



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

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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.



Are you working in the public sector and looking for career advancement but need to enhance your skills and knowledge? The Skills Institute offers an extensive range of business and professional development qualifications, short courses and single units which are nationally accredited. Courses are offered statewide.

The Skills Institute offers a range of qualifications, and is now accepting enrolments in:

#### **Certificate IV in Occupational Health and Safety**

Suitable for OHS Coordinators and Safety Officers who are in hands-on roles and have direct line responsibilities for OHS.

#### **Diploma of Occupational Health and Safety**

This qualification is aimed at those in advisory or OHS management roles, focusing on a systematic approach to management.

#### **Advanced Diploma of Occupational Health and Safety**

The Advanced Diploma provides additional skills to meet the needs of staff in policy making, strategic and OHS management roles.

#### **Certificate IV in Training and Assessment**

Suitable for Trainers and Assessors or those aspiring to this role, including those who wish to update their previous training qualification.

#### **Diploma of Training and Assessment**

The Diploma is for those who provide or coordinate advanced training/assessment, develop training products or provide training advisory/consultancy services.

#### **Diploma of Management**

For Managers or aspiring Managers who are responsible for the work of others, and take on strong and inclusive leadership roles. You will need considerable work experience to review, comment and make recommendations on improving work practices.

#### **Certificate IV in Frontline Management**

Suitable for Managers at the front line who provide leadership, guidance, and have responsibility for team performance. You will develop skills in supervisory functions.

#### **Certificate IV in Project Management**

This qualification is suitable for team members working on a complex project, such as Project Coordinators, Project Management Officers, Project Team members or Project Administrators.

#### **Diploma of Project Management**

The Diploma is designed for Managers leading complex projects such as Project Leader/Manager, Project Management Facilitator, or Project/Program Administrator.

### **Professional Development Short Courses**

#### **Generation Why? Training**

Need a greater understanding of Gen Y and how they differ from other generations?

- Inter-generational differences
- Workplace trends
- How to connect with Gen Y
- Strategies that attract, engage and motivate Gen Y

#### **Workplace Bullying and Harassment Awareness**

A workplace issue that we all need to deal with! Be proactive not reactive.

- Legal and compliance issues
- Definitions of bullying and harassment
- Key factors and indicators of a bullying culture
- Impact, rights and responsibilities
- Strategies to create a respectful work culture

#### **Managing Challenging Behaviour**

Want to improve existing workplace relationships? Develop strategies to recognise and manage challenging behaviour.

- The roles and habits of challenging behaviour and asking what do these people really want?
- Learn how to understand conflict situations
- How to minimise, contain and avoid conflict
- Common mistakes that people make

#### **Strengths Deployment Inventory (SDI)**

SDI is a self awareness inventory that gives a greater understanding of each other, individual strengths, and conflict. Learn why people act the way they do and why people respond to conflict in particular ways.

#### **Diversity Training**

Diversity benefits all! Make your diverse workplace happy and productive.

- Preventative strategies
- Active promotion and maintenance of positive working relationships
- Supportive leadership styles.

#### **Contact Officer Training**

Are you a new Contact Officer? Find out how to be effective in this role.

- Understanding the law, legislation and reporting requirements
- High level communication skills
- Clear understanding of bullying and harassment

#### **Respect in the Workplace**

Focuses on rights, responsibilities and respect (the 3-Rs).

- Skills to behave and communicate in a respectful manner
- Discussion and definition of unacceptable versus acceptable workplace behaviour

#### **Coaching**

Enhance your communication and emotional intelligence skills with 1:1 coaching.

- Effective workplace communication
- Knowing yourself and developing workplace strengths
- Developing resilience, improving interpersonal skills and team relationships
- Reducing workplace conflict
- Effective ways to deal with conflict
- Developing assertive behaviours

Contact us on 1300 362 175,  
[www.skillsinstitute.com.au](http://www.skillsinstitute.com.au) or  
[email bisg@skillsinstitute.tas.edu.au](mailto:bisg@skillsinstitute.tas.edu.au)

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[skillsinstitute.com.au](http://skillsinstitute.com.au)

## Tasmanian Government Gazette

Email text copy to

**govt.gazette@thepat.com.au**

or fax to (03) 6216 4294. All copy must be typed in upper and lower case not ALL CAPS, if unsure please telephone (03) 6233 6110

## State Service Notices

### Vacancy, Direct Selection and Staff Movement Notices

The only way to place a State Service vacancy, direct selection and staff movement notices is through the **www.jobs.tas.gov.au** system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a *www.jobs.tas.gov.au* system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or email: *jobsadmin@dpac.tas.gov.au*

### Order Information

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

### Deadlines

*Government Gazette* :—

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

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

**Deadlines will be strictly adhered to**

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

## TASMANIAN GOVERNMENT GAZETTE AND TASMANIAN STATE SERVICES NOTICES

### PUBLICATION AND COPY CLOSURE DATES

## Easter 2010

COPY deadlines for the *Tasmanian Government Gazette* and State Service Notices to be published on Wednesday, 7 April 2010:—

All copy for the General Gazette must be received by 12 noon on Thursday 1 April 2010.

Copy for the State Services must be received by 12 noon on Thursday 1 April 2010.

NOTE: Applications for positions advertised in the State Service Notices of 7 April 2010 will close at 5 p.m. on 16 April 2010.

## EDUCATION

### COMMUNITY KNOWLEDGE NETWORK

#### *LINC's East*

#### Launceston LINC

### **Customer Services Officer (LINC) (700166).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 40 hours per fortnight.

