



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Human Resources

Senior HR Officer (Relationship Management)—2 Vacancies.

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 425146.

Permanent full-time.

Location:—Hobart.

Vacancy No. 424792.

Permanent full-time.

Location:—Hobart.

Duties:—Provide generalist HR advice and quality support to managers and departmental staff in relation to job design, recruitment, selection, transfer and establishment management services within a portfolio management structure.

Contribute to the effective management of human resources through the development and delivery of human resource policies, programmes and initiatives.

Desirable Requirements:—Relevant tertiary and/or industry recognised qualifications and affiliations.

Enquiries to Erin Johnson for a copy of the Statement of

Duties on (03) 6233 5836 or email **Erin.Johnson@development.tas.gov.au**. For further information about the position, please contact Jacqui Cooke, Senior HR Relationship Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5507, email **jacqui.cooke@development.tas.gov.au**.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5836, fax (03) 6233 5703, email **applications@development.tas.gov.au**.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Corporate Communications

Internal Communications Consultant (424646).

Applications Close:—Friday, 4 June 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Manage departmental internal communications by providing effective advice to the Department, including the Corporate Communications and Human Resources units and the Executive team.

Promote a strong culture of information sharing through the development and implementation of an internal communications strategy, expert advice on emerging internal communications issues and the management of internal communications channels including the design and layout of the staff newsletter.

Desirable Requirements:—Proficient in Microsoft Publisher. Relevant tertiary qualifications are highly desirable. Drivers licence.

Enquiries to Emma Reid, Communications Director, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5832, email **emma.reid@development.tas.gov.au**.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Sorell School

Education Facility Attendant (Kitchen Assistant), Sorell School (954263).

Applications Close:—Friday, 4 June 2010.

Salary:—\$34,160 – \$38,873 pro rata.

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

Permanent part-time 52 hours per fortnight.

Location:—Sorell School.

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

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

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

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

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

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

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

Early Years

Child Care Unit

Licensing Officer (963609).

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-Term full-time from as soon as possible to 18 February 2011.

Location:—Child Care Unit.

Description of the Role:—To promote the provision of high quality childcare through the provision of licensing, monitoring, information and related services to child care providers, users and other interested parties.

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:—Early childhood and/or tertiary qualifications in a relevant field. 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 Vivienne Mitchell, Department of Education, phone (03) 6233 5650, email vivienne.mitchell@education.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

Junior Doctors (Interns) Recruitment Campaign (2011).

Applications Close:—Monday, 21 June 2010.

Salary:—\$58,369 p.a.

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

Fixed-Term full-time 12 month programme.

Location:—North West Regional Hospital, Launceston General Hospital and the Royal Hobart Hospital.

Our intern programme presents an ideal opportunity to put your education into practice, facilitating your transition from medical student to Intern. A major advantage of starting your career with us is the opportunity to develop practical skills in a wide variety of specialties. Visit our new website for junior doctors (www.dhhs.tas.gov.au/juniordocs) from 29 May 2010.

Enquiries:—Royal Hobart Hospital stafflink@dhhs.tas.gov.au. Launceston General Hospital on (03) 6348 7008. North West Regional Hospital on (03) 6440 8000.

Essential Requirements:—A medical practitioner who holds conditional registration under the provisions of the Medical Practitioners Registration Act 1996 and is employed in a position normally occupied by an Intern.

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

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

BSN HR Services

Pay Personnel

HR, Client Services Officer (518062).

Applications Close:—Friday, 4 June 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent full-time day work.

Location:—North West.

Duties:—As a member of Human Resources, provide efficient and effective administrative support and assistance

including the performance of duties relating to routine processing within the Agency's Human Resource Information System, and the maintenance of records, information systems and databases.

Desirable Requirements:—Ability to perform administrative and clerical duties with accuracy and precision. Well developed computer skills including demonstrable competency in the use of word processing, spreadsheet and database packages. Ability to maintain confidentiality, solve problems, together with the ability to deal with managers and staff at all levels with tact and diplomacy.

Enquiries to Kerry Johnson, Department of Health and Human Services, phone (03) 6440 7002, email kerry.johnson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Care and Business Solutions

Consultant Application Developer (519502).

Applications Close:—Friday, 4 June 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Develop software through all stages of the software development life-cycle, including business process modelling, requirements analysis, architecture and design, implementation, deployment, and maintenance. Provide high-level technical advice on software development methods, processes, and standards. Undertake high level consultancy and documentation services for management, clients and external vendors, including assisting in the implementation and integration of applications.

Desirable Requirements:—Demonstrated high level experience and skills in contemporary application development including object-oriented development technologies and agile development methods, including a strong understanding of Microsoft development platforms. Demonstrated high level experience and skills in all stages of the software development life cycle, including business process modeling, requirements analysis, architecture and design, implementation, deployment, and maintenance. Demonstrated ability to successfully lead complex IT related projects, with a demonstrated ability to identify opportunities for process innovation, consider and develop options and recommend effective solutions.

Enquiries to Richard Gregg, Department of Health and Human Services, phone (03) 62330575, email richard.gregg@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Care and Business Solutions

Lead Project Officer (Reporting/Forms) (519411).

Applications Close:—Friday, 4 June 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—This position leads and is responsible for the scoping, definition, development, testing, implementation, management and maintenance of the project's reports, letters, templates, extracts and forms (hereafter referred to as Reports/Forms) required to support the implementation of the new information systems. As a member of the project team, work to ensure defined project outputs meet the clinical and business requirements of the Statewide and Mental Health Services (SMHS).

Desirable Requirements:—High level project management, information management planning and business analyst skills, including the capacity to interpret business processes and information requirements such as Reports/Forms. Proven experience in developing complex Reports/Forms, including their implementation and ongoing maintenance. Demonstrated experience in the use of software reporting tools and systems, including the defining, documenting specifications and developing executive, management and operational reports, national reporting data extracts, and electronic forms for data capture purposes.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 6233 7856, email warren.lewis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Care and Business Solutions

Project Change Management Co-ordinator (519407).

Applications Close:—Friday, 4 June 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:—Responsible for the successful implementation of a change management programme within Statewide and Mental Health Services and Business Services Network (BSN) to support the implementation of the unit's new client management and clinical information systems. Responsible for the effective co-ordination of activities associated with managing the change management programme, including but not restricted to communications and training requirements.

Desirable Requirements:—High level project management skills, including the ability to lead and manage a small team within a team that links with diverse service delivery areas. High level change management skills, particularly in the context of technology driven change to service delivery. High level interpersonal and oral communications skills, including the ability to liaise and negotiate effectively with senior/middle management and service delivery stakeholders.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 62337856, email warren.lewis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Care and Business Solutions

Project Consultant, Clinical (519415).

