



TASMANIAN STATE SERVICE NOTICES

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CONTENTS

VACANCIES—

Economic Development, Tourism and the Arts.....	1122
Education.....	1123
Health and Human Services	1124
Infrastructure, Energy and Resources.....	1135
Justice	1136
Premier and Cabinet	1137
Primary Industries, Parks, Water and Environment	1137
Tasmanian Polytechnic.....	1137

TASMANIAN GOVERNMENT SENIOR EXECUTIVE SERVICE—

Education	1138
Health and Human Services.....	1139

STAFF MOVEMENTS—

Appointments	1139
Promotions.....	1140
Resignations	1140
Retirements.....	1140
Transfers	1140

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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Professor Kate Crowley

kate.crowley@utas.edu.au

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m.alessandrini@utas.edu.au

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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

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

CORPORATE SUPPORT DIVISION

Human Resources

Senior HR Officer (Organisational Development) (425022).

Applications Close:—Friday, 2 July 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—The Senior HR Officer (Organisational Development) will undertake the co-ordination of employee programmes, training and development and provide high level support in the development and implementation of contemporary people management strategies aimed at building the capability and positive culture of the Department of Economic Development, Tourism and the Arts.

Enquiries to Erin Johnson for a copy of the Statement of Duties on (03) 6233 5836 or email Erin.Johnson@development.tas.gov.au. For further information about the position please contact Karen Dabner, Senior HR Relationship Consultant, phone (03) 6233 9537, email Karen.Dabner@development.tas.gov.au.

Applications to Erin Johnson, Senior HR Officer (Relationship Management), 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.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Sport and Recreation Tasmania

Tasmanian Institute of Sport

Silverdome

Administration Officer (425158).

Applications Close:—Friday, 2 July 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Launceston.

Duties:—Part of the Tasmanian Institute of Sport, the position supports the activities of the Silverdome, Tasmania's largest indoor sporting and entertainment venue.

The position provides first point of contact service and administrative assistance to support the operations of the The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted—National conviction check, crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, identification check.

Desirable Requirements:—Experience in ticketing operations (please provide details on system used).

Enquiries to Samantha Lockett for a copy of the Statement of Duties on (03) 6336 2202 or email Samantha.Lockett@tis.tas.gov.au. For further information about the position please contact Rebecca Hardman, Executive Officer, Tasmanian Institute of Sport, Silverdome Complex, phone (03) 6336 4491, email Rebecca.Hardman@tis.tas.gov.au.

Applications to Erin Johnson, Senior HR Officer (Relationship Management), 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.

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

Executive Assistant (424097).

Applications Close:—Friday, 2 July 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide professional administrative and executive support to the General Manager Export and Enterprise

Development and oversee the day-to-day functions of the office in delivering departmental and unit section objectives.

Desirable Requirements:—Current drivers license.

Enquiries to Maree Crisp for a copy of the Statement of Duties on (03) 6233 5896 or email Maree.Crisp@development.tas.gov.au. For further information about the position please contact Alan Campbell, General Manager, Export and Enterprise Development, phone (03) 6233 5790, email Alan.Campbell@development.tas.gov.au.

Applications to Erin Johnson, Senior HR Officer (Relationship Management), 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.

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

Business Point

Customer Service Officer (424715).

Applications Close:—Friday, 2 July 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time until 24 December 2010.

Location:—Hobart.

Duties:—Provide a high standard of customer service as a member of the department's Business Point team, including provision of general information, fact sheets on programmes and services offered to business, and through referrals to other departmental staff, Business Enterprise Centres and other service providers.

Provide a high standard of administrative and clerical support to the Director and staff of the Enterprise Development Unit.

Enquiries to Jenny Rogers for a copy of the Statement of Duties on (03) 6233 5531 or email Jenny.Rogers@development.tas.gov.au. For further information about the position please contact Rebecca Greenwood, Programme Manager, Enterprise Development Unit, phone (03) 6233 5591, email Rebecca.Greenwood@development.tas.gov.au.

Applications to Erin Johnson, Senior HR Officer (Relationship Management), 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.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Risdon Vale Primary School

Teacher Aide Special, Risdon Vale Primary School (956124).

Applications Close:—Friday, 2 July 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Risdon Vale Primary School.

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

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

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

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 Alison Cuthbert, Department of Education, phone (03) 6233 5445, email alison.cuthbert@education.tas.gov.au.

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

EDUCATION

SKILLS TASMANIA

Strategic Directions

Workforce Development

Industry Liaison Officer (961903).

Applications Close:—Friday, 2 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Establish, manage and maintain direct links and networks with a range of industry and Government bodies. Source authoritative industry intelligence on skills and training to ensure Skills Tasmania's strategy, processes, plans, policy, and purchasing are well informed by genuine industry need and programmes structured and prioritised to achieve effective results for stakeholders. Provide specialised advice, undertake project management and represent Skills Tasmania in joint state and national work on skills development.

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

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

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

For a copy of the Statement of Duties please contact Bianca Davies on (03) 6233 7235 email bianca.davies@skills.tas.gov.au.

Enquiries to Ian Paterson, Department of Education, phone (03) 6233 7151, email ian.paterson@skills.tas.gov.au.

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

EDUCATION

SKILLS TASMANIA

Strategic Directions

Workforce Development

Senior Project Officer, Workforce Development (962859).

Applications Close:—Friday, 2 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Plan, negotiate, implement and evaluate major workforce development initiatives in conjunction with other agencies, industry and training organisations, including implementation of projects under the Government's Skills for Growth and similar initiatives. Contribute to policy on workforce development.

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

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

For a copy of the Statement of Duties please contact Bianca Davies, phone (03) 6233 7235 email bianca.davies@skills.tas.gov.au.

