



# TASMANIAN STATE SERVICE NOTICES

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

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

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

## Vacancies—General Information

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

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

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

## 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**

to Associate membership of the Australian Library and Information Association (ALIA).

Enquiries to Sarah Bromfield, Manager, Business Information Services, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5816, email **sarah.bromfield@development.tas.gov.au**.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5864, fax (03) 6233 5703, email **applications@development.tas.gov.au**.

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

### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

*Arts Tasmania*

### Professional Development Officer (706155).

Applications Close:—Friday, 12 March 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—To develop, co-ordinate, implement, support and evaluate training and learning strategies, plans, initiatives, programmes, activities and information resources for the Arts sector through business, industry and government bodies. To advise arts practitioners on the avenues of advice and assistance – and to develop innovative forms of professional development such as mentorships, industry placements, residencies, etc.

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

Enquiries to Lisa Morris for a copy of the Statement of Duties on (03) 6237 6322 or email **lisa.morris@artsatwork.com.au**. For further information about the vacancy please contact Fiona Barber, Manager, **arts@work**, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5939, email **Fiona.Barber@artsatwork.tas.gov.au**.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, 7001, phone (03) 6233 5507, fax (03) 6233 5703, email **applications@development.tas.gov.au**.

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

### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

INDUSTRY DEVELOPMENT DIVISION

*Regional Development*

### Client Manager (424399).

Applications Close:—Friday, 12 March 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Launceston.

Duties:—Deliver sustainable economic benefits through implementation and delivery of selected strategies, programmes, and services targeted at enterprises in Northern Tasmania to maximise employment, investment and growth

### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

*Business Information Centre*

### Business Information Centre Manager (424055T).

Applications Close:—Friday, 12 March 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Fixed-term full-time 19 April 2010 to 13 May 2011.

Location:—Hobart.

Duties:—Manage, co-ordinate and direct the activities and resources of the Business Information Centre (BIC) in order to develop the Department's information resources and systems and deliver customer focussed information services.

Essential Requirements:—Degree or diploma in librarianship or information studies at a recognised university or college of advanced education or a post-graduate diploma in librarianship or information studies.

Desirable Requirements:—Eligibility for admission

outcomes in accordance with the Government's Industry Development Plan and broader economic objectives.

Desirable Requirements:—Current motor vehicle licence.

Relevant tertiary, or industry recognised qualifications or experience, and/or professional affiliation.

Enquiries to Kim Senior for a copy of the Statement of Duties on (03) 6336 2515 or email kim.senior@development.tas.gov.au For further information about the vacancy please contact Judy Davey, Northern Regional Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6336 2373, email Judy.Davey@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5864, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

### TASMANIAN MUSEUM AND ART GALLERY

#### **Registration Officer (Repatriation) (425102).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Permanent full-time.

Location:—Hobart.

Duties:—Project manage TMAG's involvement in the federally funded RICP programme. Develop strategies for the repatriation of Aboriginal and other indigenous cultures' collections of the Tasmanian Museum and Art Gallery (TMAG). To undertake research on both archival and museum records as part of the Return of Indigenous Cultural Property (RICP) programme. To co-ordinate the return of collection items to aboriginal communities in Australia and promote the importance of repatriation to the Australian community generally.

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

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

The Head of Agency 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—conviction check, crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Desirable Requirements:—A postgraduate training in an appropriate course of study.

Enquiries to Tony Brown, Curator, Indigenous Cultures, Department of Economic Development, Tourism and the Arts, phone (03) 6211 4144, email tony.brown@tmag.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6233 5852, email applications@development.tas.gov.au.

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

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

### TOURISM TASMANIA

#### *Distribution*

#### **Manager Distribution Partnerships (705937).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart or Launceston.

Duties:—Influence the development of the Tasmanian tourism industry and Tourism Tasmania programmes by providing specialist consultative advice to the Head of Distribution. Actively participate and contribute to strategic programme development within the business unit, identifying and developing marketing and sales partnership activity with trade and access partners that align to Tourism Tasmania's corporate plan.

Enhance the dissemination of tourism knowledge across Tourism Tasmania, to external stakeholders and other interest groups.

Desirable Requirements:—Current Drivers Licence. A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Pam von Stieglitz, Head of Distribution, Tourism Tasmania, Department of Economic Development, Tourism and the Arts, phone (03) 6336 3200, email pam.vonstieglitz@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5864, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

### TOURISM TASMANIA

#### *Marketing and Commercial Operations*

#### **Co-ordinator Distribution Operations (425028).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream Band 6.

Permanent full-time.

Location:—Launceston.

Duties:—Lead a team to deliver high quality customer services to consumers, visiting journalists and travel agents that contribute to Tasmanian tourism visitation through the day-to-day management of the multi-channel Contact Centre.

Desirable Requirements:—A relevant tertiary qualification or proven management experience and achievement in a similar senior role. Current Driver's Licence.

Enquiries to Pam von Stieglitz, Head of Distributions, Tourism Tasmania, Department of Economic Development, Tourism and the Arts, phone (03) 6336 3200, email pam.vonstieglitz@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5864, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

## TOURISM TASMANIA

*Office of the CEO***Coordinator Stakeholder Communications (705965).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 10 May 2010 to 13 May 2011.

