the utilisation of contemporary computer applications, with the ability to learn the Page Up recruitment system.

Enquiries to Trizia Cangelosi, Department of Health and Human Services, phone (03) 6222 7177, email [trizia.cangelosi@dhhs.tas.gov.au](mailto:trizia.cangelosi@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

#### **Senior Specialist Radiographer, C/T (510871).**

Applications Close:—Friday, 30 July 2010.

Salary:—\$81,065 – \$89,659 p.a.

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

Permanent full-time day work (with oncall).

Location:—Royal Hobart Hospital.

Duties:—Supervise, co-ordinate and perform novel, complex and critical imaging procedures within the C/T section of the Department of Medical Imaging.

Responsible for efficient use of human and financial resources allocated within C/T, to ensure competence and accountability of staff.

Develop, implement, review policies, protocols and Manage change and QA programs in consultation with staff at all levels regarding the operation and function of C/T.

Develop and manage education programs for undergraduate and postgraduate students and other RHH staff.

Act as a resource person and provide authoritative advice for unusual findings, resolving technical and professional issues. Maintain and update a library of interesting cases for tutorial purposes, including further research and development and education.

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

Enquiries to Andrew Saunders, Department of Health and Human Services, phone (03) 6222 8865, mobile 0419 580 077, email [andrew.saunders@dhhs.tas.gov.au](mailto:andrew.saunders@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

#### **Staff Specialist, Paediatric Surgery (517981).**

Applications Close:—Friday, 30 July 2010.

Salary:—To be negotiated.

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

Permanent full-time day work (with oncall).

Location:—Royal Hobart Hospital.

Duties:—Provide a clinical paediatric surgery service of the highest possible standard to children, adolescent patients and their families.

Facilitate the delivery of best practice paediatric surgery to children and adolescents in Tasmania.

Actively pursue improved outcomes for paediatric and adolescent patients by participating in: post graduate teaching, audit and evaluation.

**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 Craig Quarmby, Director of Surgery, Royal Hobart Hospital, Department of Health and Human Services, phone (03) 6222 7364, email [craig.quarmby@dhhs.tas.gov.au](mailto:craig.quarmby@dhhs.tas.gov.au) or Dr John Daubenton, Director of Paediatrics, Royal Hobart Hospital, Department of Health and Human Services, phone (03) 6222 7125, email [john.daubenton@dhhs.tas.gov.au](mailto:john.daubenton@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

#### **Staff Specialist, Radiology (518884).**

Applications Close:—Friday, 17 September 2010.

Salary:—To be negotiated.

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

Permanent full-time day work.

Location:—Medical Imaging, Royal Hobart Hospital.

Duties:—The Department of Health and Human Services invites applications for the position of Staff Specialist Radiologist at the Royal Hobart Hospital.

The Royal Hobart Hospital is the principle teaching hospital for the University of Tasmania Medical School and the hospital has approximately 490 beds. The Department of Medical Imaging (DMI) provides over 70,000 investigations each year and is accredited by the RANZCR for radiology registrar training.

The DMI provides imaging services in plain digital X-rays, Screening, CT scans, MRI scans, Diagnostic Ultrasound, Interventional procedures, Angiography and Diagnostic and Therapeutic Nuclear Medicine. The department has a 3T GE MRI unit and a new Siemens bi-planar angiography unit and

has just acquired a 64 slice GE PET/CT machine with 'Time of Flight', and a 16 slice SPECT. In addition a new CT scanner and C-arm Screening unit are being acquired and a new 6 room ultrasound department is being built. A 1.5T MRI will also be added to the department in the next 2 years. A new RIS/PACS is being installed this year and will link all public hospitals within Tasmania.

Within the Department of Medical Imaging this position is required to:—Provide Specialist in-patient and out-patient care to patients of the Hospital; Be involved with undergraduate teaching and post graduate teaching; Undertake research and quality improvement activities; Conduct radiological examinations and report findings; Provide advice on radiological findings and investigations required to other consultants and medical staff; Participate in multi-disciplinary clinical meetings.

We offer:—An attractive salary; Salary packaging; A supportive and dynamic work environment providing all diagnostic modalities; Strong professional and social networks; An incredible lifestyle.

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 Michael Carr, Director of Medical Imaging, Department of Health and Human Services, mobile 0408 626 927, email michael.carr@dhhs.tas.gov.au or Dr Robin Harle, Director of Training, Department of Health and Human Services, mobile 0428 436 937, email robin.harle@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Ward Clerk (505594).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent full-time day work.

Location:—Repatriation Centre, Hobart.

Duties:—The Ward Clerk will Provide high level clerical, administrative and receptionist support to Whittle Ward and the Community Palliative Care Service (south). You will be responsible for implementing clerical planning and policy/procedures at a unit level. You will be required to receive and process all direct admissions/discharges, ensure accuracy of data collected and recorded. You will be required to communicate with various health professional and administrative staff as required for efficient and effective clerical support for patient care.

Desirable Requirements:—Demonstrated clerical experience with the ability to work within Agency policy and procedures. Highly developed written and verbal communication skills, with the ability to communicate and respond to the needs of people facing life-threatening illness which require well developed interpersonal and communication skills. Demonstrated ability to operate word processing and other computer software, to enter data accurately and rapidly onto a computerized system with knowledge of health information systems an advantage.

Enquiries to Sheila Campbell, Department of Health and Human Services, phone (03) 6220 2400, email [sheila.campbell@dhhs.tas.gov.au](mailto:sheila.campbell@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*

#### **Administrative Assistant (Relief) (519669).**

Applications Close:—Friday, 23 July 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 As soon as possible for 12 months.

Location:—Repatriation Centre, Hobart.