Applications Close:—Friday, 4 June 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

Fixed-Term full-time day work from As soon as possible until 24 May 2012.

Location:—Hobart.

Duties:—The Department of Health and Human Services is to implement the iSOFT iPatient Manager (iPM) and HealthViews client based clinical information systems within the Statewide and Mental Health Services (SMHS) operational unit. The position is the clinical lead within the project team. It therefore undertakes a clinical leadership role in liaising with key clinical reference groups, and other service delivery stakeholders; and provides specialist advice and support to the project manager, project team and senior management of SMHS.

Desirable Requirements:—Demonstrated clinical specialist knowledge and experience in mental health and/or alcohol and drug services encompassing a range of inpatient and community based settings, including the capacity to develop and interpret clinical and business processes and workflows. Sound knowledge and understanding of project management, change management and organizational development skills, including the ability to lead clinical activities across a team. High level consulting skills including the capacity to research information, prepare reports and correspondence, and develop specifications, together with effective problem-solving skills and the ability to facilitate clinical and business agreements.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 62337856, email warren.lewis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Care and Business Solutions

Project Officer (Reporting/Forms) (519410).

Applications Close:—Friday, 4 June 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:—This position assists and supports the Reporting and Forms Project Officer (Lead) in the scoping, definition, development, testing, implementation, management and maintenance of the project's reports, letters, templates, extracts and forms (hereafter referred to as Reports/Forms) required to support the implementation of the new information systems. As a member of the project team, work to ensure defined project outputs meet the clinical and business requirements of the Statewide and Mental Health Services (SMHS).

Desirable Requirements:—Well developed project management, information management planning and business analyst skills, including the capacity to interpret business processes and information requirements such as Reports/Forms. Proven experience in developing complex Reports/Forms, including their implementation and ongoing maintenance. Demonstrated experience in the use of software reporting tools and systems, including the defining, documenting specifications and developing executive, management and operational reports, national reporting data extracts, and electronic forms for data capture purposes.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 62337856, email warren.lewis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Care and Business Solutions

Project Support Officer (519414).

Applications Close:—Friday, 4 June 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Fixed-Term full-time day work from As soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—Provide high-level administrative support to the Project Manager and Project Team. Assist in the development and preparation of project plans and associated documentation, governance papers, and correspondence directed to a diverse range of internal and external stakeholders.

Desirable Requirements:—Ability to work efficiently and effectively as a member of a multi-skilled project team. Demonstrated knowledge and experience to provide high level administrative support to projects. High level experience

in the use of software packages for the production of reports, spreadsheets and databases, and the ability to learn new software applications.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 62337856, email warren.lewis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Care and Business Solutions

Regional Project and Support Co-ordinator—2 Vacancies (519412).

Applications Close:—Friday, 4 June 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:—Launceston and North West.

Duties:—As the project's co-ordination point within a defined region, undertake project and change activity in accordance with the project's plans and change management programme. Assist in the undertaking of specific training activities including skills audits and training needs analysis; planning, development, delivery and evaluation of objectives-based training programmes and development and maintenance of quality training manuals.

Desirable Requirements:—Well developed project management, change management and organisational development skills, particularly in the context of technology driven change to service delivery. Relevant experience in the design, planning, implementation and evaluation of objectives based training and professional development programmes within an adult learning principles framework, with a focus on training in business process change using new technologies. High level experience in the use of software packages for the production of communications and training related material and resources.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 62337856, email warren.lewis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Care and Business Solutions

Training and Support Officer—2 Vacancies (519408).

Applications Close:—Friday, 4 June 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:—The position assists and supports the Project Change Management Co-ordinator in the planning, co-ordination and delivery of the project's change management programme for the implementation stage. The position is responsible for the provision of systems support to Statewide and Mental Health Services (SMHS) personnel post-implementation.

Desirable Requirements:—Well developed change management skills, particularly in the context of technology driven change to service delivery. Relevant experience in the design, planning, implementation and evaluation of objectives based training and professional development programmes within an adult learning principles framework, with a focus on training in business process change using new technologies. High level experience in the use of software packages for the production of communications and training related material and resources.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 62337856, email warren.lewis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Clinical Network Policy and Project Officer (519077).

Applications Close:—Friday, 4 June 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Fixed-Term full-time day work from As soon as possible for a period of 12 months (part-time hours will be considered).

Location:—Hobart.

Duties:—Facilitate the establishment of the Statewide Clinical Networks through the development of project implementation plans, communication plans and evaluation plans, and take responsibility for establishing efficient operations of meetings and committees as delegated by the Clinical Advisory Co-ordinator. At the direction of the Clinical Advisory Co-ordinator, contribute to the ongoing activities of the Tasmanian Clinical Advisory Council.

Desirable Requirements:—Project management: Knowledge of project knowledge principles, and the demonstrated ability to plan, complete and evaluate assigned projects or project related tasks. Demonstrated high level organisational and co-ordination skills, including capacity to support the activities of the Clinical Advice and Network Development Unit. Demonstrated experience in policy and service development, analysis and review, research and evaluation.

Enquiries to Denise Walshe, Department of Health and Human Services, phone (03) 6233 3358, email denise.walshe@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Support Officer CanNET II (519345).

Applications Close:—Friday, 4 June 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 from as soon as possible until 23 June 2012.

Location:—Hobart.

Duties:—In a multi skilled team environment, provide administrative support to the Project Officer -Tasmanian CanNET11 Project. Co-ordinate and assist in the preparation of meetings, workshops and other forums, and liaise with project stakeholders and external providers on a range of project related matters.

Desirable Requirements:—An understanding and knowledge of the Tasmanian Health Services Environment. Demonstrated planning, organisation, co-ordination and time management skills including the ability to meet work objectives, manage concurrent tasks and work effectively to meet identified time frames. Sound written and oral communication skills with the ability to research issues and develop draft papers, reports and/or presentations for the Project Officer.

Enquiries to Denise Walshe, Department of Health and Human Services, phone (03) 6233 3358, email denise.walshe@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

*Population Health***Policy and Planning Officer, Early Childhood (519434).**

Applications Close:—Friday, 11 June 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart, Launceston or Burnie.

Duties:—This exciting position will work with early childhood settings to facilitate a comprehensive and integrated approach to the promotion of health and wellbeing of children and their families. It provides the opportunity for a self motivated and enthusiastic person to join the team in Population Health to help initiate this important work that is a key strategy in the preventive health agenda for Tasmania.