Location:—Hobart.

**Duties:**—Support the Manager of Stakeholder Communications and Public Affairs in the co-ordination and delivery of corporate, industry and trade communication and stakeholder engagement programmes of Tourism Tasmania.

Assist in monitoring and evaluation of stakeholder communications and actively develop strategies to improve these communications mechanisms.

As a key member of the Office of the Chief Executive team, provide and deliver a range of strategic communications that assist the Tasmanian tourism industry and stakeholders to understand the activities of Tourism Tasmania and the State Government's tourism portfolio.

**Desirable Requirements:**—A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Janet Woollan for a copy of the Statement of Duties on (03) 6230 8235 or email janet.woollan@tourism.tas.gov.au. For further information about the vacancy please contact Lois Ryan, Manager, Stakeholder Communication and Public Affairs, Department of Economic Development, Tourism and the Arts, phone 0414 452 233, email lois.ryan@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5864, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*Resource Discovery and Collections***Manager Resource Discovery and Collections (700343).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$110,455 – \$127,024 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time.

Location:—State Library of Tasmania.

**Description of the Role:**—Resource Discovery and Collections section is comprised of the business units Resources and Access; Reference and Online Services; Systems Support and Development; and the Parliamentary Library. The Manager is responsible for the strategic planning, development, implementation and management of Resource Discovery and Collections service delivery, and programmes as well as the provision of direction and advice relating to Community Knowledge Network strategic objectives, policy, standards and operations.

**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:**—Tertiary qualifications as appropriate.

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 Julie Mazengarb, phone (03) 6233 7469, email julie.mazengarb@education.tas.gov.au.

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

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Beaconsfield Primary School

**Principal (205056).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$102,245 p.a.

Teaching Service (TPS) Award, Band 3, Level 4.

Permanent full-time from 14 June 2010.

Location:—Beaconsfield Primary School.

**Description of Role:**—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

**Desirable Requirements:**—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 Liz Banks, Department of Education, phone (03) 6336 2594, email [liz.banks@education.tas.gov.au](mailto:liz.banks@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Perth Primary School

#### **Principal (205580).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$102,245 p.a.

Teaching Service (TPS) Award, Band 3, Level 4.

Permanent full-time from 14 June 2010.

Location:—Perth Primary School.

Description of Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 Liz Banks, Department of Education, phone (03) 6336 2594, email [liz.banks@education.tas.gov.au](mailto:liz.banks@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

##### Parklands High School

#### **Teacher Maths/Science (200330).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$49,508 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Parklands High School.

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

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

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

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

Desirable Requirements:—Ability to teach maths and science. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 Ann Walker, Department of Education, phone (03) 6433 0206, email [ann.walker@education.tas.gov.au](mailto:ann.walker@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

##### Spreyton Primary School

#### **Teacher—3 Vacancies.**

Applications Close:—Friday, 12 March 2010.

Salary:—\$49,508 – \$78,509 pro rata.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 961715.

Permanent part-time 35 hours per fortnight from 14 June 2010.

Location:—Spreyton Primary School.

Vacancy No. 963972.

Permanent part-time 28 hours per fortnight from 14 June 2010.

Location:—Spreyton Primary School.

Vacancy No. 964252.

Permanent part-time 14 hours per fortnight from 12 April 2010.

Location:—Spreyton Primary School.

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

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

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

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 Toni Douglas, Department of Education, phone (03) 6427 2075, email [toni.douglas@education.tas.gov.au](mailto:toni.douglas@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

#### Warrane Primary School

#### **School Executive Officer (953824).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Warrane Primary School.

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

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

Conviction check for: crimes of violence, sex related offences, serious drug offences.

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

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

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

Enquiries to David Newlands, Department of Education, phone (03) 6244 1747, email [david.newlands@education.tas.gov.au](mailto:david.newlands@education.tas.gov.au).

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

## HEALTH AND HUMAN SERVICES

### AMBULANCE TASMANIA

#### **Business Support Officer (510549).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide high level financial support and advice to senior management of the Tasmanian Ambulance Service to ensure the cost effective provision and utilisation of financial, human and physical resources on a statewide perspective.

Desirable Requirements:—Proven skills and experience in financial management with the ability to monitor effectiveness and efficiency of service delivery outcomes. Well developed interpersonal, communication, negotiation and conflict resolution skills with the proven ability to liaise effectively with a diverse range of clients, staff and business organisations. Well developed conceptual, analytical, creative and problem solving skills including the ability to understand the political and social and organisational environment in which the Service operates.

Enquiries to Janny O'Keefe, Department of Health and Human Services, phone (03) 6336 5773, email [janny.okeefe@dhhs.tas.gov.au](mailto:janny.okeefe@dhhs.tas.gov.au).

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

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

## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

#### *Population Health*

#### ***Manager Surveillance and Data Analysis/Chief Epidemiologist (519265).***

Applications Close:—Friday, 2 April 2010.

Salary:—\$98,116 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 1.

Permanent full-time day work.

Location:—Hobart.

Duties:—Co-ordinate the development and implementation of systems and processes for the effective collection, collation, analysis and dissemination of population health data in Tasmania, including both communicable and non-communicable diseases data. Develop, direct and manage the functions of the Population Health Epidemiology Unit.