Duties:—The Administrative Assistant will provide administrative and clerical support to the Assessment and Case Management Services (South) as well as an appropriate intake and referral function, general information distribution service to individuals, service providers and the wider community, regarding aged care assessment, community options and related services. You will be required to provide administrative support to the Manager of the Assessment and Case Management Services South (ACMS).

Desirable Requirements:—A sound working knowledge of both manual and computerized office systems and a good understanding and proficiency in the use of computer applications especially, ACE, TCM. Microsoft Office packages, Word, Excel, Access and Outlook. The ability to learn other database systems including Finance 1. Demonstrated high-level skills in computer data processing, keyboard, information retrieval and generating reports. Demonstrated ability to effectively communicate with clients, staff and external agencies, utilizing discretion and confidentiality, as well as functioning effectively within a team environment.

Enquiries to Christine Priest, Department of Health and Human Services, phone (03) 6222 7781, email [christine.priest@dhhs.tas.gov.au](mailto:christine.priest@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*

#### **Maintenance Officer/Ambulance Driver (505649).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$38,264 – \$42,315 p.a.

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

Permanent full-time day work.



Location:—Midlands Multi Purpose and Health Centre.

Duties:—The Maintenance Officer/Ambulance Driver will assist in the provision of an efficient emergency and routine Ambulance service for the Midlands Multi Purpose Health Centre and the surrounding community. You will be required to carry out a wide range of non trade maintenance services for the Midlands Multi Purpose Health Centre and ancillary buildings and equipment. You will assist nursing staff in the provision of personal care to patients/residents as required and assist in the maintenance of gardens and grounds of the Midlands Multi Purpose Health Centre and ancillary buildings.

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 Sarah Kitchin, Department of Health and Human Services, phone (03) 6254 5044, email sarah.kitchin@dhhs.tas.gov.au.

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

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

#### **Registered Nurse (Casual Pool) (504331).**

Applications Close:—Friday, 30 July 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

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

Location:—Repatriation Centre, Hobart.

Duties:—The Registered Nurse will in accordance with agency policy and legal requirements, assist with planning, co-ordinating and evaluation of service provision to palliative care clients and their families. You will be required to plan, implement and evaluate client care with other members of the Palliative Care Team and contribute to the direct nursing care of clients responding to any alteration in health status appropriately.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in 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 Sheila Campbell, Department of Health and Human Services, phone (03) 6220 2400, email sheila.campbell@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*

#### **Rehabilitation Nurse (506528).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—Repatriation Centre, Hobart.

Duties:—The Rehabilitation Nurse is required to work as an effective member of the multidisciplinary rehabilitation team in the assessment, planning and delivery of nursing services for clients and their carers referred to the Community Rehabilitation Unit (CRU). You will assist the Rehabilitation Co-ordinator in ensuring best practice standards for nursing services are provided by CRU, in accordance with organisational policies, legal requirements and professional competencies.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in 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 Kerry Williams, Department of Health and Human Services, phone (03) 6222 7312, email kerry.williams@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*

#### **Clinical Nurse Educator (2 Vacancies available) (518832).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—The role of the Clinical Nurse Educator (CNE) is to facilitate and support the development of the nursing and midwifery workforce, including under-graduate and enrolled nursing students. CNEs work within a Practice Development framework that fosters, research, the implementation of evidence based knowledge and person centred care. In recognition of the requirements of the different settings, the CNE role may incorporate activities associated with transition programs, clinical practice placement programs as a component of pre and post-registration and enrolment courses; and professional development programs. Work in accordance with the strategic directions of the DHHS, RHH and the NEU.

Essential Requirements:—All Nursing positions must



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

Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing.

Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Mary Fitzgerald, Department of Health and Human Services, phone (03) 6222 7558, email [mary.fitzgerald@dhhs.tas.gov.au](mailto:mary.fitzgerald@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### ***Nurse Unit Manager (508737).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time daywork.

Location:—Department of Cardiology, Royal Hobart Hospital.

Duties:—Provide nursing management and leadership to the Cardiology Department, including the Cardiac Interventional Suite. 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 Cardiology Department, Medical Imaging and the Cardiac Interventional Suite. Contribute to and provide leadership and support of strategies, initiatives and operations across the organisation.

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

Enquiries to Alan Wales, Department of Health and Human Services, phone (03) 6222 8203, email [alan.wales@dhhs.tas.gov.au](mailto:alan.wales@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*

#### ***Registrar, Medical Education (507806).***

Applications Close:—Friday, 30 July 2010.

Salary:—To be negotiated.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training Level 1 (Salary commensurate with qualifications and experience).

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

Location:—Royal Hobart Hospital.

Duties:—Provide support to the Deputy Chief Medical Officer (DCMO) in the co-ordination and administration of hospital wide aspects of medical education. Contribute to the development of strategy directed towards improving or increasing the value of medical educational activity at the RHH. From time to time be responsible for the direct provision of education at the Royal Hobart Hospital. Liaise with Course Directors for identified courses (including but not limited to Paediatric Life Support, Advanced Paediatric Support, Advanced Life Support and Early Management of Severe Trauma) to enable the provision of these and similar courses. Assist the DCMO in providing an overview of training accreditation activities at RHH.

Essential Requirements:—A Medical Practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 and who has had a minimum of two year's post graduate experience and is undertaking a course of study to obtain a specialist qualification. To be employed at this level the medical practitioner must be employed in a recognised Registrar position.

Enquiries to Clinical Professor Anthony Bell, Department of Health and Human Services, Chief Medical Officer, phone (03) 6222 8258, email [anthony.bell@dhhs.tas.gov.au](mailto:anthony.bell@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*

#### ***Triage Clerk Sick Leave Relief (508173).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent part-time shift work working 56 hours per fortnight. This position is primarily a night shift role (hours from 11pm-7am), although other shifts will be required.