Enquiries to Ian Paterson, Department of Education, phone (03) 6233 7151, email ian.paterson@skills.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.

HEALTH AND HUMAN SERVICES

Community Mental Health Nurse (518261).

Applications Close:—Friday, 9 July 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time shift work (fully rotational).

Location:—Mental Health Services North West.

Duties:—The role of the Community Mental Health Nurse with the Crisis Assessment and Treatment (CAT) service is to provide specialist mental health services according to the CAT Model of Care within a community setting for clients utilising evidence based practices and recovery principles. The position requires short to medium term comprehensive recovery-focused clinical services including triage, crisis response, assessment, treatment and assertive case-management to clients and their families in order to identify needs, formulate of goals, develop individual service plans implement care, provide support and undertake individual and community psycho-education as appropriate.

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

A current drivers licence.

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

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

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

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HEALTH AND HUMAN SERVICES

Junior Doctors (Registrars) Recruitment Campaign 2011 (Various).

Applications Close:—Friday, 13 August 2010.

Salary:—\$75,556 – \$89,685 p.a.

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 12 month programme.

Location:—North West Area Health Service (North West Regional Hospital and Mersey Community Hospital), Launceston General Hospital and the Royal Hobart Hospital.

We provide greater opportunity for you to work in your preferred specialty. Most Registrar posts are accredited for training with the appropriate colleges. Our registrars operate in general and specialty streams.

Contact:—North West Area Health Service email: cheryl.stewart@dhhs.tas.gov.au or (03) 6440 8000.

Launceston General Hospital email: debbie.west@dhhs.tas.gov.au or (03) 6348 7008.

Royal Hobart Hospital email: stafflink@dhhs.tas.gov.au or (03) 6222 8114.

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 Natasha Atkinson, Department of Health and Human Services, email natasha.atkinson@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

Junior Doctors (RMOs) Recruitment Campaign 2011 (Various).

Applications Close:—Friday, 30 July 2010.

Salary:—\$62,252 – \$70,178 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Medical Practitioner in Training, Level 2 (Salary commensurate with qualifications and experience).

Fixed-term full-time 12 month programme.

Location:—North West Area Health Service (North West Regional Hospital and Mersey Community Hospital), Launceston General Hospital and the Royal Hobart Hospital.

With each of our hospitals offering unique experiences we provide the ideal settings to build and grow your medical career. Our Resident Medical Officers are streamed in to Medicine, Surgery or General training. Focus on your areas of interest or keep your options open.

Contacts:—North West Area Health Services email: cheryl.stewart@dhhs.tas.gov.au or (03) 6440 8000.

Launceston General Hospital email: debbie.west@dhhs.tas.gov.au or (03) 6348 7008.

Royal Hobart Hospital email: stafflink@dhhs.tas.gov.au or (03) 6222 8114.

Essential requirements:—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the Medical Practitioners Registration Act 1996 and has had a minimum of 1 years post graduate experience. The entry point of the medical practitioner is determined by post graduate experience in a hospital recognised for teaching by the Australian Medical Council.

Enquiries to Natasha Atkinson, Department of Health and Human Services, email natasha.atkinson@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

BUSINESS SERVICES NETWORK

Care and Business Solutions

Support Officer PAS (519566).

Applications Close:—Friday, 2 July 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time daywork (6 vacancies available).

Location:—Royal Hobart Hospital.

Duties:—The Support Officer Patient Administration Systems (PAS) will assist the Area Support Manager (PAS) in the successful administration of the state wide Patient Administration System (PAS) and iPatient Manager (iPM). Effective and efficient support will be provided via a small central team overseeing the system, together with teams located in each of the Area Health Services who will provide local support. This position is to provide operational and end user PAS support to the relevant Area Health Service.

Desirable Requirements:—Sound working knowledge of the iPM Patient Administration System (or the ability to quickly acquire) and how it is used to support both the business of the Dept of Health and Human Services and the business of the Area Health Service. High level communication and interpersonal skills including the ability to work with Area Health Services staff to analyse problems and solve problems. High level time and task management skills including the ability to plan, co-ordinate and be responsible for several concurrent activities whilst working in an environment which may be subject to tight time frames.

Enquiries to Rhonda Boulter, Department of Health and Human Services, mobile 0418 110 715, email rhonda.boulter@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CARE REFORM

Acute Services Reform

Policy Officer (517949).

Applications Close:—Friday, 2 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 (part-time hours will be considered).

Location:—Hobart.

Duties:—The Policy Officer will support the Manager, Acute Services Reform in the development, planning and implementation of programmes and policy initiatives as required, including the provision of high-level advice to the Manager, Acute Services Reform and to the Deputy Secretary, Care Reform. This position will also contribute to reforming policy and strategic issues within Acute Services Reform. The role will also manage and develop ongoing issues as well as developing new areas within the broad policy framework for the Manager, Acute Services Reform.

Desirable Requirements:—Demonstrated ability to undertake policy and service development, analysis and review, research and evaluation. Project and change management skills including leadership, planning and management of risk, resources, interpersonal relations and time management. Demonstrated ability to prepare, present and evaluate reports and submissions and negotiate the recommendations at senior management levels.

Enquiries to Jill Harley, Department of Health and Human Services, phone (03) 6233 3989, email jill.harley@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

CARE REFORM

Human Resources Strategy and Policy

Principal Officer, Organisational Development (519495).

Applications Close:—Friday, 9 July 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To establish an effective and efficient Organisation Development function which provides strategic leadership and management to ensure that the employees of the Department of Health and Human Services (DHHS) are adequately educated, trained and developed to meet the changing needs of the services provided by the DHHS.