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

Enquiries to Roscoe Taylor, Department of Health and Human Services, phone (03) 6222 7729, email [roscoe.taylor@dhhs.tas.gov.au](mailto:roscoe.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.

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

## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

#### *Population Health*

#### ***Policy and Programme Officer (GHTS) (519280).***

Applications Close:—Friday, 12 March 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—This exciting new position will oversee the development, implementation and evaluation of the Get Healthy Information and Coaching Service in Tasmania. It provides the opportunity for a self motivated and enthusiastic person to join the team in Population Health to help initiate this practical service that will become a key strategy in Tasmania in the prevention of chronic conditions and promotion of health and well being.

Desirable Requirements:—Project Management and Development, Manage the contract with NSW Health for delivery of the Get Healthy Tasmania Service. Partnership

Development, Seek opportunities to sustain and build the service through building partnerships across the health and community sector and ensuring linkages between related projects. Policy, Provide strategic advice, analysis and evaluation of policies and initiatives related to population based prevention services.

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

### HUMAN SERVICES

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

#### ***Manager Professional Services and Policy (513511).***

Applications Close:—Friday, 19 March 2010.

Salary:—\$83,041 – \$90,513 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work.

Location:—Ashley Youth Detention Centre, Deloraine.

Duties:—Under the guidance of the Manager Custodial Youth Justice lead a multidisciplinary team to effectively develop, review and implement relevant policies, procedures and case management strategies relating to the effective functioning of a youth custodial and rehabilitation service.

Provide supervision and support to professional services and policy development staff.

Participate as a member of the Centre's Executive Management Team in the development, promotion and implementation of the Agency's strategic direction for youth custodial and rehabilitation services.

Promote and contribute to quality improvement and assurance in services to Ashley clients, consistent with relevant standards and statutory requirements.

Desirable Requirements:—High level management skills including a demonstrated ability to manage financial, human and physical resources and to monitor effectiveness and efficiency.

High level leadership skills in team building, encouraging ownership, supervision and performance management according to policy and standards.

Demonstrated understanding of and ability to implement effective casework models including the ability to provide high level case work supervision and development for staff working with clients.

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 Bill Smith, Department of Health and Human Services, phone (03) 6362 2311, email [bill.smith@dhhs.tas.gov.au](mailto:bill.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

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Administrative Officer (517076).**

Applications Close:—Friday, 12 March 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 (22.8 hours per fortnight).

Location:—Housing Tasmania, North.

Duties:—Provide administrative support services to ensure the efficient and effective delivery of housing services in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Experience and skills in office administration, including the ability to undertake telephone, reception, filing and general clerical and administrative duties. Knowledge of account payable and receivable processes, including coding and the ordering and invoicing of goods. Sound interpersonal skills, including written and verbal communication, the ability to provide information to clients and staff and to prepare documents.

Enquiries to Alan Melton, Department of Health and Human Services, phone (03) 6336 2482, email [alan.melton@dhhs.tas.gov.au](mailto:alan.melton@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

#### *Housing Tasmania*

#### **Housing Access Officer (517022).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Fixed-term part-time day work (40.0 hours per fortnight) commencing ASAP for a period of 12 month.

Location:—Housing Tasmania, South West.

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

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve

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

Enquiries to Merlene Walker, Department of Health and Human Services, phone (03) 6216 4492, email [merlene.walker@dhhs.tas.gov.au](mailto:merlene.walker@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

#### *Housing Tasmania*

#### **Tenancy Officer (517099).**

Applications Close:—Friday, 19 March 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, North West.

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

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

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

Please Note: All potential applicants are invited to a job information session at Housing Tasmania, 1st floor Reece House, 46 Mount Street, Burnie from 6.00 to 7.30 on Tuesday 09/03/10.

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Senior Social Worker (514476).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$69,974 – \$80,262 p.a.

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



Fixed-term part-time day work, 15.12 hours per fortnight, commencing ASAP until 30 June 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Social Work, Mersey Community Hospital.

Duties:—Plan, provide and evaluate social work services in an acute care setting. Mentor and supervise social work staff and practices in accordance with current models, professional standards and the Australian Association of Social Workers (AASW) Code of Ethics.

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

Enquiries to Allyson Smith, Department of Health and Human Services, phone (03) 6421 7784, email allyson.smith@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Business Manager WACS (507578).**

Applications Close:—Friday, 12 March 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Womens and Childrens Services Administration.

Duties:—Participates in the management of the Launceston General Hospital with particular responsibility for medical recruitment, budget, financial management and related advice to the Directors of Womens and Childrens Services, the senior finance officer and the CEO to ensure the cost effective provision and utilisation of financial, human and material resources, in liaison with the service heads.

Desirable Requirements:—A high level of skills and experience in financial, budget and material resource management including the ability to work with computer support systems. Well developed skills and experience in the supervision of staff. A knowledge and understanding of the provision and delivery of Health Services applicable to the LGH including Casemix management approaches. High level communication skills, both written and verbal including the capacity to prepare reports and submissions and liaise and negotiate with a wide range of managers and staff.

Enquiries to Sue McBeath, Department of Health and Human Services, phone (03) 63488976, email sue.mcbeath@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **CSSD Technician (503629).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-term full-time shift work, commencing ASAP until 13 September 2010.