Location:—Royal Hobart Hospital.

Duties:—To provide an efficient and effective emergency reception service, including immediate attention to patients presenting for treatment and admission. Initial interview and registration provides verification of patient identification data. Process all emergency admissions and after hours direct admissions. Liaise and assist in the co-ordination of the day to day functions of the Emergency Department. Provide a clerical support service in relation to all the administrative functions associated with primary patient care.

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

Enquiries to Merewyn Price, Department of Health and Human Services, phone (03) 6222 8861, email [merewyn.price@dhhs.tas.gov.au](mailto:merewyn.price@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES  
*Alcohol and Drug Services*

**Manager Alcohol and Drug Service South (500982).**

Applications Close:—Friday, 30 July 2010.

Salary:—\$106,371 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional Manager, Level 5, Grade 3.

Permanent full-time day work.

Location:—St Johns Park, New Town.

PLEASE NOTE: This vacancy is also advertised as Manager, Alcohol and Drug Services South (500982d) Registered Nurse Level 4, Grade 3. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—The Alcohol and Drug Service Executive seeks to welcome a new manager with energy, knowledge and strategic thinking to contribute to the significant sector reform progressing in Tasmania and provide them opportunity to apply their developed skills in change management and service development. This position provides the opportunity to be rewarded for high level management and leadership skills in delivering a range of effective, efficient and contemporary clinical services and programs as well as appropriate clinical governance structures. Hobart offers a temperate climate, excellent restaurants and entertainment and the full range of services expected of a capital city. With breathtaking World Heritage wilderness and pristine beaches on your door step those inclined towards outdoor pursuits are also right at home. We offer assistance towards relocation and provide professional development opportunities.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers, or a Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australian Association of Occupational Therapists).

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

Enquiries to John Alderdice, Department of Health and Human Services, phone (03) 6230 7802, mobile 0417 327 637, email [john.alderdice@dhhs.tas.gov.au](mailto:john.alderdice@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES  
*Alcohol and Drug Services*

**Manager Alcohol and Drug Service South (500982d).**

Applications Close:—Friday, 30 July 2010.

Salary:—\$99,510 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 3.

Permanent full-time day work.

Location:—St Johns Park, New Town.

PLEASE NOTE: This vacancy is also advertised as Manager, Alcohol and Drug Services South (500982) Allied Health Professional Manager Level 5, Grade 3. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—The Alcohol and Drug Service Executive seeks to welcome a new manager with energy, knowledge and strategic thinking to contribute to the significant sector reform progressing in Tasmania and provide them opportunity to apply their developed skills in change management and service development. This position provides the opportunity to be rewarded for high level management and leadership skills in delivering a range of effective, efficient and contemporary clinical services and programs as well as appropriate clinical governance structures. Hobart offers a temperate climate, excellent restaurants and entertainment and the full range of services expected of a capital city. With breathtaking World Heritage wilderness and pristine beaches on your door step those inclined towards outdoor pursuits are also right at home. We offer assistance towards relocation and provide professional development opportunities.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in 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 Alderdice, Department of Health and Human Services, phone (03) 6230 7802, mobile 0417 327 637, email [john.alderdice@dhhs.tas.gov.au](mailto:john.alderdice@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  
STRATEGIC AND PORTFOLIO SERVICES

**Policy/Information Resources Officer (516435).**

Applications Close:—Friday, 23 July 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 project support and co-ordination for the key strategic projects being led and implemented by Strategic

and Portfolio Services. Contribute to the development and implementation of new strategies and systems within the Agency's information management planning and corporate policy frameworks.

**Desirable Requirements:**—Demonstrated knowledge and understanding of the principles of project management, together with demonstrated ability to work across multiple projects within strict deadlines and to plan and prioritise activities and identify relevant issues. Demonstrated knowledge of windows based computer systems, with a high level of information and communications technology literacy, and a demonstrated knowledge of the structure and functioning of electronic records and document systems and their administration in a large complex environment. Strong liaison and consultation skills, together with the ability to present training programs and to communicate and negotiate effectively with a wide range of Agency staff which incorporates both administrative and client services.

Enquiries to Sharon Trueman, Department of Health and Human Services, phone (03) 6233 3761, email [sharon.trueman@dhhs.tas.gov.au](mailto:sharon.trueman@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

### OFFICE OF THE OMBUDSMAN

#### **Senior Investigation Officer (Ombudsman) (354954).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours per fortnight commencing 9 August 2010 until 5 August 2011.

Location:—Hobart.

**Duties:**—Assist the Ombudsman in the fulfilment of the Ombudsman's responsibilities under the Ombudsman Act 1979 and other statutes as may be required. Conduct investigations under the Ombudsman Act 1979 and other statutes, particularly investigations of a more complex and sensitive nature. This will include high level negotiations with senior managers and officials of public authorities. Prepare reports on investigations, including major and complex investigation reports and formulate recommendations for change within the organisation under investigation.

**Desirable Requirements:**—Current drivers licence, relevant tertiary qualifications.

Enquiries to Richard Connock, Principal Officer, Ombudsman, Office of the Ombudsman, phone (03) 6233 6217, email [richard.connock@ombudsman.tas.gov.au](mailto:richard.connock@ombudsman.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Lianne Jager on (03) 6233 6217.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### *Prison Industries*

#### **Senior Industry Supervisor (Risdon Prison Industries) (350708).**

Applications Close:—Friday, 23 July 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:—Risdon Prison.