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.

Essential Qualifications:—Tertiary qualification in Human Resources or a relevant discipline.

Enquiries to Kathleen Fisher, Department of Health and Human Services, phone (03) 6233 3177, email kathleen.fisher@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

CARE REFORM

Human Resources Strategy and Policy

Principal Officer, Workplace Relations (519671).

Applications Close:—Friday, 9 July 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To provide a comprehensive Workplace Relations service to the Department of Health and Human Services (DHHS). This will involve providing high level specialist advice and proactively leading, developing and planning for the effective management and support on all aspects of workplace relations matters including Employment Policy, Industrial Relations and Conflict Resolution to maximize the performance of DHHS employees.

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.

Essential Qualifications:—Tertiary qualification in Human Resources or a relevant discipline.

Enquiries to Kathleen Fisher, Department of Health and Human Services, phone (03) 62 333177, email kathleen.fisher@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Population Health

Administrative Officer (500778).

Applications Close:—Friday, 9 July 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent part-time day work for 60.8 hours per fortnight.

Location:—Hobart.

Duties:—The provision of administrative skills in order to assist the Pharmaceutical Services Branch clerical area in the efficient and effective provision of services for the operational work of the Branch in the regulatory system for control of the manufacture, distribution, supply, prescribing and administration of drugs and poisons.

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 Mary Sharpe, Department of Health and Human Services, phone (03) 62 333766, email mary.sharpe@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Population Health

Policy and Planning Support Officer, Healthy Children (519439).

Applications Close:—Friday, 2 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:—This exciting position will work with the Healthy Settings team in Population Health to support the promotion of health and wellbeing of children and their families. It provides the opportunity for a self motivated and enthusiastic person to join the team in Population Health to help initiate this important work that is a key strategy in the preventive health agenda for Tasmania.

Desirable Requirements:—Relevant tertiary qualifications and/or experience in health promotion and/or childhood settings and a demonstrated understanding of the political, social and organisational issues that may impact on the provision of prevention initiatives at a service and community level within Tasmania. Demonstrated understanding and/or skills in planning, implementing, evaluating and reporting on population health/health promotion programmes or projects. Demonstrated communication skills, including the capacity to communicate accurately, clearly and succinctly both verbally and in writing. Effective interpersonal skills including the demonstrated ability to develop partnerships and liaise effectively with a broad range of internal and external stakeholders.

Enquiries to Narelle Smith, Department of Health and Human Services, phone (03) 6222 7720, email narelle.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Population Health

Womens Health Officer (North) (510355).

Applications Close:—Friday, 2 July 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent part-time day work for 60.8 hours per fortnight.

Location:—Launceston.

Duties:—Under the general supervision of the Women's Health Regional Manager North/North West, and in accordance with Population Health strategic directions, co-ordinate the delivery of the Women's Health Programme in the North of Tasmania.

Desirable Requirements:—Demonstrated experience in programme planning, monitoring and reporting processes as well as financial, human and physical resource management. A thorough understanding of the health sector and health related issues particularly with reference to the social determinants of health, health inequities and women's health. High level oral and written communication and negotiation skills and the ability to liaise effectively across a broad range of issues and interest groups.

Enquiries to Marion Edmondson, Department of Health and Human Services, phone (03) 6336 2401, email marion.edmondson@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

FINANCE AND BUSINESS PERFORMANCE

*Financial Services***Procurement Review Committee (PRC) Support Officer (515700).**

Applications Close:—Friday, 2 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:—Provide high level administrative and clerical support to the Procurement Review Committee (PRC) Co-ordinator and other staff members within Procurement Advisory Services including the preparation of highly confidential documents, such as Ministerial correspondence, Cabinet submissions and reports.

Desirable Requirements:—Proven experience in, and understanding of, the provision of executive support in a demanding senior management environment, as well as experience in interpreting and analysing financial and statistical information. A well developed analytical, organisational and investigative skills, together with the ability to think critically and solve problems. Ability to exercise initiative, judgment, sensitivity and discretion, including the ability to interpret and analyse information and recommend or decide on appropriate action within a senior management environment.

Enquiries to Daniel Longstaff, Department of Health and Human Services, phone (03) 6336 5596, email dan.longstaff@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Disability, Child, Youth and Family Services***Consultant Individual Funding Unit—2 Vacancies.**

Applications Close:—Friday, 2 July 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Vacancy No. 510640.

Permanent full-time day work.

Location:—DCYFS, Disability Services, South.

Vacancy No. 512198.

Permanent full-time day work.

Location:—DCYFS, Disability Services, South.

Duties:—Within Disability Services, be responsible for policy, programme development and planning in respect of individual funding packages whilst ensuring the timely and effective allocation, payment, monitoring and review of individualised funding provided to people with disabilities on a state-wide basis.

Perform a pivotal role in the broad policy framework for the Individual Funding Unit, which will include strategic development of high level policy, planning, purchasing and

service development initiatives and provide high level project management support to the Co-ordinator Individual Funding Unit.

Desirable Requirements:—Demonstrated high-level ability and experience in design and implementation of programmes, guidelines, policies and procedures and a well developed ability to undertake project development, analysis and review and to co-ordinate planning activities.

Well developed knowledge and understanding of current issues, which are impacting on the disability area.

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

Enquiries to Leon Chick, Department of Health and Human Services, G.P.O. Box 125, Hobart, 7001, phone (03) 6230 7731, email leon.chick@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Disability, Child, Youth and Family Services***Disability Consultant (Gateway) (519515).**

Applications Close:—Friday, 2 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:—DCYFS, Disability Services, North West.