Location:—Launceston General Hospital, Central Sterilising and Supply Department.

Duties:—As a member of the health care team the CSSD Technician, decontaminates, packages, sterilises and distributes theatre and ward equipment and sterile supplies appropriate to the specialist and general areas and maintains clean and hygienic surroundings to facilitate the control of infection in the Central Sterilising and Supply Department.

Desirable Requirements:—Knowledge of, and experience in, sterilising technology and/or qualifications in, or willingness to undertake, a Sterilising Technology course. Ability to obtain a thorough knowledge of instruments/equipment and supplies processed in CSSD, and to initiate appropriate action and follow protocols for the decontamination and sterilisation of equipment. Demonstrated ability to work individually or as a member of a team and assist in the training of new staff, under the direction of the Clinical Nurse Manager.

Enquiries to Lynne Cleary, Department of Health and Human Services, phone (03) 6348 7453, email lynne.cleary@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*

#### **House Services Assistant (503549).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

Permanent part-time shift work, working 61 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles St Launceston.

Duties:—The House Services Assistant will be responsible for cleaning allocated areas in compliance with established procedures and protocols.

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

Enquiries to David Webb, Department of Health and Human Services, phone (03) 6348 7460, email david.webb@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*

#### **Pharmacist—2 Vacancies.**

Applications Close:—Friday, 12 March 2010.

Salary:—\$45,535 – \$73,058 p.a..

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

Vacancy No. 503622.

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

Location:—Launceston General Hospital, Pharmacy.

Vacancy No. 503608.

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

Location:—Launceston General Hospital, Pharmacy.

Duties:—To effectively and efficiently provide contemporary hospital pharmacy services to inpatients, outpatients, and staff of the Launceston General Hospital under the general direction and guidance of senior officers.

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

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

Enquiries to John Horne, Department of Health and Human Services, phone (03) 63487733, email [john.horne@dhhs.tas.gov.au](mailto:john.horne@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Registered Nurse (518857).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time shift work, 44 hours per fortnight. 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 violence, 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](mailto: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—4 Vacancies.**

Applications Close:—Friday, 12 March 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Vacancy No. 512414.

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

Location:—St Marys Community Health Services.

Vacancy No. 507413.

Permanent part-time shift work, 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—St Marys Community Health Services.

Vacancy No. 507407.

Permanent part-time shift work, 24 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—St Marys Community Health Services.

Vacancy No. 512950.

Fixed-term casual shift work, as and when required, commencing ASAP for a period of 2 years. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—St Marys Community Health Services.

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

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

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

checks are to be conducted. Conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Julie Walker, Department of Health and Human Services, phone (03) 6372 2111, email [julie.walker@dhhs.tas.gov.au](mailto:julie.walker@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### POLICY, INFORMATION AND COMMISSIONING

#### *Policy and Information*

#### Government Relations

#### **Policy Officer (517950).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Policy Officer will support the Manager, Government Relations in the development, planning and implementation of programmes and policy initiatives as required, including the provision of high-level advice to the Manager, Government Relations and to the Director Policy and Information. This position will also contribute to reforming policy and strategic issues within the Government Relations unit.

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 Peter Russell, Department of Health and Human Services, phone 0408 104674, email [peter.russell@dhhs.tas.gov.au](mailto:peter.russell@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Nurse Practitioner, Aged Care (518397).**

Applications Close:—Friday, 19 March 2010.

Salary:—\$90,119 – \$94,516 p.a.

Nurses (TPS) Award, Nurse Practitioner.

Permanent full-time day work.

Location:—South.

Duties:—We are looking for a nurse practitioner with

exceptional leadership skills and a pioneering spirit. Self-directed, confident and clear thinking you will have demonstrated prior experience in a similar position and ideally, in leading the creation of new models of service delivery in aged care. It is essential that you have outstanding strategic planning skills and the ability to forge effective working relationships at all levels of the health care industry.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Registered Nurse in Tasmania. Authorised to practice as a Aged Care Nurse Practitioner by the Nursing Board of Tasmania.

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

Enquiries to Bruce Edwards, Department of Health and Human Services, phone (03) 6222 8200, email [bruce.edwards@dhhs.tas.gov.au](mailto:bruce.edwards@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Hospital Assistant (505913).**

Applications Close:—Friday, 19 March 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Permanent part-time shift work (fully rotational) working 64 hours per fortnight.

Location:—J W Whittle Palliative Care Unit.

Duties:—The hospital assistant will act as a member of a team and perform duties consistent with quality improvement guidelines to provide general housekeeping, portage and catering duties to palliative care patients. You will provide general housekeeping services and cleaning of work areas within the J. W. Whittle Palliative Care Unit and Community Palliative Care Services and equipment cleaning and audit checks, within infection control guidelines.

Desirable Requirements:—Knowledge of and/or experience in food, kitchen and personal hygiene and an ability to provide a catering service within food safety guidelines. Knowledge of and an ability to transfer and lift patients within manual handling guidelines and policy. Knowledge of and ability to provide cleaning services in a hospital environment with knowledge of infection control practices.

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

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

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HEALTH AND HUMAN SERVICES  
SOUTHERN TASMANIA AREA HEALTH SERVICE  
*Royal Hobart Hospital*

**Administrative Officer (Relief) (510009).**

Applications Close:—Friday, 19 March 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Fixed-term casual day work, working as and when required to commence as soon as possible for a period of 12 months.