Desirable Requirements:—Experience in health promotion and/or childhood settings and a demonstrated understanding of the political, social and organisational issues that may impact on the provision of prevention initiatives at a service and community level within Tasmania. Demonstrated skills and experience in planning, implementing, evaluating and reporting on population health/health promotion programmes or projects. Demonstrated high level communication skills, including the capacity to communicate accurately, clearly and succinctly both

verbally and in writing. Highly developed interpersonal skills including the demonstrated ability to develop partnerships and liaise effectively with a broad range of internal and external stakeholders.

Enquiries to Narelle Smith, Department of Health and Human Services, phone (03) 62227720, email narelle.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

*Population Health***Policy and Planning Officer, Healthy Workers (519429).**

Applications Close:—Friday, 11 June 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart, Launceston or Burnie.

Duties:—As a member of the Healthy Settings Unit, the Healthy Workers Policy and Planning Officer promotes the health and wellbeing of the Tasmanian population by working with workplace settings to facilitate a comprehensive and integrated approach to address modifiable risk factors that impact on health.

Desirable Requirements:—Relevant tertiary qualifications and demonstrated ability to apply a sound understanding of health promotion principles and population health approaches to the prevention and management of chronic conditions, with a particular focus on workplace settings. Demonstrated understanding of the political, social and organisational issues that may impact on the prevention and management of chronic conditions at a service and community level, and also within workplace settings. Demonstrated skills and experience in planning, developing, implementing, evaluating and reporting on population health/health promotion programmes or projects.

Enquiries to Narelle Smith, Department of Health and Human Services, phone (03) 62227720, email narelle.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

*Population Health***Policy Officer, Physical Activity (500738).**

Applications Close:—Friday, 11 June 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart, Launceston or Burnie.

Duties:—This exciting position will work with the Population Health Team and other key stakeholders to facilitate a comprehensive and integrated approach to the promotion of physical activity through settings, community and service based approaches. It provides the opportunity for a self motivated and enthusiastic person to join the team in Population Health to help undertake this important work that is a key strategy in the preventive health agenda for Tasmania.

Desirable Requirements:—As a member of the Health Priorities Team, the Physical Activity Policy and Planning Officer works with key stakeholders across Tasmania to facilitate a comprehensive and integrated approach to increasing the physical activity levels of the population to promote health and wellbeing and reduce risk factors for chronic disease. We are looking for someone to join our team who has experience in health promotion and physical activity programme planning and a demonstrated understanding of the political, social and organisational issues that may impact on the provision of prevention initiatives at a service and community level within Tasmania.

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

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

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HEALTH AND HUMAN SERVICES

HOUSING INNOVATIONS UNIT

Senior Communications Consultant (518453).

Applications Close:—Friday, 4 June 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

Fixed-Term full-time day work from As soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—This job is responsible for planning and undertaking an integrated programme of internal and external communications activities relating to promotion of the Tasmanian Government's strategies and initiatives in relation to affordable housing and the operations of the Housing Innovations Unit.

Desirable Requirements:—Very highly developed written communication skills, including the capacity to produce high quality documents in a variety of communication formats for a range of target audiences. Very highly developed verbal communication, liaison, negotiation and interpersonal skills, with a willingness and ability to interact with a wide range of internal and external stakeholders. Highly developed strategic communications skills, including the ability to develop, and implement and evaluate communications strategies.

Enquiries to Bernadette Jago, Department of Health and Human Services, phone (03) 6233 9423, email bernadette.jago@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Child Protection Worker (512936).

Applications Close:—Friday, 4 June 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 As soon as possible until 31 December 2010.

Location:—DCYFS, Children and Family Services, North.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons. The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young persons home.

Desirable Requirements:—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility. Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public. A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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 Leonie Watson, Department of Health and Human Services, phone (03) 6336 2376, email leonie.watson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Community Liaison Advisor—(2 vacancies) (519406).

Applications Close:—Friday, 4 June 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 (both vacancies).

Location:—DCYFS, Disability Services, North West.

Duties:—

As a member of the Community Partnership Team, the Community Liaison Advisor is responsible for the development and maintenance of collaborative relationships with Community Sector Agencies and will liaise and participate in negotiations on behalf of the unit with those agencies funded by Disability Child Youth and Family Services.

Negotiate and manage funding agreements and contracts for agencies and provide high level advice in areas of performance monitoring and quality improvement.

Co-ordinate and undertake investigations into client complaints and incidents.

Demonstrated experience in and/or knowledge of human service programmes together with the management of funding and contractual relationships with Community Sector Organisations and service providers.

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

Ability to synthesize complex and unstructured information into cohesive information and provide recommendations and strategies based on evidence and policy and legislative frameworks.

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 Malcolm Phillips, Department of Health and Human Services, phone (03) 6434 6402, email malcolm.phillips@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Senior Consultant, Service Development (515654).

Applications Close:—Friday, 4 June 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Fixed-Term full-time day work commencing As soon as possible for a period of 12 months.

Location:—DCYFS, Programme Development, Hobart.

Duties:—Be responsible for the establishment, co-ordination and administration of a number of statewide projects, service reviews and operational policy development in line with service development and new budget initiatives within Disability Services.

Projects will need to be developed within the broad policy framework for the Group and will include undertaking high level policy, planning, purchasing and service development initiatives and providing high level project management support

to the Co-ordinator, Service Development and Disability Services Executive, as required.

Desirable Requirements:—Demonstrated high level project management skills including the ability to undertake project development; analysis and review; co-ordinate service development activities; provide planning advice and monitor performance.

Well developed knowledge of service development processes in the disability area.

High level ability and extensive experience in the design and implementation of programmes.

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 Maggie Aird, Department of Health and Human Services, phone (03) 6233 4062, email maggie.aird@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Support Worker (Casual Pool), Child and Family Services (517957).

Applications Close:—Friday, 4 June 2010.

Salary:—\$38,264 – \$42,315 p.a.

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

Fixed-Term casual day work (as and when required) commencing As soon as possible for a period of 12 months.

Location:—DCYFS, Children and Family Services, North.

Duties:—Under the supervision of the Co-ordinator, provide support to children, young persons and families with the aim to enable children to grow up in a safe and supportive environment including providing transport and supervision of client access visits.

Desirable Requirements:—A good knowledge of the tasks performed by Child and Family Services or the ability to quickly acquire that knowledge. Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure and change and maintain a high level of confidentiality. Good written, verbal and interpersonal skills including conflict resolution and negotiation skills.

Essential Requirements:—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 Leonie Watson, Department of Health and Human Services, phone (03) 6336 2376, email leonie.watson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Youth Justice Worker (513750).

Applications Close:—Friday, 4 June 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.

Location:—DCYFS, Youth Justice Services.