Duties:—The Disability Consultant will provide high level advice and support to the Area Gateway Services (a community based intake and assessment service) to enable them to provide an effective service to people with a disability and their families and carers.

Provide specialist advice and support to the Gateway and the DCYFS Area Office in the management of complex system and service responses to people with a disability.

The position provides high-level advice to the Disability Area Manager on strategic policy, planning and service development issues and initiatives.

Desirable Requirements:—Demonstrated high level of knowledge and experience in contemporary service delivery practices, processes and techniques, including the ability to demonstrate vision and a contemporary approach to the delivery of services to people with a disability.

Demonstrated high level understanding of the international, national and state developments and trends in the disability field, and a capacity to apply knowledge, as applicable, at a local level.

High level interpersonal skills including consultation, presentations, communication, negotiation and conflict resolution skills and the demonstrated ability to identify and negotiate mutually acceptable solutions in situations of differing interests.

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 David Mitchell, Department of Health and Human Services, phone (03) 6434 4103, email david.mitchell@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

Support Officer (Patient Administration Systems)—4 Vacancies.

Applications Close:—Friday, 2 July 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Vacancy No. 519572.

Permanent full-time day work. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie or Mersey Community Hospital.

Vacancy No. 519573.

Permanent full-time day work. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie or Mersey Community Hospital.

Vacancy No. 519574.

Permanent full-time day work. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie or Mersey Community Hospital.

Vacancy No. 519575.

Permanent full-time day work. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie or Mersey Community Hospital.

Duties:—The Support Officer Patient Administration Systems (PAS) will assist the Area Support Manager (PAS) in the successful administration of the state wide Patient Administration System (PAS) and iPatient Manager (iPM). Effective and efficient support will be provided via a small central team overseeing the system, together with teams located in each of the Area Health Services who will provide local support. This position is to provide operational and end user PAS support to the relevant Area Health Service.

Desirable Requirements:—Sound knowledge of the PAS (iPM product) or ability to quickly learn. Good understanding of health information management issues and principles.

Understanding of training and adult learning principles.

Current driver's licence.

Enquiries to Barbara Ringeisen, Department of Health and Human Services, phone (03) 6440 8016, email barbara.ringeisen@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Physiotherapy Receptionist (502327).

Applications Close:—Friday, 2 July 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Permanent part-time day work, working 35 hours per fortnight. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

Duties:—To provide an efficient and high level of reception and clerical support service to the Physiotherapy Services Department at both the Devonport Community and Health Services Centre and the North West Regional Hospital. Undertake reception, secretarial and organisational duties associated with the daily activities of the office including an efficient flow of information to and from the office and communicate as required with a wide range of staff and clients.

Enquiries to Peter Watson, Department of Health and Human Services, phone (03) 6430 6608, email physio.burnie@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

Home Help (502727).

Applications Close:—Friday, 2 July 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

Fixed-term casual day work, as and when required, commencing 26 July 2010 to 25 July 2012.

Location:—Devonport Community and Health Services Centre.

Duties:—Within a primary health care framework the Home Help/Personal Care staff will function effectively as a member of a health team to assist clients in their own homes.

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 Jacky Taylor, Department of Health and Human Services, phone (03) 6421 7700, email jacky.taylor@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***Home Help Personal Carer—2 Vacancies.**

Applications Close:—Friday, 2 July 2010.

Salary:—\$37,809 – \$38,933 p.a.

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

Vacancy No. 502712.

Permanent part-time day work, 2 positions working 10 hours per fortnight each. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Devonport Community and Health Services Centre.

Vacancy No. 502723.

Permanent part-time day work, working 10 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Devonport Community and Health Services Centre.

Duties:—Within a primary health care framework the Home Help/Personal Care staff will function effectively as a member of a health team to assist clients in their own homes.

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 Jacky Taylor, Department of Health and Human Services, phone (03) 6421 7700, email jacky.taylor@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***Business Support Officer (519617).**

Applications Close:—Friday, 2 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Medicine.

Duties:—Provide business support at a regional level by assisting the Business Co-ordinator to ensure that financial targets are achieved, managing issues unit within the Dept of Medicine. This work will involve financial monitoring, problem solving, analysis of complex issues, investigation and research into finance issues and liaison with line managers on a broad range of finance issues.

Highly Desirable:—A Degree or tertiary qualification in a relevant discipline.

Current Drivers licence.

Desirable Requirements:—Ability to research, interpret and analyse financial information and to recommend appropriate action. Ability to prepare high level correspondence and financial reports. Experience with computer systems and skills in respect to financial information systems, including the preparation of financial reports.

Enquiries to Carolyn Woll, Department of Health and Human Services, phone (03) 63487586, email carolyn.woll@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***Echocardiographer (518721).**

Applications Close:—Friday, 16 July 2010.

Salary:—\$45,990 – \$73,789 p.a.

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

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

Location:—Department of Cardiology and Neurology.

Duties:—Applicants drawn to this position will be enticed by the excitement of working in a dynamic environment with access to leading technology (Vivid E9 cardiac ultrasound system with 3D transthoracic echocardiography). The successful applicant will become part of a dynamic cardiology department which provides transthoracic and transoesophageal echocardiography, stress echocardiography, cardiac catheterisation and angioplasty service, permanent pacemaker implant and follow-up clinic, Holter and ABP monitoring, and tilt table testing. This vacancy provides the unique opportunity to advance your career while enjoying the many advantages of Tasmanian life.

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

Enquiries to Angela Simmons, Department of Health and Human Services, phone (03) 63487468, email angela.simmons@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***Patient Services Officer (503649).**

Applications Close:—Friday, 2 July 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Permanent part-time day work, working 45.6 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Patient Information Management Services.