**Duties:**—Provide management in the development of the Risdon Prison Industries including the laundry and tailor shop and future industries to achieve and maintain financial self sufficiency and a high level of customer service. Oversee the day to day management of Risdon Prison Industries, ensuring that operations function efficiently and effectively including the delivery of training for all staff and inmates. Assist with deliveries and collections using prison fleet vehicles to support the continuity of industries operations.

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

**Desirable Requirements:**—Current First Aid Certificate. Fork Lift Truck Licence. Relevant qualifications in management, vocational education or training. Knowledge and experience in commercial laundry operations.

**Additional Information:**—Shortlisted applicants will be required to undergo a psychological assessment prior to the interview being conducted.

Enquiries to Gary Rowbottom, Manager Prison Industries, Department of Justice, mobile 0400 835583, email [gary.rowbottom@justice.tas.gov.au](mailto:gary.rowbottom@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Gary Rowbottom on 0400 835583.



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

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

#### PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

##### CONSERVATION AND INFRASTRUCTURE

#### **Conservation Project Officer (Archaeology) (CPOA/10).**

Applications Close:—Monday, 26 July 2010.

Salary:—\$49,097 – \$66,073 p.a.

Port Arthur Historic Site Management Authority Award, Professional Stream, Band 1.

Permanent full-time.

Location:—Port Arthur.

Duties:—To assist with the effective and efficient management of conservation and infrastructure tasks and projects, including archaeology projects, for the Port Arthur Historic Site Management Authority.

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

Desirable Requirements:—Workplace 2 First Aid Certificate.

Current Drivers Licence.

Industry recognised professional affiliations.

Enquiries to Dr David Roe, Archaeology Manager, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2368, fax (03) 6251 2322, mobile 0457 675 357, email david.roe@portarthur.org.au.

Applications to Jane Bale, HR Administrator, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2306, fax (03) 6251 2322, email jane.bale@portarthur.org.au.

#### PREMIER AND CABINET

##### GOVERNMENT INFORMATION AND SERVICES DIVISION

##### *Office of eGovernment*

#### **Project Manager (001688).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—The occupant will manage and co-ordinate key projects aligned to the objectives and role of the Office of eGovernment in leading the understanding of strategic issues in information and communications technology (ICT), providing the key policy building blocks to support ICT activities, and supporting the governance of ICT and those major ICT programs within the Tasmanian Government.

Desirable Requirements:—Tertiary qualifications in a relevant discipline or research experience to a similar level would be an advantage.

Enquiries to Mitchell Knevet, Director, Office of

eGovernment, Department of Premier and Cabinet, phone (03) 6270 5492, email Mitchell.Knevet@dpac.tas.gov.au.

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

#### PREMIER AND CABINET

##### PUBLIC SECTOR MANAGEMENT OFFICE

#### **Senior Consultant (001491).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Provide strategic direction and manage the Health and Wellbeing budget initiative (Healthy@Work) within the People Directions Framework. Provide the Public Sector Management Office management team, State Service Agencies and other stakeholders with advice and support in the development and implementation of Health and Wellbeing.

Desirable Requirements:—Tertiary qualifications in a relevant discipline.

Enquiries to Frank Ogle, Director, Public Sector Management Office, Department of Premier and Cabinet, phone (03) 6232 7042, email Frank.Ogle@dpac.tas.gov.au.

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

#### PREMIER AND CABINET

##### SOCIAL INCLUSION UNIT

#### **Principal Policy Analyst (001574).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Within a broad strategic framework, research, analyse, develop co-ordinate and review complex whole-of-government policies and manage critical projects relating to social inclusion. Provide strategic broad-based advice to the Premier and the Cabinet with a particular emphasis on social inclusion and specified whole-of-government policy issues and projects. Liaise with the Social Inclusion Unit advisory structures, senior agency staff, business and community groups to identify opportunities and drive innovation to support the Government's social inclusion objectives. Represent the Unit and the Director in a range of government and non-government forums. Undertake the role of team leader for designated policies and projects.

Desirable Requirements:—Tertiary qualifications in a policy related discipline. Relevant experience in the community sector and/or understanding of social exclusion and disadvantage in Tasmania.

Enquiries to Melissa Gray, Director, Social Inclusion Unit, Department of Premier and Cabinet, phone (03) 6232 7093, email Melissa.Gray@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](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### TASMANIAN CLIMATE CHANGE OFFICE

#### ***Policy Analyst (001687).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake policy research and analysis, and contribute to the development of policy and the implementation of initiatives undertaken by the Adaptation Unit.

Enquiries to Alistair Scott, Department of Premier and Cabinet, phone (03) 6270 5485, email [Alistair.Scott@dpac.tas.gov.au](mailto:Alistair.Scott@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](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### TASMANIAN CLIMATE CHANGE OFFICE

#### ***Senior Business Analyst (001686).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Work with other State agencies, industry sectors and local government to undertake climate vulnerability assessments and adaptation action plans. Initiate and manage projects as part of the Government's strategy to help Tasmania adapt to climate change. Provide high level strategic advice on climate change issues as they impact on Tasmania.

Enquiries to Alistair Scott, Department of Premier and Cabinet, phone (03) 6270 5485, email [Alistair.Scott@dpac.tas.gov.au](mailto:Alistair.Scott@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](mailto:job.application@dpac.tas.gov.au).

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

#### ***Fixed-term Employment Registers (DPIPWE).***

Applications Close:—Thursday, 30 June 2011.

Salary:—To be negotiated.

Register.

Location:—Statewide.

Employment agencies, Jet Recruitment and Searson Buck, are contracted to manage Fixed-term employment registers for vacancies arising in the Department of Primary Industries, Parks, Water and Environment. Both employment agencies

provide a state-wide service to clients.