Duties:—As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programmes and case manage a caseload of identified clients on legal orders.

Desirable Requirements:—Demonstrated ability to work within a legislative framework, together with a good knowledge and understanding of the Youth Justice Act 1997 or the ability to acquire the same. Demonstrated high standard of communication skills, in particular strong interpersonal, conflict resolution, counselling and group work skills together with the ability to present confidently in public with groups and stakeholders. Demonstrated knowledge of and ability to work within restorative justice and community capacity building principles or the ability to acquire the same.

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

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

Enquiries to Mark Jessop, Department of Health and Human Services, phone (03) 6230 7634, email mark.jessop@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

Leading Technical Consultant (Housing Tasmania) (511224).

Applications Close:—Friday, 11 June 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:—Housing Tasmania, North.

Duties:—Contribute to Statewide Maintenance Services business improvement and development activities by identifying and facilitating programmed maintenance works required on Housing Tasmania properties, in accordance with contractual agreements, service delivery, quality standards and strategic direction.

Desirable Requirements:—High levels of adaptability and flexibility including an ability to work within an environment subject to pressure, ambiguity and change. High level knowledge and experience in strategic asset management, as it relates to quality management and quality assurance principles and practice together with well developed knowledge of the building and maintenance industry or the ability to acquire. Well developed ability to implement and monitor quality control guidelines and to audit contractor performance.

Note: Applicants are strongly encouraged to discuss the position with Kevin Facer prior to submitting their application.

Enquiries to Kevin Facer, Department of Health and Human Services, phone (03) 6336 2846, mobile 0418 141 471, email kevin.facer@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

Principal Consultant Service Improvement and Change (519319).

Applications Close:—Friday, 4 June 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

Fixed-Term full-time day work commencing 01 July 2010 until 30 June 2012.

Location:—Housing Tasmania, Hobart.

Duties:—As a senior member of Housing Tasmania, provide specialist proactive and strategic leadership to the redesign of the social housing service system that effectively integrates key service delivery functions and streamlines service delivery processes for improved client outcomes within the Agency and across-Government and which addresses the national and state social housing reform agenda.

Desirable Requirements:—High level leadership and management skills including demonstrated ability in the management of financial, human and physical resources, to monitor effectiveness and efficiency and apply contemporary management techniques, including change management in a complex multi-stakeholder environment.

High level interpersonal, communication and negotiation skills and the demonstrated capacity to achieve mutually acceptable solutions in situations of differing interests including initiative, resilience and the ability to cultivate effective cross-Agency and cross-jurisdictional partnerships.

Demonstrated high level skills in the development and formulation of policy and in the successful marketing of policy options to the community, stakeholders and Agency staff.

Enquiries to Mary Blackwood, Department of Health and Human Services, phone (03) 6233 5786, email mary.blackwood@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Systems Support Officer (500033).

Applications Close:—Friday, 4 June 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Fixed-Term full-time day work commencing as soon as possible until 29 April 2011.

Location:—Housing Tasmania, Hobart.

Duties:—As a member of the Housing Strategy branch, support the functions of the Housing Information Systems Unit within the Planning, Performance and Information unit.

Provide systems support for Housing Tasmania's information systems including day to day operations of the Tasmanian Housing Information System.

Undertake projects and activities that include training, issue identification, documentation, change management and problem resolution.

This requires motivation and willingness to ongoing service improvement involving information communication and technology.

Desirable Requirements:—Demonstrated customer focus with well developed communication, consultation and conflict resolution skills. Ability to present and deliver training programmes. Ability to identify and analyse problems and an ability to decide or recommend what action is required to rectify and prevent further occurrences of the problem.

Enquiries to Mathew Charlton, Department of Health and Human Services, phone (03) 6233 8421, email mat.charlton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Tenancy Officer (517062).

Applications Close:—Friday, 4 June 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent part-time day work (40.0 hours per fortnight).

Location:—Housing Tasmania, North.

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

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

Enquiries to Rick Fulton, Department of Health and Human Services, phone (03) 6336 2859, email rick.fulton@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

Assistant Director of Nursing, Education and Research (519433).

Applications Close:—Friday, 4 June 2010.

Salary:—\$86,319 p.a.

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

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

Location:—North West Area Health Service.

Duties:—Provide effective leadership in co-ordination of education for undergraduate clinical placement, graduate and nursing staff education programmes and general professional development. Champion research within the nursing services and co-ordinate/support nurses undertaking research. In collaboration with Executive Director of Nursing, establish the strategic directions and standards for Nursing and Midwifery education. Liaise with all nursing and midwifery training institutions to ensure that student education is effectively integrated into the NWAHS clinical operation. In collaboration with the EDON NWAHS, ensure effective budget and resource management of nurse education and research activities.

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

Enquiries to Karen Linegar, Department of Health and Human Services, phone (03) 6430 8970, email karen.linegar@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***Administrative Assistant (515727).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent part-time day work, 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Quality and Safety Mersey Community Hospital.

Duties:—Provide an efficient and effective administrative and clerical support service to the Quality and Safety Unit. Undertake secretarial and organisational duties associated with the day-to-day management of the Unit.

Desirable Requirements:—Ability to communicate effectively, both written and verbal, and to perform reception duties in a courteous and pleasant manner. Well developed organisational skills and the ability to exercise initiative, judgment, confidentiality and discretion in a team environment and especially at a senior management level. Competent keyboard skills and skills in the use of personal computer applications such as Microsoft Word, Excel, Power Point, Access, and other databases.

Enquiries to Anne Cabalzar, Department of Health and Human Services, phone (03) 649 08968, email anne.cabalzar@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***Regional Purchasing Officer (501841).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

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

Location:—Mersey Community Hospital.

Duties:—Perform procurement activities involving research and investigation to resolve complex and day to day resourcing issues covering a diverse range of goods and services required to ensure safe clinical service provision and provide alternative approaches to resolve operational and purchasing problems. To accurately produce purchase orders from research and information received in accordance with government procurement guidelines and hospital policy for the North West Area Health Service and external private clients. To undertake department imprest bar coding and assist in receiving distribution of goods and other warehouse functions as required. Applicants should be able to demonstrate a working knowledge of purchasing and inventory applications, high level communication and interpersonal skills. Time management

skills, initiative, good judgement, discretion and ability to resolve complex issues are highly sought.

Desirable Requirements:—Sound knowledge of medical product terminology and general products as purchased by a large medical institution including logistical issues associated with arranging distribution to a large number of off site departments. Demonstrated knowledge of the Government Procurement Guidelines and its ethical application and North West Regional Hospital purchasing principles and procedures. A working knowledge of Finance One Inventory and Purchasing Application or other computerised purchasing and supply system. Knowledge and ability to use Microsoft Office applications.