Location:—South.

Duties:—Provide high level administrative support to multiple departments within the Royal Hobart Hospital on an as and when required basis providing excellent customer service and quality administrative service delivery to all areas assigned.

Enquiries to Ally Spinks, Department of Health and Human Services, phone (03) 6222 6863, email ally.spinks@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—2 Vacancies.**

Applications Close:—Friday, 19 March 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Vacancy No. 508529.

Permanent full-time shiftwork, fully rotational.

Location:—Royal Hobart Hospital.

Vacancy No. 508527.

Permanent full-time shiftwork, fully rotational.

Location:—Royal Hobart Hospital.

Duties:—The Clinical Nurse functions as an advanced clinical practitioner within the Respiratory and General Medical Field. You will provide 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 Rachel Boughton, Department of Health and Human Services, phone (03) 6222 8562, email [rachel.boughton@dhhs.tas.gov.au](mailto:rachel.boughton@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 (Preceptor Ed) (513385).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Fixed-term full-time day work, to commence as soon as possible until 12 February 2010.

Location:—South.

Duties:—Provide the education and preceptor support in the clinical setting for a range of health care students. To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients/clients. This position now provides preceptor support for RN Transition to Practice (RNTtP) participants as well as Enrolled Nurse's and nurses undertaking Refresher and Re-Entry Programmes.

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

Enquiries to Tonia Blackwood, Department of Health and Human Services, mobile 0409 975 042, email [tonia.blackwood@dhhs.tas.gov.au](mailto:tonia.blackwood@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*

**CNS Acute Pain Service (509496).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$73,884 – \$74,557 p.a.

Nurses (TPS) Award, Clinical Nurse Specialist.

Permanent full-time Shift Work (Fully Rotational), part-time will be considered, this position includes 4 hour shifts on weekends and public holiday.

Location:—South.

Duties:—Within a multidisciplinary environment provides a specialist consultancy service and co-ordinates/delivers advanced nursing care relating to acute pain management. The Acute Pain Service employs a small team of enthusiastic specialist nurses, committed to facilitating excellent acute pain management across the DHHS. We work closely with consultant anaesthetists and anaesthetic registrars to provide a clinical service to the RHH and plan to extend our service to cover weekend and public holidays.

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

Enquiries to Sue Kube, Department of Health and Human Services, phone (03) 6222 7471, email [sue.kube@dhhs.tas.gov.au](mailto:sue.kube@dhhs.tas.gov.au).



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

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

## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Customer Service Officer (508195).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-term part-time shift work (Set Rotational), working 40 hours per fortnight, must be able to work between the hours of 7am to 3pm and 3pm to 11pm.

Location:—South.

Duties:—To provide administration services in all facets of health information. Principally day to day entry into the Digital Medical Record (DMR) ensuring medical information is scanned accurately and in a timely manner in accordance with Patient Management Services policies and procedures to ensure the continuation of client/patient care. At all times duties are to be carried out within the legal requirements relating to strict patient confidentiality. Possess a strong knowledge of medical terminology and hospital processes.

Enquiries to Allison Tighe, Department of Health and Human Services, phone (03) 6222 8248, email [allie.tighe@dhhs.tas.gov.au](mailto:allie.tighe@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*

#### **Registered Nurse (510343)—2 Vacancies.**

Applications Close:—Friday, 12 March 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent full-time shiftwork, fully rotational.

Location:—Royal Hobart Hospital.

Duties:—The Burns and Surgical Specialties Unit is an 18 bed acute surgical ward incorporating the specialties of Plastics, Burns, Urology, Ear Nose and Throat Surgery, Oral Maxilla Facial Surgery and Ophthalmology. It also includes a Burns Outpatients Clinic. The successful applicant will possess skills that will strengthen health outcomes through nursing by providing quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

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

Enquiries to Catherine Tonkin, Department of Health and Human Services, phone (03) 6222 8155, email [catherine.tonkin@dhhs.tas.gov.au](mailto:catherine.tonkin@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

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

Applications Close:—Friday, 12 March 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—As a team member within the Office of the Chief Executive Officer (CEO) Mental Health and Statewide Services, provide assistance in the delivery of a comprehensive range of executive support functions which facilitate the efficient operation of the Office.

Desirable Requirements:—Proven experience or demonstrable capacity, in undertaking administrative and clerical duties relevant to the provision of Executive Support in a senior management environment. Proven ability to prioritise work requirements, be flexible and adaptable and work both independently and as a member of a team in an environment subject to rapid change, work pressures and deadlines. Sound interpersonal, written and verbal communication skills, with the proven ability to negotiate and liaise with a wide range of stakeholders in a sensitive and confidential manner.

Enquiries to Narelle Butt, Department of Health and Human Services, phone (03) 6230 7722, email [narelle.butt@dhhs.tas.gov.au](mailto:narelle.butt@dhhs.tas.gov.au).

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

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

## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North West*

#### **Clinical Psychologist (519228).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$69,974 – \$80,262 pro rata.

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

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

Location:—Child and Adolescent Centre MHS North West.