Applications are invited from persons interested in being considered for full-time, part-time or casual employment for periods of up to 12 months. Vacancies arise from time to time in a variety of locations throughout Tasmania. Duties vary according to the particular vacancy but will require specific knowledge and skills.

Applications and Enquiries to:—Searson Buck: Please visit [www.searsonbuck.com.au](http://www.searsonbuck.com.au) to register your interest. For further enquiries, contact:—

Emily Briggs, 183 Macquarie Street, Hobart, 7000, phone (03) 6223 3055, fax (03) 6223 3099.

Cameron Clarke, Brisbane Street, Launceston, 7250, phone (03) 6333 3888, fax (03) 6333 3899.

Rowena Shadbolt, 1/10 Wilson Street, Burnie, 7320, phone (03) 6431 5155, fax (03) 6431 5166.

#### Jet Recruitment:

For further enquiries and to register your interest, contact:—Amy Yaxley or Hannah McMahon, Level 8, 65 Murray Street, Hobart, 7000, phone (03) 6234 7966 or e-mail [reception@jetrecruitment.com.au](mailto:reception@jetrecruitment.com.au), quoting 'Fixed Term Register' in the subject line.

Danica Foy, 211 Wellington Street, Launceston, 7250, (03) 6331 6322 or e-mail [info@jetrecruitment.com.au](mailto:info@jetrecruitment.com.au) quoting 'Fixed Term Register' in the subject line.

For more information about the types of potential vacancies and salary details please visit [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) and follow the 'registers' tab.

For information about the Department please visit [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au).

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### AGRICULTURAL POLICY GROUP

#### ***Policy Analyst (706471).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Launceston.

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s.

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:—Initiate, develop and implement policies that take account of the Government's priorities relating to agriculture and food.

Desirable Requirements:—A current motor vehicle driver's licence. A tertiary qualification in a relevant discipline, such as Economics, Science or Law.

Enquiries to Robin Thompson, Manager, Agricultural Policy Group, phone (03) 6336 5291, email [robin.thompson@dpipwe.tas.gov.au](mailto:robin.thompson@dpipwe.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

***Interpretation and Education Officer (Marine Reserves)  
(706201).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 14.40 hours/fortnight.

Location:—Hobart.

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

Pro rata salary is based on the above full-time rates.

Duties:—Project management and co-ordination of interpretive and education programs/ projects for the Parks and Wildlife Service on a state-wide or local basis. Provide training, resources, advice and support to ensure the objectives of state-wide and field centre-based interpretive and educational programs are met. Promote the programs in the media and within the broader community.

Desirable Requirements:—A tertiary degree or equivalent in a relevant discipline. Current motor vehicle drivers licence.

Enquiries to Lyn Robertson, Executive Support, phone (03) 6233 2270, email lyn.robertson@parks.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

***Ranger (340253).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Maria Island.

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

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

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

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

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

Enquiries to Pete Lingard, Ranger in Charge, phone (03) 6257 1420, email pete.lingard@parks.tas.gov.au.

Applications to Manager, Human Resources Branch,

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

***Parks and Reserves Manager (705991).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Cradle Mountain.

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

Duties:—Manage the PWS Cradle Mountain – Lake St Clair Area within the Region to deliver high quality visitor experiences, best practice approaches to the promotion, conservation, and sustainable use of the States natural and cultural resources with operational excellence in all facets of community, stakeholder, people, resources and infrastructure management.

Essential Requirements:—To access Range 2 salary levels the following are essential:—A Bachelor Degree in Conservation and Land Management or qualifications deemed appropriate. Five years minimum experience in reserve management or experience deemed appropriate.

Desirable Requirements:—A Bachelor Degree in Conservation and Land Management or equivalent qualifications deemed appropriate. A current motor vehicle drivers licence. Relevant experience in the management of small businesses.

Enquiries to Geoff Coles, phone (03) 6429 8721, email geoff.coles@parks.tas.gov.au.

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

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

***Ranger in Charge (330779).***

Applications Close:—Friday, 23 July 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Lake St Clair.

Commencing salary within the above range will be

determined in accordance with qualifications and previous relevant experience.

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

**Duties:**—Management of field centre operations and resources for the conservation and sustainable use of natural and cultural resources.

**Essential Requirements:**—A Diploma in Conservation and Land Management or equivalent qualifications deemed appropriate. A minimum of five years experience in reserve management or equivalent experience. A workplace Level 2 First Aid Certificate.

**Desirable Requirements:**—A current motor vehicle driver's licence.

Enquiries to Geoff Coles, phone (03) 6249 8721, email geoff.coles@parks.tas.gov.au.

Applications to Manager, Human Resources Management, 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@dpiwve.tas.gov.au.

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

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

## PUBLIC TRUSTEE

### CORPORATE SERVICES

#### **Manager Financial Operations (790215).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

**Duties:**—Lead, manage and develop the human resources of the Financial Services Branch and manage the day to day delivery of the financial and investment operations of the Public Trustee. Prepare the Public Trustee's annual budget and financial statements and provide regular and timely reporting on results both internally and externally. Invest the Public Trustee's funds under management in accordance with approved delegations and guidelines and set crediting rates for common fund contributors.

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

**Desirable Requirements:**—Appropriate tertiary qualifications, such as accounting and commercial qualifications. Eligibility for membership of the Australian Society of Certified Practising Accountants or equivalent.

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

Enquiries to Duncan Hall, General Manager Corporate Services, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 6874, email [dhall@publictrustee.tas.gov.au](mailto:dhall@publictrustee.tas.gov.au).