Enquiries to Bruce Walsh, Department of Health and Human Services, phone (03) 64265150, email bruce.walsh@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital***Registered Nurse (514604).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

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

Location:—Operating Theatre, Mersey Community Hospital.

Duties:—Current knowledge of, and the ability to apply nursing principles, procedures and practices in the delivery of patient/client care in a designated area and in line with legal requirements and the ANMC National Competency Standards for the Registered Nurse.

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

Enquiries to Grace Kamphuis, Department of Health and Human Services, phone (03) 64265206, email grace.kamphuis@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***Clinical Nurse, Department of Emergency Medicine (502174).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—North West Regional Hospital, Burnie.

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

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

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 Wayne Smith, Department of Health and Human Services, phone (03) 6430 6632, email wayne.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Clinical Nurse, Department of Emergency Medicine (502170).

Applications Close:—Friday, 4 June 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

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

Location:—North West Regional Hospital, Burnie.

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

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

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 Wayne Smith, Department of Health and Human Services, phone (03) 6430 6632, email wayne.smith@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Patient Transport Officer (501964).

Applications Close:—Friday, 4 June 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

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

Location:—North West Regional Hospital, Burnie.

Duties:—The provision of an efficient and safe patient transport service between the North West Regional Hospital and other intrastate hospitals, nursing homes and treatment centres.

Essential Requirements:—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 Kim Miles, Department of Health and Human Services, phone (03) 6434 6982, email kim.miles@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

Receptionist (501846).

Applications Close:—Friday, 4 June 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

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

Location:—North West Regional Hospital, Burnie.

Duties:—Provide clients and staff with a professional and confidential reception service, relief for the switchboard staff as required and administrative support to other departments within the hospital as required.

Enquiries to Robert Haslock, Department of Health and Human Services, phone (03) 6430 6942, email robert.haslock@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***Registered Nurse—2 Vacancies.**

Applications Close:—Friday, 4 June 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Vacancy No. 518677.

Permanent part-time day work, 32 hours per fortnight.

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

Location:—Renal NW Satellite Unit, Parkside Burnie.

Vacancy No. 515196.

Permanent part-time day work, 48 hours per fortnight.

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

Location:—Renal NW Satellite Unit, Parkside Burnie.

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 Sue Robertson, Department of Health and Human Services, phone (03) 6434 4130, email sue.robertson@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***Registrar (Orthopaedics) (501927).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$75,556 – \$89,685 p.a.

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

Fixed-Term full-time day work (with oncall) from 9 August 2010 to 16 January 2012. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service (incorporates North West Regional Hospital and Mersey Community Hospital).

Duties:—Responsible for the day to day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by the Department of Orthopaedics.

Essential Requirements:—A Medical Practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 and who has had a minimum of two year's post graduate experience and is undertaking a course of study to obtain a specialist qualification.

To be employed at this level the medical practitioner must be employed in a recognised Registrar position.

Enquiries to Alana Gale, Department of Health and Human Services, phone (03) 6440 8001, email alana.gale@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Primary Health Services North West***Administrative Assistant (Home Care Co-ordination) (502724).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Permanent part-time day work, working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Devonport Community and Health Services Centre.

Duties:—Provide administrative and clerical support to the Devonport Community Health Home Care Service and Community Nursing Service.

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

Enquiries to Jacky Taylor, Department of Health and Human Services, phone (03) 6421 7700, email jacky.taylor@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Primary Health Services North West***Project Officer (Gold Standards Framework) (519416).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Fixed-Term full-time day work, commencing as soon as possible for 12 months. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service.

Duties:—This position will be responsible for project

managing the development of the Gold Standards Framework (GSF) model to provide seamless patient pathways for residents of aged care facilities who require end of life care. This position will be expected to provide advanced clinical knowledge throughout the development and implementation of the GSF including education within Aged Care Facilities.

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

Enquiries to Angella Downie, Department of Health and Human Services, phone (03) 6440 7000, email angella.downie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Clinical Nurse (504332).

Applications Close:—Friday, 4 June 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—Ward 5A, Launceston General Hospital.

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

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

Enquiries to Andrea Tiffin, Department of Health and Human Services, phone (03) 6348 7846, email andrea.tiffin@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Hospital Aide (504099).

Applications Close:—Friday, 4 June 2010.

Salary:—\$37,809 – \$38,933 p.a.

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

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

Location:—Ward 4K, Launceston General Hospital.

Duties:—To assist with the management of all Wards supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

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 Sonja Leonard, Department of Health and Human Services, phone (03) 6348 7655, email sonja.leonard@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

House Services Assistant—2 Vacancies.

Applications Close:—Friday, 4 June 2010.

Salary:—\$36,266 – \$37,915 pro rata.

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

Vacancy No. 503543.

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

Location:—House Keeping and Accommodation, Launceston General Hospital.

Vacancy No. 517441.

Permanent part-time shift work, working 35 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—House Keeping and Accommodation, Launceston General Hospital.

Duties:—To clean allocated areas in compliance with established procedures and protocols.

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

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 6348 7482, email colleen.horton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Manager Biomedical Engineering (503768).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

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

Location:—Biomedical Engineering Unit.

Duties:—To manage the Biomedical Engineering Department to enable the delivery of quality patient and staff safety, through efficient and effective utilisation of human, financial and material resources. Provide and support consultative services on complex technical and policy issues in relation to Biomedical Engineering.

Demonstrated extensive experience in clinical engineering relevant to managing a department in a clinical setting. Demonstrated ability to apply contemporary leadership and management principles to the clinical engineering setting. Well developed written and verbal communication and interpersonal skills and an ability to liaise with internal and external customers.

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

Enquiries to Cameron Matthews, Department of Health and Human Services, phone (03) 63487434, email cameron.matthews@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Community Nurse (507254).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$58,055 – \$69,363 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-Term casual shift work (fully rotational), as and when required, commencing 21 June 2010 to 20 June 2012.

Location:—Deloraine District Hospital.

Duties:—Functions as an advanced clinical practitioner in nursing, using evidenced based practices. In accordance with Primary Health Care principles, Agency Policies, legal requirements and professional competencies; the Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborates with other members of the health care team to ensure the delivery of high quality health care. 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 plans and

delivers 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 Brigid Riall, Department of Health and Human Services, phone (03) 63625000, email brigid.riall@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***Cook (Relief Non Trade) (519448).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

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

Location:—Deloraine District Hospital.

Duties:—Ensure a high standard of food preparation and presentation for patients/residents and staff meals and basic catering for meetings and functions held at the facility. Direction and supervision of kitchen staff in the performance of their duties.