Duties:—The Clinical Psychologist will as part of a multi-disciplinary team deliver high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health

Standards, Agency policy, legal requirements and relevant professional competencies. You will undertake the delivery of quality psychological services utilising evidencebased best practice, principles and within a collaborative and multi-disciplinary framework. You will provide a specialist psychological assessment and treatment service to clients of an Adult Community Mental Health Team, and their families in relation to mental health issues in accordance with discipline specific skills and abilities.

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

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

Enquiries to Sue Nesham, Department of Health and Human Services, phone (03) 6434 7280, email sue.nesham@dhhs.tas.gov.au.

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

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *Vehicle Operations*

#### ***AIS Support Officer (372253).***

Applications Close:—Friday, 12 March 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 29.4 hours per week.

Location:—Hobart.

**Duties:**—To assist with the general office duties to support the day-to-day running of the Approved Inspection Station (AIS) Scheme. The AIS scheme consists of businesses authorised by the Department of Infrastructure, Energy and Resources to conduct inspections of all types of vehicles.

Enquiries to Russell Clark, AIS Compliance Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 5403, email Russell.Clark@dier.tas.gov.au.

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

## JUSTICE

### CONSUMER AFFAIRS AND FAIR TRADING

#### *Advisory and Compliance*

#### ***Advisory Officer—2 Vacancies.***

Applications Close:—Friday, 12 March 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 350439.

Fixed-term part-time working 36.75 hours per fortnight, hours to be negotiated from as soon as possible for a period of 11 months.

Location:—Hobart.

Vacancy No. 356150.

Fixed-term part-time working 36.75 hours per fortnight, hours to be negotiated from ASAP for a period of 11 month.

Location:—Hobart.

**Duties:**—Provide accurate and timely advice to telephone enquiries relating to consumers and/or business issues. Provide advice on legislation administered by the Office and identify possible breaches where appropriate. Prepare file notes and correspondence associated with complaint handling and resolution.

Enquiries to Ann Owen, Department of Justice, phone (03) 6233 3788, email Ann.Owen@justice.tas.gov.au.

Applications to Daphne Webb, Human Resource Officer, 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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Ann Owen on (03) 6233 3788.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### ***Property Officer (355519).***

Applications Close:—Friday, 12 March 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time working 73.50 hours per fortnight.

Location:—Risdon Prison.

**Duties:**—Prepare written and electronic documentation for the administration of inmate property. Action inmate property requests. Develop and maintain a property control register containing details of the storage, movement and discharge of all inmate's personal property. Arrange suitable storage requirements for the safe keeping of inmate property and undertake regular control checks of property.

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

Enquiries to Christopher Barwick, Senior Stores Officer,

Risdon Prison, Department of Justice, phone (03) 6216 8064, email [Chris.barwick@justice.tas.gov.au](mailto:Chris.barwick@justice.tas.gov.au).

Applications to Daphne Webb, HR Officer, Department of Justice, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact David Bliss on (03) 6216 8179.

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

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

## POLICE AND EMERGENCY MANAGEMENT

### EXECUTIVE SUPPORT

#### *Secretariat and Research Services*

#### **Data Intelligence Analyst (002266).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Identify and report on existing and evolving patterns and trends relating to traffic and other policing issues which will assist in the effective management and the efficient deployment of resources through an intelligence led approach.

Essential Requirements:—.

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

Conviction check for: Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

Desirable Requirements:—Tertiary qualifications have not been prescribed, however successful completion of or substantial progress towards qualification and/or participation in professional development programmes is highly desirable.

Enquiries to Ms Sandra Lovell, Manager, Secretariat and Research Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 7001, phone (03) 6230 2461, email [sandra.lovell@police.tas.gov.au](mailto:sandra.lovell@police.tas.gov.au).

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

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

## POLICE AND EMERGENCY MANAGEMENT

### SOUTHERN DISTRICT

#### *Glenorchy Division*

#### **Clerical Support Officer (001317).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Glenorchy Police Station.

Duties:—Contribute to the operational effectiveness of the Southern District, by ensuring timely and accurate clerical, administrative, keyboard and data entry processes are undertaken.

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

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

Enquiries to Inspector John Arnold, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 7001, phone (03) 6230 2721, email [john.arnold@police.tas.gov.au](mailto:john.arnold@police.tas.gov.au).

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

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

## PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

### TOURISM OPERATIONS

#### **Senior Retail Assistant (RET03/10).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$54,258 – \$59,176 pro rata.

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

Permanent part-time.

Location:—Port Arthur Historic Site.

Duties:—To provide the highest level of customer service in the provision of retail services to visitors at the Port Arthur Historic Site and to provide accurate information regarding site activities, features and facilities ensuring a positive visitor experience.

Desirable Requirements:—Certificate III in Retail.

Workplace 2 first Aid Certificate.

Enquiries to Robyn Bradshaw, Retail Manager, Port Arthur Historic Site Management Authority, Port Arthur

Tas 7182, phone (03) 6251 2316, email robyn.bradshaw@portarthur.org.au.

Applications to Philip Johnston, HR Coordinator, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

AGRICULTURAL POLICY GROUP

*Innovation Branch*

**Programme Leader (Women in Rural Industries) (702412).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time for a period of 12 months or until the return of the substantive occupant, whichever is the sooner.