Duties:—Perform Patient Information Management duties within the Patient Information Management Service. Ensure all information management is in keeping with the requirements as set down within departmental procedure manuals and established practices. All work is carried out within defined confidentiality guidelines and protocols.

Desirable Requirements:—Successful completion of, or willingness to undertake, a recognised course in medical record management and medical terminology or relevant practical experience. Extensive working knowledge of clerical procedures within a hospital information management service. Well developed verbal and written communication skills with an ability to work in a team environment and interact with people from various levels.

Enquiries to Tony Waller, Department of Health and Human Services, phone (03) 63487554, email tony.waller@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

Patient Services Officer (Relief) (503659).

Applications Close:—Friday, 2 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Patient Information Management Services.

Duties:—Perform Patient Information Management duties within the Patient Information Management Service. Ensure all information management is in keeping with the requirements as set down within departmental procedure manuals and established practices. All work is carried out within defined confidentiality guidelines and protocols.

Desirable Requirements:—Successful completion of, or willingness to undertake, a recognised course in medical record management and medical terminology or relevant practical experience. Extensive working knowledge of clerical procedures within a hospital information management service. Well developed verbal and written communication skills with an ability to work in a team environment and interact with people from various levels.

Enquiries to Tony Waller, Department of Health and Human Services, phone (03) 63487554, email tony.waller@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 (RELIEF)- Casual (507444).

Applications Close:—Friday, 9 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 1 July 2010 to 30 June 2012.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

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 an 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 Liz Gibb, Department of Health and Human Services, phone (03) 6352 5520, email elizabeth.gibb@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

Registered Nurse (506169).

Applications Close:—Friday, 2 July 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 54 hours per fortnight, commencing 5 July 2010 to 4 July 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Flinders Island Multi Purpose 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 violencebm, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Barry Herberts, Department of Health and Human Services, phone (03) 6359 2122, email barry.herberts@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

Registered Nurse (507407).

Applications Close:—Friday, 2 July 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time shift work (fully rotational), working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—St Marys Community Health 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 violencebm, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Julie Gunton, Department of Health and Human Services, phone (03) 6372 2111, email julie.gunton@dhhs.tas.gov.au.

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

Registered Nurse (Relief), Casual (504180).

Applications Close:—Friday, 9 July 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Fixed-term casual shift work (fully rotational), as and when required, commencing 1 July 2010 to 30 June 2012.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

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 violencebm, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Liz Gibb, Department of Health and Human Services, phone (03) 6352 5520, email elizabeth.gibb@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

Medical Scientist (519595).

Applications Close:—Friday, 2 July 2010.

Salary:—\$45,990 – \$73,789 p.a.

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

Permanent full-time day work (with oncall).

Location:—Royal Hobart Hospital.

Duties:—Provide a service in the molecular diagnosis of acquired, inherited and infectious diseases. The person in this position is part of a team of professional staff engaged in the diagnostic, developmental, research and training activities of the Molecular Medicine Laboratory. They are expected to demonstrate competence and proficiency compatible with their level of experience in the provision of this service.

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

Enquiries to Jan Williamson, Department of Health and Human Services, phone (03) 6222 8912, email jan.williamson@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 (519562).

Applications Close:—Friday, 2 July 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Fixed-term full-time and part-time available, commencing As soon as possible to 30 June 2013.

Location:—Department of Emergency Medicine, Royal Hobart Hospital.

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

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

Enquiries to Don Burton, Department of Health and Human Services, phone (03) 6222 8425, email don.burton@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

Manager Ministerial and Communications (519447).

Applications Close:—Friday, 2 July 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Duties:—As a member of the Community Relations Unit, the Manager will manage the co-ordination, preparation and presentation of all ministerial and parliamentary documentation from the Southern Tasmania Area Health Service to the Office of the Minister for Health, and the Department of Health and Human Services Office of the Secretary. In addition the Manager is responsible for the co-ordination, preparation and delivery of all communications, marketing, brand development, event management and media management for DonateLife Tasmania, the agency responsible for raising the profile and awareness of organ and tissue donation in Tasmania. The Manager will also provide day to day operational report and leadership to the Online Content Development Officer.

Desirable Requirements:—Highly developed experience and understanding of the provision of ministerial co-ordination support and well developed skills in the preparation and presentation of ministerial correspondence (including briefing notes, speeches and correspondence). Highly developed skills of judgment, empathy and discretion particularly with regard to discussions and negotiations with colleagues, patients, families and general community stakeholders. Highly developed skills in the preparation of information for dissemination to media, both local and national, including ability to liaise and negotiate with media stakeholders.

Enquiries to Pene Snashall, Department of Health and Human Services, phone (03) 6222 8050, email pene.snashall@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

Private Practices Billing Officer (511979).

Applications Close:—Friday, 2 July 2010.

Salary:—\$48,439 – \$52,727 pro rata.

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

Permanent part-time day work, working 15.2 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Provide and co-ordinate a wide range of administrative services associated with the Hospitals Private Practice Scheme (PPS) providing an efficient and effective patient billing services for members of the PPS and to maximize hospital revenue.

Desirable Requirements:—An operational knowledge, or ability to acquire that knowledge, of public hospital patient billing systems, and associated commonwealth and state legislation. Ability to exercise initiative, judgment and discretion and to work without supervision. Demonstrated ability to set priorities, and complete assigned tasks with a high degree of efficiency, accuracy and within set deadlines in an environment subject to work pressures and change.

Enquiries to Pam McGrath, Department of Health and Human Services, phone (03) 6222 7937, email pam.mcgrath@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant—2 Vacancies.

Applications Close:—Friday, 2 July 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Vacancy No. 517973.

Permanent full-time day work.

Location:—Oral Health Services North West.