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***Home Help (518135).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

Permanent part-time day work, working 7 hours per fortnight.

Location:—Deloraine District Hospital.

Duties:—Within a primary health care framework the provision of a range of basic home care support services for frail aged people, and people with disabilities and their carers.

Desirable Requirements:—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 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

Hospital Services Aide (Multi Skilled) (505880).

Applications Close:—Friday, 4 June 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Permanent part-time shift work, working 8 hours per fortnight.

Location:—Deloraine District Hospital.

Duties:—To provide a high standard of support services to patients and staff in the day to day operation of Deloraine District Hospital.

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

Physiotherapist (512587).

Applications Close:—Friday, 4 June 2010.

Salary:—\$70,674 – \$81,065 pro rata.

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

Fixed-Term casual day work, as and when required, commencing 1 June 2010 to 31 May 2012.

Location:—Kings Meadows Community Health Centre.

Duties:—To work as an effective member of the community physiotherapy team in the assessment, planning and delivery of physiotherapy services for clients and their carers in Northern Tasmania, and contribute to health promotion and prevention initiatives within the region.

Desirable Requirements:—Current drivers licence.

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 Pat Wrigley, Department of Health and Human Services, phone (03) 6336 4128, email pat.wrigley@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Registered Nurse (Relief) (504321).

Applications Close:—Friday, 4 June 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Fixed-Term casual shift work (fully rotational), as and when required, commencing 14 June 2010 to 13 June 2012.

Location:—Deloraine District 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.

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 Brigid Riall, Department of Health and Human Services, phone (03) 6362 5000, email brigid.riall@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

Health Promotion Co-ordinator (513174).

Applications Close:—Friday, 4 June 2010.

Salary:—\$69,202 – \$81,965 pro rata.

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

Fixed-Term part-time day work, working 38 hours per fortnight commencing as soon as possible for a period of 2 years.

Location:—Bruny Island Community Health Centre.

Duties:—The regional Health Service needs a dynamic and enthusiastic person with a passion for primary health care to fulfil the role of Health Promotion Co-ordinator. The role of the Health Promotion Co-ordinator is to develop and manage the planning, implementation and evaluation of the Commonwealth Regional Primary Health Services [RPHS] programme within Bruny Island, Kingborough Municipality. The Health Promotion Co-ordinator is required to work within a primary health care framework and facilitate programmes/activities towards improving the health and well being of the residents of Bruny Island. The role requires the Health Promotion Co-ordinator to maintain and develop strong linkages with new and existing service providers to promote the quality of health service delivery within the municipality.

Experience in, and knowledge of the management and delivery of health services, particularly in a rural environment, with a commitment to primary health care principles, community development and multi disciplinary teamwork. Demonstrated strategic, conceptual, analytical and creative skills with the ability to plan and prioritise activities and to identify and make sound judgements about relevant issues. Demonstrated high level communication, interpersonal, negotiation and conflict resolution skills including the ability to negotiate mutually acceptable solutions in situations of differing interests.

Enquiries to Chris Bodger, Department of Health and Human Services, phone (03) 6293 1143, mobile 0428 336 321, email christine.bodger@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

Home Help—2 Vacancies.

Applications Close:—Friday, 4 June 2010.

Salary:—\$37,809 – \$38,933 p.a.

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

Vacancy No. 505912.

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

Location:—Southern Area.

This role will cover the Bellerive/Howrah area.

Vacancy No. 506353.

Permanent part-time day work, working 28.84 hours per fortnight.

Location:—Southern Area.

Duties:—The Home Help staff will work within a Primary Health Care framework and will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community. You will provide essential household duties as assessed by the nominated assessor and approved by the relevant supervisor. These duties could include cleaning, cooking, shopping assistance, washing and ironing. You will be required to provide feedback about significant changes to the client's circumstances to the relevant supervisor.

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 Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email homecaresouth@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

Cleaner (507875).

Applications Close:—Friday, 4 June 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

Permanent full-time shift work.

Location:—Royal Hobart Hospital.

Duties:—Maintain a high standard of cleaning in allocated areas, removal of garbage, and collection/distribution of linen.

Enquiries to Tony Barrett, Department of Health and Human Services, phone (03) 6222 8211, email anthony.barrett@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

Cleaner (507880).

Applications Close:—Friday, 4 June 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

Permanent full-time shift work.

Location:—Royal Hobart Hospital.

Duties:—Maintain a high standard of cleaning in allocated areas, removal of garbage, and collection/distribution of linen.

Enquiries to Tony Barrett, Department of Health and Human Services, phone (03) 6222 8211, email anthony.barrett@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, N.P.I.C.U (510053).

Applications Close:—Friday, 4 June 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time or part-time shiftwork hours available.

Location:—Neonatal/Paediatric Intensive Care Unit, Royal Hobart Hospital.

Duties:—As an advanced clinical practitioner within the NICU/PICU 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 Clinical Nurse Manager (CNM) 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 Tim Newham, Department of Health and Human Services, phone (03) 6222 8769, email tim.newham@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 (515251).

Applications Close:—Friday, 4 June 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time shiftwork, part-time hours will be considered.

Location:—Transition Care Unit.

Duties:—Work autonomously at unit level and receive general guidance and support from the Nurse Unit Manager or A/H Nurse Manager. You will be responsible for your own practice within professional guidelines and for intervention in instances of unsafe, illegal or unprofessional conduct. Responsible for the efficient and effective management of delegated activities. Deputise in a higher level position as required.

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

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

Enquiries to Kerry Spencer, Department of Health and Human Services, phone (03) 6222 6861, email kerry.spencer@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

Executive Officer (519461).

Applications Close:—Friday, 4 June 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:—Royal Hobart Hospital.

Duties:—The Executive Officer Medical Imaging is responsible for the provision of high level support on issues relating to the planning, implementation, performance management and evaluation functions of the Section.

Responsibilities include:—Participating in policy, planning, reporting and quality improvement activities which support the role of Director Medical Imaging in undertaking strategic policy and planning functions. Providing co-ordination and executive support to strategic, multi-stakeholder working groups and committees and Participating in information management-related activities to support the management and co-ordination of initiatives and policy development.

Enquiries to John De Vries, Department of Health and Human Services, phone (03) 6222 8469, email john.de.vries@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

Executive Officer (516003).

Applications Close:—Friday, 4 June 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:—Royal Hobart Hospital.

Duties:—The provision of human resource, management and strategic support to the Executive Director Acute Operations.

Desirable Requirements:—Strong liaison and consultation skills, with the ability to negotiate effectively with a wide range of key stakeholders, and work across organisational boundaries to enhance delivery of services.