Location:—Hobart or Launceston (subject to negotiation).

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

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

Duties:—Facilitate networking opportunities between rural women and industry. This includes providing project management support (when requested) to networks such as Tasmanian Women in Agriculture.

Desirable Requirements:—A tertiary qualification in a relevant discipline. A current motor vehicle driver's licence.

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

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

Enquiries to Sally, Smith, phone (03) 6336 5418, email Sally.Smith@dpiipwe.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@dpiipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

*Food Safety*

**Senior Policy Officer (Compliance) (703071).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time from as soon as possible for 14 months.

Location:—Hobart or Launceston (subject to negotiation).

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

Duties:—Undertake high level policy and legislation research, analysis and review with an initial focus on managing

a project to develop primary industries food safety legislation.

Desirable Requirements:—A relevant tertiary qualification in law and relevant policing/prosecution experience. A current motor vehicle driver's licence.

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

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

Enquiries to Chris Lyall, phone (03) 6336 5386, email chris.lyall@dpiipwe.tas.gov.au.

Applications to Chris Lyall, Manager (Food Safety), Department of Primary Industries, Parks, Water and Environment, P.O. Box 46, Kings Meadows, 7249, phone (03) 6336 5386, fax (03) 6343 2833, email chris.lyall@dpiipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

INFORMATION AND LAND SERVICES

*Office of the Valuer-General*

**Valuer (330280).**

Applications Close:—Friday, 19 March 2010.

Salary:—\$82,717 – \$91,369 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—Launceston.

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

Duties:—Perform the range of statutory valuations as required under provisions of the Valuation of Land Act 2001 and provide guidance and training of less experienced staff in valuation techniques. Undertake client valuation and compulsory acquisition valuations across Tasmania when required. Examine and review valuations for statutory rating purposes, sale, purchase and rental of property undertaken by both internal and contract valuers, on behalf of the Valuer-General.

Essential Requirements:—Meet the necessary qualifications to practise as a Land Valuer in accordance with the Land Valuers Act 2001. A current motor vehicle driver's licence.

Desirable Requirements:—A Degree in Business Studies (or similar), majoring in property valuations is highly desirable. Working experience in statutory rating valuations and compulsory property acquisition valuations.

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

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

Enquiries to Nadine Cleary, phone (03) 6233 2440, email nadine.cleary@dpiipwe.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@dpiipwe.tas.gov.au.



PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

WATER AND MARINE RESOURCES

*Water Management*

**Coordinator (Dam Safety Programme) (702309).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart or Launceston (Subject to negotiation).

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

Duties:—Lead the design, development and implementation, through a project management process, of appropriate programmes, policies and administrative procedures to ensure that statutory requirements for effective delivery of dam safety surveillance, post-construction reporting, dam emergency management, and other dam safety requirements are appropriately met.

Essential Requirements:—A Diploma or Advanced Diploma in Civil Engineering or equivalent level, relevant to dam construction and management, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

Desirable Requirements:—A current motor vehicle driver's licence. A Diploma of Project Management or equivalent qualifications or experience.

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

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

Enquiries to Kris Andrews, phone (03) 6233 2584, email [Kris.Andrews@dpiuwe.tas.gov.au](mailto:Kris.Andrews@dpiuwe.tas.gov.au).

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

TASMANIAN POLYTECHNIC

STUDENT SUPPORT AND DEVELOPMENT

**Student Services Leader—3 Vacancies.**

Applications Close:—Friday, 12 March 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Vacancy No. 001455.

Permanent full-time.

Location:—South.

Vacancy No. 001412.

Permanent full-time.

Location:—North.

Vacancy No. 001408.

Permanent full-time.

Location:—North West.

Duties:—Lead a campus or regional team of student support professionals in providing high quality support programmes for students. Work with the Student Services Manager to develop statewide policy and practice in relation to professional student support.

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

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

Desirable Requirements:—Experience in a post-year 10 educational environment.

Experience at a senior management level in an educational/training environment.

Enquiries to Vanessa Warren, Student Services Manager, Tasmanian Polytechnic, phone (03) 6220 3440, mobile 0448 038 665, email [vanessa.warren@polytechnic.tas.edu.au](mailto:vanessa.warren@polytechnic.tas.edu.au).

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

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

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

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

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

THE SKILLS INSTITUTE

**Teacher (Instrumentation/Electrotechnology) (331535).**

Applications Close:—Friday, 12 March 2010.

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North West.

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

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

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

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

Enquiries to Greg Corfield, Unit Leader, The Skills Institute, phone (03) 6336 4313, mobile 0448 514 313, email [greg.corfield@skillsinstitute.tas.edu.au](mailto:greg.corfield@skillsinstitute.tas.edu.au).

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

Applications to Human Resource Services (Recruitment),

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

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

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

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

## TREASURY AND FINANCE

### OFFICE OF THE SECRETARY

#### ***Administrative Assistant (723710).***

Applications Close:—Friday, 19 March 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—As part of a small and dynamic multi-skilled team, the Administrative Assistant will provide administrative, secretarial, clerical and word processing support to senior officers and other members of the Budget Management Branch and the Government Finance and Accounting Branch.

In the context of the selection criteria, to be successful in the position applicants will:—possess very good organisational and administrative skills; and will demonstrate initiative, tact and discretion (while ensuring confidentiality is maintained).