Vacancy No. 501725.

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

Location:—Oral Health Services North West.

Duties:—The role of the Dental Assistant is to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities and sterilisation and infection control practices.

Desirable Requirements:—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service

procedures, techniques and policies or the ability to quickly acquire such.

Enquiries to Brooke Murfet, Department of Health and Human Services, phone (03) 6440 7088, email brooke.murfet@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

Registered Nurse (Post Graduate) (503167).

Applications Close:—Friday, 2 July 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Fixed-term part-time shift work (fully rotational), working 38 hours per fortnight for a period of 2 years.

Location:—Mental Health Services North West.

Duties:—In accordance with Primary Health Care Principles, National Standards, Agency Directions, policies, legal requirements and professional competencies the Registered Nurse will utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care. You will be required to collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care and be expected to complete the Graduate Diploma in Advanced Nursing (Mental Health/Psychiatric Nursing).

Essential Requirements:—Registration as a nurse with the Nursing Board of Tasmania. Holder of a current practising certificate. Acceptance as a student in the relevant diploma or certificate programme.

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 Alden Thynne, Department of Health and Human Services, mobile 0438 075 780, email alden.thynne@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

Team Leader Adult Community Mental Health Service (503109).

Applications Close:—Friday, 9 July 2010.

Salary:—\$99,097 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional Manager, Level 5, Grade 1.

Permanent full-time day work.

Location:—Mental Health Services North West.

PLEASE NOTE: This vacancy is also advertised as a Registered Nurse Level 4, Grade 1. There is only one vacancy and one vacancy will be filled on merit.

Duties:—Mental Health Services North West Tasmania is seeking a highly motivated and enthusiastic person as Team Leader to provide leadership and direction to manage the human, physical and financial resources of a multidisciplinary whole of area adult and community mental health team. As a senior clinician, within a specialist area mental health service, the Team Leader will also be part of the regional executive team and hence share broader responsibilities in terms of strategic planning and resource utilisation. This is an exciting opportunity to lead a highly skilled, dynamic and supportive team and to participate in service development across the north western Tasmanian community.

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 Christine Lander, Department of Health and Human Services, phone (03) 6434 4070, mobile 0408 124 269, email christine.lander@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

Team Leader Adult Community Mental Health Service (503109m).

Applications Close:—Friday, 9 July 2010.

Salary:—\$86,319 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 1.

Permanent full-time day work.

Location:—Mental Health Services North West.

PLEASE NOTE: This vacancy is also advertised as an Allied Health Professional Manager Level 5, Grade 1. There is only one vacancy and one vacancy will be filled on merit.

Duties:—Mental Health Services North West Tasmania is seeking a highly motivated and enthusiastic person as Team

Leader to provide leadership and direction to manage the human, physical and financial resources of a multidisciplinary whole of area adult and community mental health team. As a senior clinician, within a specialist area mental health service, the Team Leader will also be part of the regional executive team and hence share broader responsibilities in terms of strategic planning and resource utilisation. This is an exciting opportunity to lead a highly skilled, dynamic and supportive team and to participate in service development across the north western Tasmanian community.

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

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

Enquiries to Christine Lander, Department of Health and Human Services, phone (03) 6434 4070, mobile 0408 124 269, email christine.lander@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Social Worker (505001).

Applications Close:—Friday, 9 July 2010.

Salary:—\$70,674 – \$81,065 p.a.

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

Permanent full-time day work.

Location:—Glenorchy and Northern Districts.

Duties:—We are seeking to employ an experienced and highly motivated Social Worker as part of a supportive multi-disciplinary team to undertake the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multi-disciplinary framework. You will be responsible in providing a specialist Social Work assessment, treatment and case management service for clients of the Adult Community Mental Health Team and their families or carers in the Glenorchy and Northern Districts.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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 Jann Smith, Department of Health and Human Services, phone (03) 6211 5000, email jannette.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

STATEWIDE AND MENTAL HEALTH SERVICES

Performance and Information Systems MHS

Data Collections Officer (511249).

Applications Close:—Friday, 2 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:—St Johns Park, New Town.

Duties:—The role of the Data Collections Officer is to enter data into a computerised mental health client information system, provide routine reports and support to mental health teams statewide and clerical and administrative support to the staff of the Statewide and Mental Health Services Information and Technology Unit as required.

Desirable Requirements:—Knowledge of and demonstrated ability in the use of computerised information systems, including routine production of reports from those systems. Ability to interpret, encode, decode and enter data efficiently and accurately. Good oral and written communication skills. Ability to liaise with staff at all levels, including senior managers and clinicians. Reliable and methodical record keeping skills with the motivation to maintain consistent and complete records.

Enquiries to Brian Stokes, Department of Health and Human Services, phone (03) 6230 7781, email brian.stokes@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Senior Electrical Technician (372364).

Applications Close:—Friday, 2 July 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Identify traffic flow problems associated with traffic controller malfunctions and equipment faults and provide alternative solutions to complex operational problems when required. Provide high level support and judgement

in collating technical records and reports on traffic signal operation, repairs and improvements. Provide advanced technical support and undertake electronic fault-finding and repair down to PCB level. Monitor the performance of road network conditions using CCTV and SCATS and handle radio traffic reports. Provide guidance, training and supervision for trades apprentices and non-trade staff when required.

Undertake high level and advanced electrical trades inspections and work associated with the manufacture, testing, installation and maintenance of traffic control and associated equipment and ensure that it meets quality standards.

Essential Requirements:—Electrician's licence.

A current driver licence.

Desirable Requirements:—Post trade electronics training or in the process of working towards completion of this training.