High-level written and oral communication skills, including the ability to prepare, present and evaluate reports and submissions and negotiate recommendations.

A proven ability to work constructively as a member of a high performing team, including an ability to be adaptable and flexible, working within an environment subject to work pressure, competing priorities, ambiguity and change.

Enquiries to Julie Vicieli, Department of Health and Human Services, phone (03) 6222 6803, email executivedirector.acuteoperations@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

Executive Officer Finance and Business (510869).

Applications Close:—Friday, 4 June 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:—Royal Hobart Hospital.

Duties:—Provide high level information, financial and statistical support and advice in the business management of the Hospital, which includes strategic planning, business planning and management of both financial and non-financial operations, and also includes financial management (both

operational and capital), statistical information, budgetary issues, performance monitoring, specific or major research, investigations or reviews and administrative tasks as required. Assist with the provision of contemporary advice on business strategy, resource management and budget performance within the Hospital.

Enquiries to Russell Pockett, Department of Health and Human Services, phone (03) 6222 8971, email russell.pockett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Alcohol and Drug Services

Manager Alcohol and Drug Service South (500982).

Applications Close:—Friday, 11 June 2010.

Salary:—\$106,371 p.a.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

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

Duties:—As a member of the Alcohol and Drug Service Senior Management Team you will provide high level advice and leadership in delivering specialist alcohol and other drugs services. You will also deliver best practice change management and service development in line with Alcohol and Drug Service principles, National ATODS Standards, Agency policy, legal requirements and professional competencies. You will work in partnership with the Alcohol and Drug Service Clinical Director and State Manager to provide a range of effective, efficient and contemporary clinical services and programmes as well as appropriate clinical governance structures.

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

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

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Alcohol and Drug Services

Manager Alcohol and Drug Service South (500982d).

Applications Close:—Friday, 11 June 2010.

Salary:—\$99,510 p.a.

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

Permanent full-time Permanent.

Location:—St Johns Park, New Town.

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

Duties:—As a member of the Alcohol and Drug Service Senior Management Team you will provide high-level advice and leadership in delivering specialist alcohol and other drugs services. You will also deliver best practice change management and service development in line with Alcohol and Drug Service principles, National ATODS Standards, Agency policy, legal requirements and professional competencies. You will work in partnership with the Alcohol and Drug Service Clinical Director and State Manager to provide a range of effective, efficient and contemporary clinical services and programmes as well as appropriate clinical governance structures.

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

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

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

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

Co-ordination and Innovation

Co-ordinator Medical Recruitment (517400).

Applications Close:—Friday, 4 June 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:—St Johns Park, New Town.

The role of the Co-ordinator Medical Recruitment will be responsible for providing a statewide recruitment capability to ensure that the Statewide and Mental Health Services is able to recruit and retain a full establishment of medical officers, psychiatrists and other senior clinical staff. You will be required to liaise, co-ordinate and collaborate with a wide range of stakeholders to ensure the supply of medical staff to each region and develop recruitment strategies in conjunction with the regions in order to facilitate the earliest possible filling of vacancies.

Duties:—A demonstrated background in, or a good understanding of, recruitment processes, policies and related contemporary human resource practices, appropriate to the recruitment and retention of a skilled medical workforce in Mental Health Services. Well developed written, oral and interpersonal communication skills, including the ability to negotiate and liaise effectively with a wide range of stakeholders. A capacity to develop and document policies, protocols and procedures to facilitate the recruitment of medical staff in Mental Health Services.

Enquiries to Darren Turner, Department of Health and Human Services, phone (03) 6230 7735, email darren.turner@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

Correctional Health Services

Senior Pharmacist Correctional Health (516323).

Applications Close:—Friday, 4 June 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:—Risdon Prison Complex.

Duties:—The Senior Pharmacist Correctional Health will be required to support, lead and direct staff ensuring an efficient pharmacy service, working to achieve safe, cost effective quality use of medicines at the Risdon Prison Complex, associated facilities and the Wilfred Lopes Centre. You will also be required to provide and co-ordinate medication management as part of a multi-disciplinary team in the area of Correctional Health, including dispensing, patient counseling and provision of professional advice and consultancy services to other health professionals.

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

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

Enquiries to Ann Marie Mallett, Department of Health and Human Services, phone (03) 6216 8236, mobile 0448 576 257, email annmarie.mallett@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

Correctional Health Services

Senior Pharmacy Technician (519543).

Applications Close:—Friday, 4 June 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:—Risdon Prison Complex.

Duties:—The role of the Senior Pharmacy Technician is to co-ordinate and supervise pharmacy technicians and assist in the training of staff in the provision of a pharmaceutical service to Correctional Health Services and its clients. The Senior Technician will work within the guidance and direction of Correctional Health Pharmacists.

Desirable Requirements:—Experience as a pharmacy technician in an institutional pharmacy or equivalent. Good interpersonal and communication skills, a customer focus, flexibility and conflict resolution skills. Attention to detail and ability to follow pre-determined procedures accurately and diligently and train others in doing likewise. An understanding and appreciation of the potential benefits and risks of drugs and the need to handle such items in an efficient and safe manner.

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 Claire Drummond, Department of Health and Human Services, phone (03) 6216 8253, email claire.drummond@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

Correctional Health Services

Specialist Pharmacist Correctional Health (519542).

Applications Close:—Friday, 11 June 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 60.8 per fortnight.

Location:—Risdon Prison Complex.

Duties:—The Specialist Pharmacist will work with health professionals in Correctional Health Services (CHS) under the direction of the Senior Pharmacist, Correctional Health Services to ensure policies and procedures for medication management are developed and implemented ensuring medications are accessible and the safety of staff and clients is protected. You will be required to assist in the co-ordination and provision of a comprehensive pharmacy service including clinical pharmacy, drug information, medication education, dispensing, including Webster Packs and impressing reviews in the area of Correctional Health to achieve the best possible quality use of medicines in CHS facilities. To provide an efficient and appropriate dispensary service and a suitable systems of medication distribution for correctional health services.

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

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

Enquiries to Claire Drummond, Department of Health and Human Services, phone (03) 6216 8253, email claire.drummond@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant—2 Vacancies.

Applications Close:—Friday, 4 June 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Vacancy No. 517970.

Permanent full-time day work.

Location:—Oral Health Services South.

Vacancy No. 517971.

Permanent full-time day work.

Location:—Oral Health Services South.

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

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

Enquiries to Anita Lindsay, Department of Health and Human Services, phone (03) 6214 5472, email anita.lindsay@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Policy and Project Officer (516558).

Applications Close:—Friday, 4 June 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time daywork.

Location:—Oral Health Services South.