Desirable Requirements:—Certificate III in a relevant area or equivalent level.

Enquiries to Anne Morgan, Executive Support Officer, Office of the Secretary, Department of Treasury and Finance, phone (03) 6233 6708, email [anne.morgan@treasury.tas.gov.au](mailto:anne.morgan@treasury.tas.gov.au).

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

## Direct Selections

### HEALTH AND HUMAN SERVICES

IT is my intention to request the State Service Commissioner to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

M Igoe

to perform the duties of Registered Nurse 504941, Registered Nurse, Level 1.

Duties:—In collaboration with members of the healthcare team assesses, plan, implements and evaluates client care. Involves patients/clients and their families/significant others in the planning and implementation of care. Practices in accordance with the ANMC competencies, Code of Ethics, Code of Professional conduct and the ANZCMHN inc. Standards of Practice for Mental Health Nurses in the delivery of nursing care. Maintains and promotes a safe work environment. Understands and adheres to relevant legislation, policies and procedures. Maintains accurate and objective documentation. Remains actively involved in maintaining and continually improving the quality of client care. This may include research and evidence based practices. Participates in the development and revision of organisational documentation relating to nursing based best practices. Interacts effectively with client's families and other health teams members. Works effectively within the dynamic multi-disciplinary team, contributing to a strong team approach through open communication and a positive supportive approach. Contributes to the communication process by attending team meetings. Identifies, develops, implements and evaluates teaching plans to meet the educational needs of clients and their families/significant others, and facilitates informed decision making. Participates and contributes to a learning environment, through participation in continuing education and professional development. Maintains knowledge of contemporary evidenced based practices. Supports the development of others through the participation in the orientation and preceptoring of nurses and other members of the health team. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

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

State Service employees aggrieved by this intention may make application to the State Service Commissioner for a review under section 50(1)(b) of the State Service Act 2000.

Applications for review are to be lodged with the Office of the State Service Commissioner within 14 days of the publication date of this Gazette.

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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	Application Developer	L. Chen	6 months	15.02.10
Education	Teacher Aide Special	J. Baker	6 months	19.02.10
Education	Teacher Aide Special	L. Powell	6 months	22.02.10
Education	Teacher Aide Special	B. Callow	6 months	22.02.10
Education	School Executive Officer	B. Rockliff	6 months	02.02.10
Education	Teacher Aide Special	L. Richardson	6 months	19.02.10
Health & Human Services	Dental Officer	M. Clougher	6 months	01.04.10
Health & Human Services	Project Manager, Capital Works	T. Guest	6 months	01.03.10
Health & Human Services	CSD Technician	M. Howard	6 months	01.03.10
Health & Human Services	Medical Physics Registrar	L. Yuen	6 months	01.03.10
Health & Human Services	Registered Nurse	M. Marshall	6 months	01.03.10
Health & Human Services	Data Administration Officer	J. Hancock	6 months	01.03.10
Health & Human Services	Hospital Aide	W. Rainbird	6 months	11.02.10
Health & Human Services	Tradesperson (Painter & Decorator)	J. Mannering	6 months	01.03.10
Health & Human Services	Tradesperson (Biomedical Electronics Technician)	G. Sanders	6 months	01.03.10
Health & Human Services	Registered Nurse	T. Doyle	6 months	01.03.10
Health & Human Services	Tradesperson (Electrical)	S Turner	6 months	01.03.10
Premier & Cabinet	Senior Project Officer	T. Heideman	6 months	11.02.10
Primary Industries, Parks, Water & Environment	Client Service Officer	N. Lavers	6 months	02.03.10

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Administration Clerk	L. Jackson	10.02.10
Education	Teacher	S. Morgan	17.02.10
Health & Human Services	Hospital Aide	W. Garth	26.02.10
Health & Human Services	Registered Nurse	J. Eddington	09.12.09
Health & Human Services	Physiotherapist	J. Harris	30.01.10
Health & Human Services	Manager Quality Improvement Unit	K. Fennell	29.01.10
Police & Emergency Management	Clerical Support Officer	S. Nikolai	26.02.10
Primary Industries, Parks, Water & Environment	Client Service Officer	M. Clayton	19.02.10
Primary Industries, Parks, Water & Environment	Client Service Officer	V. Britten	26.02.10
Primary Industries, Parks, Water & Environment	Aquatic Ecologist	J. Latton	03.03.10

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	M. Reynolds-Smith	Principal	22.02.10
Health & Human Services	S. Best	Specialist Pharmacist - Investigational Drugs	06.03.10
Health & Human Services	J. Triffitt	Clinical Nurse Consultant	01.03.10
Health & Human Services	M. Grandovec	Data Administration Officer	03.03.10
Health & Human Services	J. Lloyd	Clinical Co-ordinator / Patient Flow Manager	15.10.09
Primary Industries, Parks, Water & Environment	R. Hinkley	Manager (Divisional Administration)	24.02.10

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	M. Hewett	01.02.10
Health & Human Services	Nurse Unit Manager	J. Lee	18.02.10
Health & Human Services	Clinical Nurse Specialist	C. Dougan	20.02.10
Police & Emergency Management	Clerical Support Officer	M. O'Brien	19.03.10

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