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

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

## TASMANIAN POLYTECHNIC

### SHARED SERVICES

#### *Information Communication Technology*

#### **Senior Systems Officer—2 Vacancies.**

Applications Close:—Friday, 23 July 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, ICT Level 2.

Vacancy No. 331378.

Permanent full-time.

Location:—South.

Vacancy No. 331456.

Permanent full-time.

Location:—South.

**Duties:**—The Senior Systems Officer will work as part of a team responsible for the ongoing development, operation, integration and maintenance of Shared Services Corporate Applications.

**Essential Requirements:**—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:**—Possession of an appropriate post secondary qualification and/or industry experience relevant to the position. At least two years industry experience in the ongoing development, operation, integration and maintenance of Corporate Applications. Drivers licence.

Enquiries to Andrew Stevens, Senior IT Customer Support Officer, Tasmanian Polytechnic, phone (03) 6238 4719, email [andrew.stevens@polytechnic.tas.edu.au](mailto:andrew.stevens@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](http://www.jobs.tas.gov.au).

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

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

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

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

## TASMANIAN POLYTECHNIC

## SHARED SERVICES

*Information Communication Technology***Senior Web Co-ordinator (001773).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—South.

Duties:—Provide consultative and strategic direction on the development, maintenance and support of the Tasmanian Academy, Tasmanian Skills Institute, Tasmanian Polytechnic web sites and other sites and web applications.

Essential Requirements:—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:— Possession of an appropriate post secondary qualification and/or industry experience relevant to the position. At least three years experience in development, management and support of web sites. A current drivers licence.

Enquiries to Marg Carr, Manager Operations, ICT Services, Tasmanian Polytechnic, phone (03) 6238 4734, mobile 0447 303 349, email [marg.carr@polytechnic.tas.edu.au](mailto:marg.carr@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](http://www.jobs.tas.gov.au).

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

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

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

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

## TREASURY AND FINANCE

## ECONOMIC AND FINANCIAL POLICY DIVISION

*Economic Policy Branch***Specialist Economic Analyst (724136).**

Applications Close:—Friday, 30 July 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior member of the Economic and Financial Policy Division, you will be required, both individually and as a member of a team, to undertake detailed economic policy research and investigations and prepare major correspondence, reports and submissions.

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

to understand complex economic issues and identify possible solutions; the ability to communicate precisely and succinctly to internal and external stakeholders and demonstrated leadership and initiative when undertaking complex research and investigations.

Enquiries to Alison Watt, Assistant Director, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6233 2737, email [alison.watt@treasury.tas.gov.au](mailto:alison.watt@treasury.tas.gov.au).

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

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

## Tasmanian Government Senior Executive Service

## HEALTH AND HUMAN SERVICES

## POLICY, INFORMATION AND COMMISSIONING

*Policy and Information***Deputy Chief Financial Officer, Financial Strategy (519709).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$119,876 – \$131,864 p.a.

Senior Executive, Level 2.

Senior Executive Fixed-term, full-time, day work for a period of 2 years.

Location:—Hobart.

Duties:—The occupant of this position will be report to the CFO and be responsible for the development and management of agency financial reform strategy to ensure a sustainable budget position over the coming 3-5 years. The role will provide leadership in the implementation of that strategy for the Agency including reporting on financial reform strategies through the CFO to the Secretary and Ministers. The role will be required to ensure that a solid governance model and accountability framework is established to ensure delivery of the strategy.

Desirable Requirements:—Senior level experience in managing the finance functions of a large and complex organisation, preferably in a health and human services environment, including proven ability in the financial analysis and modeling and familiarity with Government budget cycle and supporting financial systems and processes. Tertiary qualifications in accounting, together with membership of either the Australian Society of Certified Practising Accountants (ASCPA) or the Institute of Chartered Accountants of Australia (ICA). Demonstrated high level strategic planning skills, conceptual, analytical and creative skills including demonstrated ability to identify relevant issues and to make sound judgments about strategies, directions and priorities.

Enquiries to Penny Egan, Department of Health and Human Services, phone (03) 6236 5894, email [penny.egan@dhhs.tas.gov.au](mailto:penny.egan@dhhs.tas.gov.au).

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

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



## HEALTH AND HUMAN SERVICES

## POLICY, INFORMATION AND COMMISSIONING

*Policy and Intergovernment Relations***Director Policy and Intergovernment Relations (517168).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$119,876 – \$131,864 p.a.

Senior Executive, Level 2.

Senior Executive Fixed-term, full-time, day work for a period of 5 years.

Location:—Hobart.

Duties:—The Director, Policy and Intergovernment Relations is responsible for providing strategic leadership in the development and promotion of consistent and integrated statewide policy and planning. The position also provides high-level advice to the Executive Director, Policy Information and Commissioning, the Secretary and to Government regarding service reform and the direction, development and enhancement of services to meet the changing needs of Health and Human Services in Tasmania, particularly with reference to National Health and Hospital Reforms.

Desirable Requirements:—Demonstrated high-level management skills including a demonstrated capacity to develop significant health and human services policy, and experience and expertise in developing new service delivery models and in the implementation and promotion of a new government direction. Demonstrated ability to manage financial, human, physical and information resources and to monitor effectiveness and efficiency and to apply contemporary management techniques within a geographically dispersed service or organisation of similar complexity. Demonstrated high level strategic planning skills, conceptual, analytical and creative skills including demonstrated ability to identify relevant issues and to make sound judgments about strategies, directions and priorities.

Enquiries to Des Graham, Department of Health and Human Services, phone (03) 62335637, email [des.graham@dhhs.tas.gov.au](mailto:des.graham@dhhs.tas.gov.au).