Location:—Launceston LINC.

Description of the Role:—Undertake routine operational tasks and provide basic client assistance under close supervision and direction.

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.

For a copy of the Statement of Duties please contact Pauline Blyth, phone (03) 6336 2639, email *pauline.blyth@education.tas.gov.au*.

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 Garry Conroy-Cooper, Department of Education, phone (03) 6336 2630, email *garry.conroy-cooper@education.tas.gov.au*.

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

## EDUCATION

### COMMUNITY KNOWLEDGE NETWORK

#### *Strategy and Performance*

### **Manager Digital Services (700246).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$110,455 – \$127,024 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time.

Location:—South.

Description of the Role:—Within the Community Knowledge Network framework progress expansion of the Tasmanian Archive and Heritage Office digitisation programme and advise on future planning for the technical and information architecture of the Branch.

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

**Desirable Requirements:**—Appropriate tertiary qualifications.

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

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

Enquiries to Siobhan Gaskell, Department of Education, phone (03) 6233 7469, email [siobhan.gaskell@education.tas.gov.au](mailto:siobhan.gaskell@education.tas.gov.au).

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

## EDUCATION

### CORPORATE SERVICES

#### *Finance, Facilities and Business Support*

#### Corporate Service Centre

#### **Consultant School Support (964219).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Corporate Service Centre, South.

**Description of the Role:**—To provide quality business support and advice across a range of financial and school administration processes in schools. Provide financial monitoring, advice and support that promotes best practice in schools in line with departmental policies and guidelines. Assist in the development and implementation of strategies, policies, plans, systems and advice to assist in effective business support services.

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

**Desirable Requirements:**—Relevant tertiary qualifications or studies. A current driver's licence.

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

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

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

Enquiries to Phil Dilger, Department of Education, phone (03) 6233 6989, email [phil.dilger@education.tas.gov.au](mailto:phil.dilger@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

#### Burnie Primary School

#### **Principal (200091).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$108,538 p.a.

Teaching Service (TPS) Award, Band 3, Level 5.

Permanent full-time from 14 June 2010.

Location:—Burnie Primary School.

**Description of the 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 Malcolm Wells, Department of Education, phone (03) 6434 6350, email [malcolm.wells@education.tas.gov.au](mailto:malcolm.wells@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Riana Primary School

**Principal (200947).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$90,466 p.a.

Teaching Service (TPS) Award, Band 3, Level 2.

Permanent full-time from 14 June 2010.

Location:—Riana Primary School.

Description of the 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 Malcolm Wells, Department of Education, phone (03) 6434 6350, email [malcolm.wells@education.tas.gov.au](mailto:malcolm.wells@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Smithton Primary School

**Principal (200493).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$108,538 p.a.

Teaching Service (TPS) Award, Band 3, Level 5.

Permanent full-time.

Location:—Smithton Primary School.

Please note the vacancy will be available from the commencement of Term 3, 2010 unless an earlier date can be negotiated.

Description of the 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 Malcolm Wells, Department of Education, phone (03) 6434 6350, email [malcolm.wells@education.tas.gov.au](mailto:malcolm.wells@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Somerset Primary School

**Principal (964157).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$108,538 p.a.

Teaching Service (TPS) Award, Band 3, Level 5.

Permanent full-time from 14 June 2010.

Location:—Somerset Primary School.

This role is a result of the amalgamation of West Somerset Primary and Somerset Primary Schools.

Description of the 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 Malcolm Wells, Department of Education, phone (03) 6434 6350, email malcolm.wells@education.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *BSN HR Services*

#### Employee Health and Safety Services

#### ***Injury Management Co-ordinator (500441).***

Applications Close:—Friday, 9 April 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:—A member of a team of dedicated DHHS Injury Management Co-ordinators provide high level policy and technical advice on Injury Management, undertake case management of workers compensation claims and facilitate and co-ordinate return to work programmes.

Desirable Requirements:—A sound knowledge of and high level experience in contemporary Injury Management practices. Demonstrated understanding of Injury Management processes including a high level appreciation and working knowledge of State legislation in relation to Injury Prevention and Management. Sound written, oral and highly developed interpersonal communication skills, including the ability to negotiate effectively with a wide range of stakeholders including managers, employees and their representatives, treating medical practitioners and unions.

Enquiries to Trudi Keenan, Department of Health and Human Services, phone (03) 6233 9626, email trudi.keenan@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number

to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *IT Services*

#### ***Team Leader, IT Support South (516506).***

Applications Close:—Friday, 2 April 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:—Hobart.

Duties:—As the leader of the southern IT support team within the Information Services Business Unit be responsible for providing high level specialist advice in relation to information and communications technologies to enable DHHS to continue to plan, develop and implement appropriate ICT infrastructure.

Desirable Requirements:—Demonstrated high-level knowledge and understanding related to the provision of ICT support and an understanding of future trends with IT technologies. Demonstrated high-level knowledge and understanding of and ability in information technology systems and networks, including an understanding of contemporary IT concepts. Proven strategic, conceptual, analytical and creative skills including the ability to develop and make sound judgments about the application of information and communications technology.

Enquiries to Richard Eccles, Department of Health and Human Services, phone 0362338979, email Richard.Eccles@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*

#### ***Co-ordinator Maintenance Services (514263).***

Applications Close:—Friday, 2 April 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:—Housing Tasmania, Burnie/Launceston.

Duties:—To help ensure the health and well being of Tasmanians by contributing to the sustainability of the social housing system through:

The co-ordination and provision of quality customer services through the delivery of quality maintenance provisions to achieve the best housing outcomes for low income Tasmanians.