Enquiries to Shaun Caris, Senior Technical Officer, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 5321, email Shaun.Caris@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 62 33 2077, fax (03) 62 33 5337, email recruitment@dier.tas.gov.au.

JUSTICE

COMMUNITY CORRECTIONS

Northern Region

Administrative Support Officer (350820).

Applications Close:—Friday, 2 July 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 61.5 hours per fortnight.

Location:—Launceston.

Duties:—Provide a wide range of clerical duties including word processing, preparation of correspondence and document production duties of a highly confidential nature. Liaise with Government Departments, outside Agencies, clients and the general public in a sensitive manner. Provide personal and telephone reception facilities including handling enquiries, screening of telephone calls and providing accurate information to enquirers.

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

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

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

For further information, please download a copy of the

Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Annette Carr on (03) 6336 2387.

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

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

JUSTICE

TASMANIA PRISON SERVICE

Prison Industries

Senior Industry Supervisor (Vegetable Processing) (350734).

Applications Close:—Friday, 2 July 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.5 hours per fortnight for the period 3 July 2010 until 30 June 2011.

Location:—Hayes Prison Farm.

Duties:—Co-ordinate the Vegetable Processing Industry so as to provide a high level of productivity, profitability and inmate employment. Provide supervision to operational staff within the vegetable processing area and other industries areas as required. Prepare production reports and maintain other operational and statistical records as required by the Industries Management Team.

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

Certificate in Workplace Training and Assessment.

Forklift Licence.

Medium Rigid Truck Licence.

Enquiries to Gary Rowbottom, Manager Prison Industries, Tasmania Prison Service, Department of Justice, mobile 0400 835583, email 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.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact 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.

JUSTICE

WORKPLACE STANDARDS TASMANIA

*Office of the General Manager***Project Manager Asbestos Unit (356249).**

Applications Close:—Friday, 2 July 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time commencing As soon as possible for a period of 2 years, working 73.50 hours per fortnight. People choosing to work part-time are encouraged to apply as the position could be job shared.

Location:—Rosny.

Duties:—Effectively manage the Asbestos Unit information, human, physical and financial resources to achieve key Departmental and Divisional strategic outcomes and objectives including the delivery of core functions and and to improve ongoing capability and operational effectiveness. Undertake the day to day management of multiple complex projects related to asbestos, ensuring that project deadlines are met. Provide effective leadership to ensure that the unit is administered, regulated and developed in the best interests of the State and in line with Government Policy.

Desirable Requirements:—Tertiary qualifications in a relevant discipline, preferably in law. Drivers licence.

Enquiries to Roy Ormerod, General Manager, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 8366, email Roy.Ormerod@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Lee-Anne Bortkiewicz on 6233 8366.

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.

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

*Records Management Branch***Information Management Co-ordinator (001503),
WITHDRAWN.**

Applications Close:—Friday, 2 July 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—To deliver high quality information management service to the Department of Premier and Cabinet and the Office of the Premier through the maintenance and development of an efficient, equitable and prompt records and information management service.

Support the agency's TRIM users.

Desirable Requirements:—Knowledge and expertise equivalent to Certificate level III or above in Business.

Enquiries to Jeanette Donohue, SIM System Co-ordinator, Department of Premier and Cabinet, phone (03) 6270 5602, email Jeanette.Donohue@dpipwe.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Premier and Cabinet, G.P.O. Box 123, Hobart TAS 7001, phone (03) 6270 5482, fax (03) 6233 2769, email job.application@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

CORPORATE SERVICES

*Office of the General Manager***Business Manager (Corporate Services) (702621).**

Applications Close:—Friday, 2 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage and complete allocated Divisional projects. Support senior management of the Corporate Services Division in the delivery of the Division's outputs in accordance with the Department's corporate policies and procedures. Support the delivery of business and administrative services for the Division including development and management of the Divisional budget and monitoring the activities and overall budget performance of the Division in accordance with the Divisional Business Plan.

Desirable Requirements:—A formal qualification in a relevant discipline would be an advantage. A current motor vehicle driver's licence.

Enquiries to Robert Cockerell, phone (03) 6233 6399, email Robert.Cockerell@dpipwe.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.

TASMANIAN POLYTECHNIC

SHARED SERVICES

*Student Information Management***SIM Systems Officer—2 Vacancies.**

Applications Close:—Friday, 2 July 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Vacancy No. 330781.

Permanent part-time 0.8 FTE, 58.8 hours per fortnight.

Location:—South.

Vacancy No. 002190.

Permanent part-time 0.8 FTE, 58.8 hours per fortnight.

Location:—South.

Duties:—To provide high level practical and technical support and training for student information systems and 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.

Enquiries to Ian James, Manager, SIM, Tasmanian Polytechnic, phone (03) 6233 2938, mobile 0438 435 796, email ian.james@polytechnic.tas.edu.au.

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

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

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

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

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

TASMANIAN POLYTECHNIC

WORKFORCE FUTURES

Creative Arts

Workforce Learning Leader, Creative Arts (WITHDRAWN) (330086).

Applications Close:—Friday, 2 July 2010.

Salary:—\$85,035 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—North West.

Duties:—To ensure the provision and delivery of education and training programmes in specified industry sector areas offered by the Tasmanian Polytechnic, motivate and lead relevant teaching teams.

To undertake management functions involving staff, resource allocation, monitoring, planning and student administration within a framework defined by the objectives of the Tasmanian Polytechnic.

Essential Requirements:—A relevant post-secondary educational qualification.

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

Desirable Requirements:—Current Drivers licence.

Management experience in an education/training environment.

Enquiries to Elaine Brown, Workforce Sector Leader, Tasmanian Polytechnic, phone (03) 6220 3133, mobile 0458 724 944, email elaine.brown@polytechnic.tas.edu.au.