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

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

## Staff Movements

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Rostered Carer	J. Woolley	30.06.10
Health & Human Services	Service Coordinator	M. King	30.06.10
Health & Human Services	Service Coordinator	C. Marino	30.06.10
Health & Human Services	Service Coordinator	M. Lockley	30.06.10
Health & Human Services	Disability Worker	S. Rooke	30.06.10
Health & Human Services	Registered Nurse	A. Spinks	06.07.10
Health & Human Services	Administrative Assistant	J. Gibbons	02.07.10
Health & Human Services	Child Protection Worker	A. Clark	01.07.10
Health & Human Services	Tradesperson/Ambulance Driver	R. Cupitt	17.03.10
Health & Human Services	Administrative Officer	S. Ettershank	01.07.10
Health & Human Services	Disability Worker	E. White	30.06.10
Health & Human Services	Community & Regional Health Services Manager	K. Fell	03.07.10
Health & Human Services	Service Coordinator	S. Harwood	30.06.10
Health & Human Services	Team Leader Service	R. D'Eye	30.06.10
Primary Industries, Parks, Water & Environment	Client Service Officer	N. Edwards	16.07.10

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Infrastructure, Energy & Resources	K. Reardon	Tasmanian Polytechnic	Project Officer	06.07.10

*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	Familiarisation Officer	W. Draper	6 months	12.07.10
Education	Teacher Aide Special - Montello Primary School	M. Watts	6 Months	23.06.10
Education	Teacher Aide Special - Reece High School	L. Butler	6 Months	15.06.10
Education	Teacher Aide Special - Montello Primary School	S. Wiseman	6 Months	22.06.10
Education	School Attendant - Regional Services and Support	M. Mitchell	6 Months	17.06.10
Education	School Administration Clerk - Oatlands District High School	L. Pennicott	6 Months	15.06.10
Education	Client Service Officer - Tasmanian Qualifications Authority	S. Fisher	6 Months	17.06.10
Education	Teacher Aide Special - Burnie Primary School	I. Brodie	6 Months	17.06.10
Education	Teacher Aide Special - Cambridge Primary School	T. Dent	6 Months	15.06.10
Education	Teacher Aide Special - Reece High School	K. Ralston	6 Months	15.06.10
Education	Clerk - Parliamentary Library	S. Knowler	6 Months	25.06.10
Education	TAPPS Liaison Officer - Reece High School	N. Armistead	6 Months	22.06.10
Education	Teacher K-6 - East Ulverstone Primary School	N. Johnson	6 Months	15.06.10
Education	Teacher Aide Special - Sandy Bay Infant School	B. Christie	6 Months	05.07.10
Education	Teacher Aide General - Latrobe High School	S. Shephard	6 Months	18.06.10
Education	School Attendant - Prospect High School	P. van Asch	6 Months	03.06.10
Education	Teacher Aide Special - Sandy Bay Infant School	J. Moore	6 Months	05.07.10
Education	School Library Technician - Hillcrest Primary School	T. Claxton	6 Months	15.06.10
Education	Manager IT Support & Communications - Teachers Registration Board	J. Hunt	6 Months	14.06.10
Education	Teacher Aide Special - Dover District High School	M. Prosser	6 Months	05.07.10
Health & Human Services	Associate Generic Counsellor	B. Patterson	6 months	12.07.10
Health & Human Services	Community Nurse	O. Henry	6 months	18.08.10
Health & Human Services	Registered Nurse	D. Shackley	6 months	11.07.10
Health & Human Services	Registered Nurse	R. Goodwin	6 months	11.07.10
Health & Human Services	Executive Officer Finance & Business	N. Barwick	6 months	07.07.10
Health & Human Services	Clinical Nurse	G. Freeman	6 months	11.07.10
Health & Human Services	Specialist Rural Social Worker	R. Drysdale	6 months	26.07.10
Health & Human Services	Nursing & Services Director, Primary Health	C. Jones	6 months	05.07.10
Health & Human Services	Physiotherapist	N. Austin	6 months	01.08.10
Justice	Accreditation & Licensing Officer	N. Pitt	6 months	07.07.10
Police & Emergency Management	Project Officer	T. Dionysopoulos	6 months	12.07.10
Police & Emergency Management	Clerical Support Officer	E. Robertson	6 months	02.07.10
Primary Industries, Parks, Water & Environment	Client Service Officer	J. Gleeson	6 months	05.07.10
Primary Industries, Parks, Water & Environment	Ranger	S. Lennox	6 Months	01.07.10
Treasury & Finance	Principal Application Developer	K. Shaw	6 months	10.08.10

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Technical Officer (Carp Management)	R. Keeley	2 years	13.07.10

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	P. Johns	Assistant Principal - Port Dalrymple School	14.06.10
Education	S. Bambridge	Principal - Riana Primary School	05.07.10
Education	V. Campbell	LINC Manager - Kingston LINC	16.04.10
Health & Human Services	P. Quealy	Allied Health Professional	12.07.10
Health & Human Services	H. Tubb	Deputy Chief Radiation Therapist	12.07.10
Health & Human Services	R. Boughton	Nurse Unit Manager	07.07.10
Health & Human Services	V. Beal	Supervisor - Medical Orderlies	12.07.10
Health & Human Services	J. White	Manager - Accommodation Options	26.07.10
Health & Human Services	C. Le Fevere	Clinical Nurse - Operating Room	08.08.10
Health & Human Services	M. Cousins	Clinical Nurse	12.07.10
Health & Human Services	K. Godfrey	Executive Officer	12.07.10
Health & Human Services	S. Wells	Training and Support Officer	30.06.10
Health & Human Services	S. Zell	Manager Youth Health Services	05.07.10
Health & Human Services	L. Woolford	Team Leader	06.07.10
Health & Human Services	W. Braithwaite	Community FCH Nurse	13.07.10
Health & Human Services	K. Mullins	Clinical Nurse Educator	11.07.10
Justice	J. Crane	Investigation Officer	08.07.10
Justice	R. Duffey	Solicitor	30.06.10
Justice	D. Corba	Team Leader	05.07.10
Justice	A. Carr	Team Leader	05.07.10
Justice	M. Harriss	Team Leader	05.07.10
Justice	S. Weidenbach	Policy Officer	05.07.10
Justice	G. Davis	Manager Serious Crime Witness Assistance Service	02.07.10
Police & Emergency Management	E. Avery	Legal Officer	29.06.10
Premier & Cabinet	B. Rafferty	Senior Consultant	08.04.10
Treasury & Finance	B. Hill	Information Management Coordinator	05.07.10
The Skills Institute	M. Hatty	Administrative Assistant	07.07.10