Co-ordinate subordinate staff in the provision of contract

administration of Housing Tasmania Maintenance and Supply Contracts Statewide and oversee the day-to-day co-ordination of the maintenance unit (North or South) as part of the Statewide Maintenance Services Unit.

Assist in the management of financial and performance targets for the unit.

**Desirable Requirements:**—Demonstrated ability to co-ordinate a team and to manage human, financial and physical resources in an environment subject to work pressure and competing priorities.

High level strategic, conceptual and analytical skills, including an ability to understand the political, social and organizational environment, to identify relevant issues and make sound judgments and provide advice about Agency strategies and directions.

High level communication, negotiation and conflict resolution skills with a demonstrated ability to liaise and negotiate effectively with service delivery staff, contractors, unions, tenants, government agencies and industry organisations and to identify mutually acceptable solutions in situations of differing interests.

Enquiries to Robyn Massie, Department of Health and Human Services, phone (03) 6434 7233, mobile 0438 312 009, email [robyn.massie@dhhs.tas.gov.au](mailto:robyn.massie@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*

#### **Financial Analyst (519212).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, South.

Duties:—

Provide support to the Budget Officer in the development of the Division's budget, the monitoring and reporting of financial performance, and accounts related queries and correspondence.

Ensure that revenue, expenditure and journal transactions are processed in a timely and accurate manner, in accordance with Treasurer's Instructions and other legislative requirements.

Assist the Budget Officer in the provision of business services and management reporting.

**Desirable Requirements:**—Experience in, and understanding of, general financial and budgetary processes. Well developed ability to research, investigate, interpret and analyse financial and business issues, and where appropriate recommend action. Demonstrated initiative and self motivation, along with the capacity to think creatively.

Enquiries to Tara Garrott, Department of Health and Human Services, phone (03) 6233 4804, email [tara.garrott@dhhs.tas.gov.au](mailto:tara.garrott@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

#### *Office for the Community Sector*

#### Safety and Quality Management

#### **Quality Officer (519095).**

Applications Close:—Friday, 2 April 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:—Office of the Community Sector, based in Launceston working state-wide.

The Office for the Community Sector is committed to ensuring that the principles of continuous quality improvement, and consumer and staff safety are applied in the delivery of services.

In accordance with Agency policies and statutory requirements and standards, undertake a high level support role in the implementation, co-ordination, review and continued support of the Electronic Incident Monitoring System (EIMS) and associated projects within the Human Services Group and the community sector (modified EIMS).

**Desirable Requirements:**—Broad knowledge and understanding of, and commitment to, the philosophy of continuous quality improvement, consumer safety and risk management principles, and an understanding of relevant legislation. Demonstrated experience in leading or contributing to organisational change. In particular, an understanding of the impact that this has on services, staff and organisations. Well developed interpersonal, written and oral communication and negotiation skills together with a proven ability to liaise effectively with a wide range of people at different levels both in the government and the community sector.

Enquiries to Liz O'Malley, Department of Health and Human Services, phone (03) 6336 2207, email [elizabeth.omalley@dhhs.tas.gov.au](mailto:elizabeth.omalley@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES.

### NORTH WEST AREA HEALTH SERVICE.

#### *Mersey Community Hospital.*

#### **Hospital Aide (514966).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$37,809 – \$38,933 p.a.

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

Fixed-term part-time day work, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 28 February 2011.

Location:—Mersey Community Hospital, Womens and Childrens Services.

Duties:—Maintain clean hygienic surroundings to facilitate the control of infection. Maintenance of basic ward equipment and adequate stores. Assist patients with aspects of daily living under the supervision of a Registered Nurse.

Desirable Requirements:—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively both verbally and written with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment.

Enquiries to Bronwyn Dudfield, Department of Health and Human Services, phone (03) 64265421, email bronwyn.dudfield@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Pharmacist (515014).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$45,990 – \$73,789 p.a.

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

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

Location:—Mersey Community Hospital, Pharmacy.

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

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

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

1) Conviction check in the following areas a) Crimes of violence; b) Sex related offences; c) Serious drug offences; and d) Crimes involving dishonesty.

2) Identification check.

3) Disciplinary action in previous employment check.

Enquiries to Lorraine Smith, Department of Health and Human Services, phone (03) 64265602, email lorraine.smith@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Physiotherapy Team Leader (517481).**

Applications Close:—Friday, 9 April 2010.

Salary:—\$81,065 – \$89,659 p.a.

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

Fixed-term full-time day worker. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital, Physiotherapy Services.

Duties:—Provide leadership and direction in the strategic development and management of Physiotherapy Services within the In-Patient Unit, Mersey Community Hospital and North West Area Health Service (NWAHS). Provide effective management of human, physical and financial resources of the Physiotherapy Department predominately based at the Mersey Community Hospital. To provide high level clinical leadership and/or specialised clinical services and contribute to clinical governance within the department. Work as an effective member of the clinical support services team in the Hospital and actively review the quality and safety of services provided. Ensure the physiotherapy service complements and integrates with the NWAHS, acute and primary health.

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Ali Macrae, Department of Health and Human Services, phone (03) 64306608, email physio.burnie@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **Dietitian (519356).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$45,990 – \$73,789 p.a.

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

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

Location:—North West Area Health Service.