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

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

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

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

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

Tasmanian Government Senior Executive Service

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

Tasmanian Archive and Heritage Office

Manager Tasmanian Archive and Heritage Office and State Archivist (963240).

Applications Close:—Friday, 2 July 2010.

Salary:—\$101,638 – \$111,802 p.a.

Senior Executive, Level 1.

Fixed-term full-time for 5 years.

Location:—Southern Region.

Description of the Role:—Responsible for the strategic planning, development, implementation and management of Tasmanian Archive and Heritage Office delivery and programmes; and.

Undertake the role of State Archivist in accordance with the provisions of the Archives Act 1983.

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

Desirable Requirements:—Appropriate academic/professional qualifications.

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

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

Enquiries to Siobhan Gaskell, Department of Education, phone (03) 6233 7527, email siobhan.gaskell@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.

HEALTH AND HUMAN SERVICES

CARE REFORM

*Human Resources Strategy and Policy***Director Human Resource Strategy and Policy (513085).**

Applications Close:—Friday, 2 July 2010.

Salary:—\$119,876 – \$131,864 p.a.

Senior Executive, Level 2.

Fixed-term full-time day work, commencing as soon as possible for up to a period of 5 years.

Location:—Hobart.

Duties:—Provide high level strategic leadership and direction to ensure that the Department of Health and Human Services (DHHS) delivers its Strategic Direction number 5 'Shaping our workforce to be capable of meeting changing needs and future requirements'. Provide high level support and advice to senior management of the DHHS on all aspects of human resource management. Direct and control the formation of strategies, policies, systems and processes for the management

of human resources for the DHHS. Ensure the DHHS's policies and practices are consistent with relevant legislation and Government policies, and are based on contemporary practice.

Essential Requirements:—Tertiary qualifications in Human Resources.

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 Alice Burchill, Department of Health and Human Services, phone (03) 6233 2882, email alice.burchill@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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Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Manager International Operations	M. Thompson	6 months	07.07.10
Health & Human Services	Disability Officer	L. Moles	6 months	27.05.10
Health & Human Services	Policy Analyst	A. Tozer	6 months	15.06.10
Health & Human Services	Information Officer/Promotion Officer	T. Wing	6 months	04.08.10
Health & Human Services	Specialist Radiographer	S. Christensen	6 months	15.06.10
Health & Human Services	Performance Analyst	N. Oldfield	6 months	15.07.10
Health & Human Services	Administrative Assistant	D. Rosendale	6 months	15.06.10
Health & Human Services	Laboratory Technician	C. Wharton	6 months	15.06.10
Health & Human Services	Enrolled Nurse	S. Riedel	6 months	11.07.10
Infrastructure, Energy & Resources	Asset Engineer Roads	R. Carse	6 Months	15.06.10
Justice	District Supervisor	C. McCaffrey	6 months	21.06.10
Port Arthur Historic Site Management Authority	Trades Assistant - Horticulture	K. Warren	1 month	03.06.10
Tasmanian Polytechnic	Teacher	D. Sturdy	3 months	27.05.10
Tasmanian Polytechnic	Workforce Project Officer	C. McGimpsey	6 months	28.06.10
Tasmanian Polytechnic	Disability Liaison Officer	L. Glover	6 months	21.06.10

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	Community Liaison Officer	C. Williams	3 Years	16.06.10
Primary Industries, Parks, Water & Environment	Veterinary Support Officer (Save the Tasmanian Devil)	S. Doornbusch	2 years	21.06.10

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	S. Hutchinson	Utilities Officer	24.06.10
Health & Human Services	A. Turner	Senior Physiotherapist - Rehabilitation	31.05.10
Health & Human Services	A. Bower	Co-ordinator Information Support Services	16.06.10
Health & Human Services	J. Walle	Team Leader IT Support South	15.06.10
Health & Human Services	T. Stone	Theatre Cleaner	26.06.10
Health & Human Services	D. Jones	Medical Scientist in Charge	16.06.10
Police & Emergency Management	B. deSchipper	Information & Communication Technology Officer	09.06.10
Primary Industries, Parks, Water & Environment	M. Newbown	Waste Tracking Officer	16.06.10
Tasmanian Polytechnic	L. Hegol	Manager, Regional and Community Projects	18.06.10

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Aboriginal Tenancy Officer	A. Newman	15.06.10
Health & Human Services	Professional Development Coordinator	D. Ellis	04.06.10
Health & Human Services	Medical Scientist	T. Jacques	13.06.10
Health & Human Services	Personal Care Worker	F. Graham	17.06.10
Health & Human Services	Food Services Assistant	K. Bosworth	07.06.10
Health & Human Services	Manager, Service Centre North	K. Abramowski	07.06.10
Health & Human Services	Registered Nurse	T. Campbell	25.02.10
Health & Human Services	Food Services Assistant	M. Duff	19.06.10
Health & Human Services	House Services Assistant	T. Richards	15.06.10
Health & Human Services	Registered Nurse	C. Henricks	31.05.10
Health & Human Services	Dental Officer	R. Foot	29.12.09
Health & Human Services	Aged Care Business Officer	S. Mountney	29.01.10
Justice	Administrative Officer	B. Hickey	11.06.10
Police & Emergency Management	Property Officer	S. Edwards	28.05.10
Premier & Cabinet	Customer Services Officer	S. Reaburn	18.06.10
Primary Industries, Parks, Water & Environment	Administrative Support Officer	B. Wall	18.06.10

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Administrative Assistant	P. Peake	18.06.10

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	M. Parker	Economic Development, Tourism & the Arts	Senior HR Relationship Consultant	05.07.10

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