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Clinical Nurse	T. Black	03.07.10
Health & Human Services	Finance Services Officer	P. Madden	30.06.10
Health & Human Services	Admissions Officer	M. Mogford	09.07.10
Health & Human Services	Senior Client Services Officer	K. Hunt	09.07.10
Health & Human Services	Administrative Assistant	P. Sinclair	30.06.10
Infrastructure, Energy & Resources	Administrative and Clerical	F. Van Ravels	30.06.10
Infrastructure, Energy & Resources	Senior Geologist	M. McClenaghan	30.06.10
Primary Industries, Parks, Water & Environment	Principal Agricultural Research Service Leader	M. Statham	30.06.10
Port Arthur Historic Site Management Authority	Utilities Officer	A. Bloomfield	02.07.10



## Workplace Behaviour and Investigation Skills Workshops

### Managing Challenging Behaviour Workshop

This interactive workshop is designed for front line employees or anyone dealing with people on a daily basis. It will equip you with the practical skills, knowledge and strategies to manage challenging behaviour and improve workplace relationships. The workshop discusses the roles and habits of challenging behaviour and asks the question: "What is it that these people really want"? Learn how to employ your natural communication style to minimise, contain and avoid unnecessary conflict situations. Plus discover the common mistakes people make.

### Strengths Deployment Inventory (SDI) Short Course

Why do people act the way they do and respond to conflict in a particular way? SDI is a self awareness inventory that examines an individual's motivation and explores what drives motivation in different situations. This leads to more effective interpersonal relationships on a personal, work and team level. SDI helps to build strong teams and creates greater understanding between work colleagues, which promotes positive workplace relationships. Completion of the inventory will give participants a better understanding of their strengths and how they can be employed when dealing with conflict.

### Respect in the Workplace Workshop

This workshop is designed for employees and focuses on the 'three Rs' – Rights, Responsibilities and Respect. Gain the skills needed to behave and communicate in a respectful manner. Participants will discuss definitions and concepts of unacceptable versus acceptable workplace behaviour and enjoy the benefits of a respectful workplace.

### Generation Why? Short Course

This course is suitable for managers and supervisors who want to develop a greater understanding of Gen Y and how they differ from other generations. Gen Ys respond well to mentoring, are technically savvy, are comfortable with change, are confident and crave challenges in the workplace. Many employers struggle to recruit and retain Gen Y employees, yet this generation will make up 40 percent of the workforce in just five years time. This training program will give you an insight into how Gen Y think and develop an understanding of triggers and needs. We will share a leadership model, strategies and tips for recruiting, engaging and motivating Gen Y.

### What is Bullying? Workshop

This workshop will provide you with an overview of workplace bullying, harassment and discrimination. The emphasis is on understanding and identifying risk factors and warning signals. This is a 'must attend' for all managers, supervisors and employers.

### Prevent Bullying: Best Practice Workshop

Bullying is a major risk to businesses both economically and legally. This workshop focuses on interpersonal skills and will equip participants with practical skills using best practice and the 'how to' of creating positive relationships and workplaces. This is a 'must attend' for all managers, supervisors and employers.

### The Manipulative Employee: Recognising the Hidden Abuse

Working with people who are covertly abusive can be difficult to recognise, understand and deal with. These people are not openly aggressive and keep their aggressive intentions and behaviours carefully hidden and can be very underhanded and devious in their day-to-day behaviour. This workshop will equip you with the skills, knowledge and strategies to manage this behaviour effectively.

#### Facilitator:

Caroline Dean is an experienced trainer and workplace consultant with a background in criminal justice sociology. She specialises in implementing positive cultural change by finding solutions to bullying and harassment, workplace conflict and challenging behaviour.

**Run on demand. Contact us for available dates.**

**Burnie, Alanvale or Campbell St.**

**Fee: \$195 per person per workshop. Fees are inclusive of workshop and resource manual.**

### Investigation Skills Workshop (4 Days)

'Investigation Skills' addresses investigating non-compliance, gathering information through interviews and finalising and reporting on investigations. This short course is suitable for public service employees who have a responsibility for ensuring statutory investigation under a range of legislation, regulations, mandated government and organisational policies and procedures.

**Course requirements: To undertake the program you must have workplace experience in conducting investigations.**

**Mon 2 – Thurs 5 August, 9am – 4pm. Clarence.**

**Fee: \$1,400 per person.**

**For further information please contact:**

**Northern/North Western Tasmania: Jackie Murfet.**

**Phone: 6421 5562.**

**Email: Jacqueline.Murfet@skillsinstitute.tas.edu.au**

**Southern Tasmania:**

**Phone: 6216 4388.**

**Email: ETS@skillsinstitute.tas.edu.au**

**The Total Training Package  
1300 362 175**

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