Duties:—To provide a clinical dietetic service to referred rehabilitation clients in the community and at North West Area Health Service (NWAHS) hospitals (primarily the North West Regional Hospital and the Mersey Community Hospital), and provide other services as directed by the Manager, Nutrition and Dietetics. To provide nutrition and dietetic services in accordance with organisational policies, best practice standards

and the Dietitians Association of Australia (DAA) code of conduct.

Desirable Requirements:—Current drivers licence.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

Enquiries to Sarah O'Keefe, Department of Health and Human Services, phone (03) 6430 6597, email sarah.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.

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### ***Safety Risk and Quality Officer—2 Vacancies.***

Applications Close:—Friday, 2 April 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Vacancy No.:—519230.

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

Location:—North West Area Health Service.

Vacancy No.:—519231.

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

Location:—North West Area Health Service.

Duties:—Manage the Incident Monitoring programme including identification and investigation of serious incidents and implementation of ratified recommendations, and facilitate and co-ordinate the introduction, implementation and monitoring of patient safety initiatives across the North West Area Health Service.

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

Enquiries to John England, Department of Health and Human Services, phone (03) 6490 8969, email john.england@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### ***Senior Dietitian (519386).***

Applications Close:—Friday, 2 April 2010.

Salary:—\$70,674 – \$81,065 p.a.

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

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

Location:—North West Area Health Service.

Duties:—To provide a clinical nutrition and dietetic service to clients of the Early Intervention Interdisciplinary Service (EIIS) at the North West Regional Hospital (NWRH) and other sites within the North West Area Health Service (NWAHS) as directed by the EIIS Project Manager and/or the Manager, Nutrition and Dietetics. To support the Manager, Nutrition and Dietetics by assisting with the provision of clinical leadership and professional support to less experienced Dietitians, and by helping to ensure nutrition and dietetic services provided are in accordance with organisational policies, best practice standards and the Dietitians Association of Australia (DAA) code of conduct.

Desirable Requirements:—Current drivers licence.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

Enquiries to Sarah O'Keefe, Department of Health and Human Services, phone (03) 6430 6597, email sarah.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.

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### ***Speech Pathologist (519261).***

Applications Close:—Friday, 2 April 2010.

Salary:—\$45,990 – \$73,789 p.a.

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

Fixed-term full-time day work, commencing 12 April 2010 to 1 February 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Devonport Community and Health Services Centre.

**Duties:**—To provide professional speech pathology assessment and intervention to paediatric patients with communication and swallowing disorders in the North West Area Health Service.

**Desirable Requirements:**—Current drivers licence.

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

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

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Community Podiatrist (503070).**

**Applications Close:**—Friday, 16 April 2010.

**Salary:**—\$45,990 – \$73,789 p.a.

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

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

**Location:**—Devonport Community and Health Services Centre, Devonport.

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

**Desirable Requirements:**—Current drivers licence.

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

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

Enquiries to Andrew Chappell, Department of Health and Human Services, phone (03) 6421 7710, email [andrew.chappell@dhhs.tas.gov.au](mailto:andrew.chappell@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Manager Physiotherapy Services (503774).**

**Applications Close:**—Friday, 9 April 2010.

**Salary:**—\$99,097 – \$109,492 p.a.

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

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

**Location:**—Physiotherapy Department.

Within the context of Northern Area Health Services and in accordance with Agency policy and legal requirements provide leadership and direction in the strategic development and management of physiotherapy services for the Launceston General Hospital (LGH). Provide effective management of human, physical and financial resources of physiotherapy services for the LGH, Launceston Integrated Care Centre (LICC). Provide leadership and direction in the provision of education, teaching and research activities. Develop effective linkages with other acute, integrated and primary health services in relation to the provision of Statewide physiotherapy services. Work in collaboration with the Director Allied Health in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices.

**Essential Requirements:**—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

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

Enquiries to Cindy Hollings, Department of Health and Human Services, phone (03) 63487221, email [cindy.hollings@dhhs.tas.gov.au](mailto:cindy.hollings@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*

#### **Cleaner/Kitchen Hand Casual Relief (518715).**

**Applications Close:**—Friday, 2 April 2010.

**Salary:**—\$37,809 – \$38,933 p.a.

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

Fixed-term casual day work, as and when required, commencing 5 April 2010 to 5 March 2012.

**Location:**—Deloraine District Hospital.

Duties:—To carry out and assist in food preparation and cleaning within the kitchen area, maintaining a high standard of hygiene. To carry out and assist in the cleaning of allocated areas within the facility in compliance with established standards and protocols.

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 Lester Jones, Department of Health and Human Services, phone (03) 6362 5000, email lester.jones@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

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

Applications Close:—Friday, 2 April 2010.

Salary:—\$47,703 – \$50,454 p.a.

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

Fixed-term full-time shift work, commencing as soon as possible to 16 October 2010.

Location:—Campbell Town Health and Community Service.

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

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

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

Enquiries to Kaye McCoy, Department of Health and Human Services, phone (03) 6381 3360, email kaye.mccoy@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Home Help (507343).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

Fixed-term casual day work, as and when required, commencing 26 April 2010 to 20 April 2012.

Location:—St Marys Community Health Centre.

Duties:—Within a primary health care framework the Home Help staff will function effectively as a member of a health team concerned with the care of an individual and family unit within the community.

Desirable Requirements:—Certificate Level 2 in Community Services (Aged Care) or equivalent and a willingness to increase knowledge. First Aid certificate. Current driver's licence.

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

Enquiries to Veronica Zupan, Department of Health and Human Services, phone (03) 6372 2111, email smhc.manager@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Community Speech Pathologist (506076).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$70,674 – \$81,065 p.a.

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

Fixed-term full-time day work, commencing as soon as possible.

Location:—South.

Duties:—Provide and evaluate a speech pathology community outreach service in accordance with Southern Tasmanian Area Health Service policies. Assess diagnosis and manage the communication, swallowing and cognitive problems of clients with complex care needs, in the community setting.

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

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

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

Enquiries to Gudrun Peacock, Department of Health and Human Services, phone (03) 6222 8054, email [gudrun.peacock@dhhs.tas.gov.au](mailto:gudrun.peacock@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Medical Scientist, Cytologist (516312).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$45,990 – \$73,789 pro rata.

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

Permanent part-time day work, working 30.4 hours per fortnight.

Location:—Pathology Services, Royal Hobart Hospital.

Duties:—The Medical Scientist is professionally involved in the routine preparation and diagnosis of gynaecological and non-gynaecological cytology specimens for inpatient and outpatient services at the Royal Hobart Hospital.

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

Enquiries to Alistair Townsend, Department of Health and Human Services, phone (03) 6222 8771, email [alistair.townsend@dhhs.tas.gov.au](mailto:alistair.townsend@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Nurse Unit Manager (508694).**

Applications Close:—Friday, 9 April 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Ensure the efficient and effective provision of care, based on clinical standards and best practice within a collaborative and multidisciplinary framework by co-ordinating the clinical management, education and nursing research functions within the Dwyer Rehabilitation Unit.

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 Helen Fitzgerald, Department of Health and Human Services, phone (03) 6222 7805, mobile 0400 149 719, email [helen.fitzgerald@dhhs.tas.gov.au](mailto:helen.fitzgerald@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Registered Nurse (510128).**

Applications Close:—Friday, 9 April 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time day work (with on-call) working 38 hours per fortnight.

Location:—Medical Imaging Department, Royal Hobart Hospital.

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

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

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, email [shane.morgan@dhhs.tas.gov.au](mailto:shane.morgan@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Senior Physiotherapist, Geriatric Rehabilitation (519142).**

Applications Close:—Friday, 9 April 2010.

Salary:—\$70,674 – \$81,065 p.a.

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

Permanent full-time day work.

Location:—South.

Duties:—Provide and maintain optimal physiotherapy care to patients and their families at the Geriatric Evaluation and Management Unit, Transition Care Unit, Karingal and other related aged care services of the Royal Hobart Hospital as part of the Physiotherapy Geriatric Rehabilitation Team.

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

The Commissioner has determined that the person nominated

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

Enquiries to Paul Shinkfield, Department of Health and Human Services, phone (03) 6222 8326, email paul.shinkfield@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Speech Pathologist (508269).***

Applications Close:—Friday, 2 April 2010.

Salary:—\$70,674 – \$81,065 pro rata.

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

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

Location:—Royal Hobart Hospital.

Duties:—Provide specialised clinical assessment and intervention for the requirements of the Speech Pathology service to paediatric patients of the Royal Hobart Hospital. Assist the Manager, Speech Pathology Service, in providing clinical leadership, professional support and ensuring best practice standards for speech pathology services provided by the Royal Hobart Hospital, in accordance with organisational policies and the professional code of conduct.

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

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 Gudrun Peacock, Department of Health and Human Services, phone (03) 6222 8054, email gudrun.peacock@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Staff Specialist, Obstetrics and Gynaecology (519379).***

Applications Close:—Monday, 19 April 2010.

Salary:—To be negotiated.

Salaries Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner (Salary

commensurate with qualifications and experience).

Permanent full-time day work (with oncall).

Location:—Obstetrics and Gynaecology, Royal Hobart Hospital.

Duties:—Provide clinical services to the highest possible standard to women patients and their families. Provide services to the School of Medicine as required through the discipline of Obstetrics and Gynaecology, University of Tasmania in undergraduate teaching and learning including curriculum development. Promote and participate in research in one of the focus areas of the Tasmanian School of Medicine and the Department of Obstetrics and Gynaecology. Pursue actively improved outcomes for women patients by participating in Post Graduate Training Audit and Evaluation.

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

Enquiries to Dr Stephen Raymond, Department of Health and Human Services, phone (03) 6222 7898, email stephen.raymond@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*

#### ***Community Health Nurse (506286).***

Applications Close:—Friday, 2 April 2010.

Salary:—\$58,055 – \$69,363 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work, working 40 hours per fortnight.

Location:—Central Highlands Community Health Centre.

Duties:—The Community Health nurse will provide nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. You will collaborate with other members of the health care team to ensure the delivery of high quality health care. You will recognise that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services, therefore you will plan and deliver services accordingly.

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

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

Enquiries to Sandy Carmichael, Department of Health and Human Services, phone (03) 6287 1301, email sandy.carmichael@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 (509592).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Fixed-term full-time (part-time will be considered) commencing ASAP to 18 March 2011.

Location:—Royal Hobart Hospital.

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

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

Enquiries to Scott Dickson, Department of Health and Human Services, phone (03) 6222 8280, email [scott.dickson@dhhs.tas.gov.au](mailto:scott.dickson@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, TCU and GEM (515251).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time shiftwork.

Location:—Transition Care Unit (TCU) and Geriatric Evaluation and Management (GEM), Repatriation Centre, Hobart.

Duties:—As an advanced clinical practitioner within the Transition Care Unit and Geriatric Evaluation and Management Unit, ensure efficient and effective provision of care based on best practice principles within a collaborative and multidisciplinary practice framework. Provide management support to the Nurse Unit Manager (NUM) 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.

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 Jenny Batt, Department of Health and Human Services, phone (03) 6222 6861, email [jennifer.batt@dhhs.tas.gov.au](mailto:jennifer.batt@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*

###### **Service Support Officer (515024).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Fixed-term full-time daywork, commencing 17 May 2010 to 13 May 2011.

Location:—Royal Hobart Hospital.

Duties:—Provide secretarial, administrative and clerical support to the Head of Department of General Medicine, managers and clinicians, including the preparation of correspondence and reports, liaising with Agency staff and external service providers, maintenance of records and statistical information.

Desirable Requirements:—Broad knowledge and experience in office management practices, including keyboard skills, audio typing skills, together with significant skills and ability in using Microsoft Windows applications for diary management, word processing and spreadsheets, along with a high standard of secretarial skills. Experience in performing clerical and administrative support functions, including basic research and liaison tasks with hospital staff, external service providers and the general public. Good co-ordination and liaison skills, with the ability to exercise initiative, judgement, and confidentiality in a senior management and clinical environment, under pressured circumstances.

Enquiries to Katie Plimpton, Department of Health and Human Services, phone (03) 6222 7190, email [katie.plimpton@dhhs.tas.gov.au](mailto:katie.plimpton@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES

*Health and Wellbeing Services*

Cancer Screening and Control Service

**Clinical Director (519364).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$274,644 – \$330,111 pro rata.

Health and Human Services Tasmanian Visiting Medical Practitioners (Public Sector) Agreement 2009, Visiting Medical Specialist (RUR).

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

Location:—25 Argyle Street, Hobart.

Duties:—The position is a clinical leadership role that provides high level advice as required to the State Manager, Cancer Screening and Control Services and senior management on clinical, policy and medico-legal issues relating to the BreastScreen Tasmania Programme. This position is responsible for the provision of high standards of clinical care to clients of BreastScreen Tasmania and includes screening and assessment by the provision and oversight of clinical services in accordance with BreastScreen Australia National Accreditation Standards (NAS) and established BreastScreen Tasmania (BST) evidence based clinical protocols and practice.

Essential Requirements:—A medical practitioner who has had at least 5 years post graduate experience in the practice of medicine, holds a senior qualification appropriate to the speciality concerned, and has practical experience in that speciality.

Enquiries to Jane Wood, Department of Health and Human Services, phone (03) 6216 4301, email jane.wood@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services South*

**Allied Health Professional (513772).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$70,674 – \$81,065 p.a.

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

Permanent full-time day work.

Location:—Mental Health Services South.

Duties:—As part of a community multidisciplinary team, delivering high quality mental health services, the Allied Health Professional will undertake the delivery of quality care to clients of the Older Persons Mental Health Service, based on best practice principles and within a collaborative and multidisciplinary framework. You will be required to promote community awareness in relation to mental health and act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

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

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

Enquiries to Michelle Kemp, Department of Health and Human Services, phone (03) 6230 7541, email [rae.kemp@dhhs.tas.gov.au](mailto:rae.kemp@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services South*

**Clinical Co-ordinator, Adult Community Mental Health Services (517881d).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—Mental Health Services South.

PLEASE NOTE: This vacancy is also advertised as Clinical Co-ordinator, Adult Community Mental Health Services (517881) Allied Health Professional Level 4. There is only one vacancy and one vacancy will be filled on merit.

Duties:—The Clinical Co-ordinator, as part of a multidisciplinary team delivering high quality mental health services, will provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary community mental health team. You will be required to contribute towards the clinical leadership and management of a multidisciplinary adult community team to ensure the provision of a high quality, comprehensive, specialist mental health service to a designated population group within a specified regional area in accordance with the principles and goals specified in the Mental Health Services' Strategic Plan and Service Blueprint.

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

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

offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Phil Tilley, Department of Health and Human Services, phone (03) 6233 6011, email phil.tilley@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services South*

#### **Clinical Co-ordinator, Adult Community Mental Health Services (517881).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$81,065 – \$89,659 p.a.

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

Permanent full-time day work.

Location:—Mental Health Services South.

PLEASE NOTE: This vacancy is also advertised as Clinical Co-ordinator, Adult Community Mental Health Services (717881d) Registered Nurse, Level 3. There is only vacancy and one vacancy will be filled on merit.

Duties:—The Clinical Co-ordinator, as part of a multidisciplinary team delivering high quality mental health services, will provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary community mental health team. You will be required to contribute towards the clinical leadership and management of a multidisciplinary adult community team to ensure the provision of a high quality, comprehensive, specialist mental health service to a designated population group within a specified regional area in accordance with the principles and goals specified in the Mental Health Services' Strategic Plan and Service Blueprint.

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

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

Enquiries to Phil Tilley, Department of Health and Human Services, phone (03) 6233 6011, email phil.tilley@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services South*

#### **Registered Nurse—3 Vacancies.**

Applications Close:—Friday, 9 April 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Vacancy No.:—516911.

Permanent full-time shift work.

Location:—Mental Health Services South.

Vacancy No.:—516913.

Fixed-term full-time shift work commencing as soon as possible for a period of 12 months.

Location:—Mental Health Services South.

Vacancy No.:—512528.

Fixed-term casual shift work commencing as soon as possible for a period of 2 years.

Location:—Mental Health Services South.

PLEASE NOTE: Please note that these vacancies attract a 6.5% Correctional Health Allowance.

Duties:—We are looking for Registered Nurses to work in a Correctional Primary Health setting in accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies. You will be required to utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care. Apply a collaborative approach with other members of the health care team to ensure quality delivery and evaluation of nursing care.

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

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 Shirley Wyper, Department of Health and Human Services, phone (03) 6216 8241, email shirley.wyper@dhhs.tas.gov.au.

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

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## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *Road Safety Operations*

#### *Crossing Guards*

#### **School Crossing Patrol Officer (904010).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 7.5 hours per week.

Location:—Launceston.

Duties:— Responsible for the safe conduct of school children and others at pre-selected crossing points. Responsible

for requiring drivers of vehicles to stop on a road where the Guard is engaged in the duties of protecting children and others crossing to and from a school. Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

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, serious Driving Offences and Medical examination covering general health, medical history, vision and hearing.

**Desirable Requirements:**—Current drivers licence. Possession of a current First Aid Certificate.

Enquiries to David McIntee, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 63 362115, email David.McIntee@dier.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### OFFICE OF THE SECRETARY

#### **Assistant Director (Forest Policy) (372159).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time 36.75 hours per week.

Location:—Hobart.

**Duties:**—To support whole-of-Agency outcomes and whole-of-Government policy through the provision of high-level policy advice on forestry and forest industry issues based on sound and rigorous analysis and to manage key whole of government projects.

**Desirable Requirements:**—Experience in the management of projects related to the development or implementation of Forest Policy.

Enquiries to Andrew Blakesley, Director Forest Policy, Department of Infrastructure, Energy and Resources, phone (03) 6233 3567, email Andrew.Blakesley@dier.tas.gov.au.

Applications to Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, TAS, 7001, phone (03) 6233 3824, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

## POLICE AND EMERGENCY MANAGEMENT

### OPERATIONS SUPPORT

#### *Forensic Services*

#### **Clerical Support Officer (002433).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 2 years.

Location:—Hobart.

**Duties:**—Contribute to the operational effectiveness of the Operations Support work area, by ensuring that timely and accurate clerical, administrative, keyboard and data entry processes are undertaken.

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. Demonstrated experience with exhibit management practises would be desirable.

Enquiries to Inspector Glen Ball, Forensic Services, Department of Police and Emergency Management, G.P.O. Box 308 HOBART TAS 7001, phone (03) 6230 2806, fax (03) 6230 2119, email glen.ball@police.tas.gov.au.

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

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

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### INFORMATION AND LAND SERVICES

#### *Service Tasmania Operations*

#### **Client Service Officer (000281).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 29 hours 24 minutes per week.

Location:—New Norfolk/Southern Region.

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

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

**Duties:**—Receipt and reconcile monies while providing high level client service in a busy information and transaction environment.

The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: conviction check for: crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences.

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

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

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

Enquiries to Shane Bourke, phone (03) 6233 6381, email shane.bourke@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).

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

INFORMATION AND LAND SERVICES

*Service Tasmania Operations*

**Client Service Officer (702314).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 56 hours 45 minutes per 4 week roster.

Location:—Deloraine/North West Region.

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

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

Duties:—Receipt and reconcile monies while providing high level client service in a busy information and transaction environment.

The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: conviction check for: crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences.

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

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

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

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

**Administrative Assistant, Leases and Licences (706054).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time for 12 months.

Location:—Hobart.

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

Duties:—Process applications for the use and occupation of Reserved Land and transfers for existing leases and licences.

Desirable Requirements:—A current motor vehicle driver's

licence.

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

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

Enquiries to Chris Price, phone (03) 6233 9235, email [Chris.Price@parks.tas.gov.au](mailto:Chris.Price@parks.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

**Assistant Planner (706424).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Glenorchy.

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

Duties:—To provide planning and research support in the development of management plans and other reports for protected areas and in the conduct of environmental impact assessments.

Desirable Requirements:—A graduate qualification relevant to the duties to be undertaken is highly desired by the employer, as provided by a university, in a discipline relevant to science, environmental planning, natural resource management or urban/rural planning.

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

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

Enquiries to Stuart Lennox, phone (03) 6233 6463, email [Stuart.Lennox@parks.tas.gov.au](mailto:Stuart.Lennox@parks.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

POLICY AND PROJECTS GROUP

*Policy, Research and Innovation*

**Senior Analyst, Legislation and Policy Development and Review (705554).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Commencing salary within the above range will be

determined in accordance with qualifications and previous relevant experience.

**Duties:**—Manage and co-ordinate the Policy and Project Group's legislation development and review programme, involving consultation with the Secretary, Deputy Secretaries, and General Managers.

**Desirable Requirements:**—Relevant tertiary qualifications in law are highly desirable. Demonstrated experience in positions related to policy, project management, advice and research related to Government.

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 Brett Noble, phone (03) 6233 4597, email [brett.noble@dpiuwe.tas.gov.au](mailto:brett.noble@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

### REGIONAL AND COMMUNITY ENGAGEMENT

#### **Manager, Regional and Community Partnerships (001826).**

Applications Close:—Friday, 2 April 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Negotiable.

**Duties:**—Provide high-level leadership and planning services to ensure strategic planning of the Polytechnic's assets and relationships in Tasmanian regions and communities, and provide high level advice to the Director, Regional and Community Engagement and Polytechnic Directorate.

**Essential Requirements:**—A relevant tertiary 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:**—, Membership of a relevant professional organisation. A current drivers licence.

Enquiries to Maree Gerke, Director, Regional and Community Engagement, Tasmanian Polytechnic, phone (03) 6336 2270, mobile 0439 001 713, email [maree.gerke@polytechnic.tas.edu.au](mailto:maree.gerke@polytechnic.tas.edu.au).

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

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

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

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

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

## TASMANIAN POLYTECHNIC

### STUDENT SUPPORT AND DEVELOPMENT

#### **Student Services Leader (Re-advertised)—3 Vacancies.**

Applications Close:—Friday, 2 April 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.

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:**—, A relevant post-secondary educational qualification. 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.

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

## TREASURY AND FINANCE

### BUDGET AND FINANCE DIVISION

#### *Procurement and Property Branch*

#### **Manager Property (724102).**

Applications Close:—Friday, 16 April 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—As part of the Property Unit, the Manager Property will manage a wide range of complex property management functions covering sales, leasing, tenant management as well as participating in major property projects, as required.

In the context of the selection criteria, to be successful in the position applicants will have, experience and skills in a range of accommodation and property functions, including office portfolio management, leasing, sales and related tasks; strong skills in managing complex property sales processes and control of large works projects and strong communication and negotiation skills in the context of liaising with professionals and clients.

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

Enquiries to Gary Boud, Assistant Director, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 3403, email [gary.boud@treasury.tas.gov.au](mailto:gary.boud@treasury.tas.gov.au).

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 3483, fax (03) 6223 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.

#### TREASURY AND FINANCE

##### BUDGET AND FINANCE DIVISION

##### *Shareholder Policy and Markets Branch*

#### **Senior Business Analyst (724000).**

Applications Close:—Friday, 9 April 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—With strong analytical and research skills, you will have the opportunity to work on a range of issues across the Government business sector, including performance monitoring of the State's Government-owned businesses, policy and governance matters, investment proposals, regulatory compliance, and economic and financial matters relating to the Government business sector. In addition, you will have direct contact with one or more of the government businesses and be responsible for co-ordinating their input into the State Budget process.

A background in policy development or the State Budget process would be advantageous but not essential.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate the ability to understand complex issues by drawing on a range of factual information; be able to communicate precisely and succinctly to internal and external stakeholders and demonstrate initiative and the ability to manage own output and work effectively in a team environment.

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

Enquiries to Dale Hickman, Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6233 5139, email [dale.hickman@treasury.tas.gov.au](mailto:dale.hickman@treasury.tas.gov.au).

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

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

## 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	Project Officer	D. Webber	6 months	18.03.10
Education	School Executive Officer	M. Quinn	6 months	18.03.10
Health & Human Services	Workforce Development Consultant	J. Bowden	6 months	22.03.10
Health & Human Services	Registered Nurse	C. Peers	6 months	10.03.10
Health & Human Services	Registered Nurse	R. Day	6 months	21.03.10
Health & Human Services	Enrolled Nurse	S. Fraser	6 months	10.03.10
Health & Human Services	Finance Services Officer Accounts Payable	B. Allie	6 months	06.03.10
Health & Human Services	Enrolled Nurse	R. Tello	6 months	10.03.10
Health & Human Services	Clinical Nurse	J. Stewart	6 months	15.03.10
Justice	Administrative Officer	M. Valtas	6 Months	17.03.10
Justice	Sport & Recreation Officer	N. Fowler	6 months	22.03.10
Primary Industries, Parks, Water & Environment	Client Service Officer	T. Denney	6 months	17.03.10

### *Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Project Officer - Disability Sport	C. Smith	15 months	23.03.10
Primary Industries, Parks, Water & Environment	Administrative Assistant (Fox Eradication)	J. Elmer	2 years	17.03.10

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	A. Nettlefold	Advanced Skills Teacher	09.03.10
Education	D. Doherty	Senior Project Officer	18.03.10
Education	A. Oliver	LINC Manager	22.03.10
Health & Human Services	N. Arnold	Clinical Nurse	15.03.10
Health & Human Services	C. White	Clinical Nurse	15.03.10
Health & Human Services	J. Jordan	Clinical Nurse Alcohol and Drugs	29.03.10
Health & Human Services	R. Furst	Clinical Nurse	15.03.10
Health & Human Services	A. Schuurmans	Clinical Nurse	21.03.10
Health & Human Services	R. Fisk	Clinical Nurse	15.03.10
Health & Human Services	J. Coleman	Clinical Nurse	15.03.10
Health & Human Services	F. Symons	Clinical Nurse	15.03.10
Health & Human Services	S. Eldridge	Clinical Nurse	15.03.10
Police & Emergency Management	S. Smillie	Manager Application Development and Support	25.02.10

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	T. Nicholson	08.02.10
Health & Human Services	Speech Pathologist	M. Savin	09.03.10
Police & Emergency Management	Clerical Support Officer	L. Keady	26.03.10
Treasury & Finance	Assistant Director	S. Hazell	19.03.10
Treasury & Finance	Senior Business Analyst	C. Frost	26.03.10

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Infrastructure, Energy & Resources	Senior Quality Assurance Officer	G. Davey	19.03.10
Justice	Administration Officer	C. McCullagh	19.03.10
Justice	Field Officer	N. Brown	15.03.10
Police & Emergency Management	Business Manager	S. Haines	16.03.10
Primary Industries, Parks, Water & Environment	Field Centre Admin Support Officer	J. Luttrell	17.03.10
Primary Industries, Parks, Water & Environment	Clerk	L. Bagshaw	26.02.10
Primary Industries, Parks, Water & Environment	Principal Agricultural Research Service Leader	D. Friend	26.02.10
Primary Industries, Parks, Water & Environment	Senior Technical Research Officer	S. Salter	12.02.10



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