Duties:—As a member of the Oral Health Unit this position will be responsible for undertaking strategic policy, project and change management, and implementation of oral health initiatives across the State. You will be expected to provide high level advice and support to the Manager, Business and Service Development and Oral Health Management team in the development and implementation of oral health policy initiatives.

Desirable Requirements:—Demonstrated ability to undertake high level policy and service development, analysis and review, research and evaluation. Demonstrated ability to research, prepare, present and evaluate reports and submissions, together with the capacity to negotiate the outcomes at senior management levels. High level strategic, conceptual, analytical and creative skills, with the ability to understand and identify relevant issues about the political, social and organisational environment impacting on health services delivery within the Agency.

Enquiries to Rick Monty, Department of Health and Human Services, phone (03) 6214 5425, email rick.monty@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Support Officer Supply and Facilities North/North West (500849).

Applications Close:—Friday, 4 June 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

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

Location:—Oral Health Services North.

Duties:—The occupant of this role will provide general administrative and operational support to the Area Manager North/North West, Equipment and Facilities and Technical Services as required. Within established guidelines, provide support to the Area Manager N/NW in the operation of a supply facility, including the receipt, issue, delivery and storage of goods. Provide general support and advisory services to staff of Oral Health Services concerning the purchase and storage of drugs and related items as required. Assist the Area Manager N/NW in the co-ordination of Environmental Services (Cleaning) staff by acting as a first point of contact for staff raising general service delivery issues.

Desirable Requirements:—Experience in the provision of general administrative and clerical services, including the use of office management software. Personal skills such as initiative, flexibility, judgement and discretion, including the ability to interpret and analyse information and decide on appropriate action. An operational knowledge; or ability to acquire that knowledge, of procedures relating to accounts receivable and accounts payable processing. Experience in the use of a computerised accounts system considered desirable. Basic knowledge and understanding of purchasing procedures, together with experience in working in a warehouse facility and utilising a computerised warehousing system.

Enquiries to Yasmin Lee, Department of Health and Human Services, phone (03) 6336 4120, email yasmin.lee@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Training and Support Officer (518381).

Applications Close:—Friday, 4 June 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time daywork.

Location:—Oral Health Services South.

Duties:—Working from an established training package, the Training and Support Officer will provide training to new staff, and training updates to existing staff, in the use of the Titanium Client Information Management System and associated business processes. The Training and Support Officer will also provide first point of contact support to staff in the use of Titanium, related business process, and technology issues.

Desirable Requirements:—Experience in the use of Titanium or other client information management systems. Understanding of the Oral Health Services Tasmania business processes supported by the Titanium Client Information Management System, or the capacity to acquire such knowledge. High level written and oral communication skills with the ability to effectively work with people from a range of

clinical and administrative backgrounds to deliver training and provide support.

Enquiries to Norin Alam, Department of Health and Human Services, phone (03) 6214 5465, email norin.alam@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Clinical Nurse (504825).

Applications Close:—Friday, 4 June 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Permanent part-time shift work (fully rotational) working 38 hours per fortnight.

Location:—Northside Clinic.

Duties:—The Clinical Nurse will provide leadership in all aspects of nursing care and is responsible for prioritising and co-ordinating the delivery of clinical care to all clients within the designated unit in an efficient and effective manner. You will collaborate with staff to formulate and implement quality improvement activities consistent with best practice and consumer-focused outcomes. You will support the CNC/NUM/Team Leader in a team approach to implementing policies and procedures and practices to meet the model of care within the designated unit.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing 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 Jan Dorman, Department of Health and Human Services, phone (03) 6348 7473, email jan.dorman@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Enrolled Nurse (506556).

Applications Close:—Friday, 4 June 2010.

Salary:—\$47,703 – \$50,454 p.a.

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

Fixed-Term full-time shift work (fully rotational), commencing As soon as possible until 18 Jun 2011.

Location:—Northside Clinic.

Duties:—The Enrolled Nurse will as part of a multidisciplinary team, deliver a high standard of care within the EN Scope of Practice to patients in an acute mental health unit. You will deliver a high standard of nursing care within the scope of practice for an Enrolled Nurse with direction and supervision from a Registered Nurse. The Enrolled Nurse will participate in the development of the nursing care plan by collaborating with the patient, family and other health care team members and assist in the assessment and evaluation of problems and outcomes.

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 Jan Dorman, Department of Health and Human Services, phone (03) 6348 7765, email jan.dorman@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Clinical Nurse Educator (515394).

Applications Close:—Friday, 4 June 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—Wilfred Lopes Centre.

Duties:—The Wilfred Lopes Centre for Forensic Mental Health is a modern well appointed forensic facility with an on-site Clinical Nurse Educator. The centre facilitates educational and training opportunities for its staff and provides educational placements for undergraduate and post graduate nurses. A vacancy exists for a highly motivated individual to manage the education programme for the centre.

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 Susan Styles, Department of Health and

Human Services, phone (03) 6216 8007, email susan.styles@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

Therapy Assistant (515971).

Applications Close:—Friday, 4 June 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent full-time day work.

Location:—Wilfred Lopes Centre.

Duties:—The Wilfred Lopes Centre runs a very active Occupational Therapy Programme for forensic mental health patients and a vacancy exists for a motivated individual to work with the Occupational Therapist to assist in the delivery of occupational therapy activities to its patients.

Desirable Requirements:—Demonstrated capacity to work with people with mental illness and acquire an understanding of client rehabilitation needs including, an understanding of client centred practices and the need to establish an environment of support. Knowledge of resources and services available to support people with mental illness in the broader community or ability to acquire. Demonstrated understanding of the principles of maintaining appropriate therapeutic relationships with clients.

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

Enquiries to Clarissa Adriel, Department of Health and Human Services, phone (03) 6336 2627, email clarissa.adriel@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

Registration and Licensing Branch

Operations Officer (371594).

Applications Close:—Friday, 4 June 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 18.75 hours per week.

Location:—Hobart.

Duties:—Undertake a range of data entry and database search tasks in an accurate and timely manner including processing and correction of electronic payment rejects, and resolving of items placed in the Suspense Account.

Liaise with other Branch and Departmental staff and external organisations in relation to vehicle registration matters.

Access, interpret and update information on the Motor Registry System and other associated databases.

Provide advice to clients and provide support to other members of the Vehicle Registration Unit as required and participate in ongoing reviews of processes and procedures and undertake other duties as required.

Undertake a range of administrative tasks and complete in an accurate and timely manner, including processing of refunds, issuing and cancellation of motor vehicle securities, mail processing, and ordering of registration plates. Service Tasmania on a range of vehicle registration issues.

Enquiries to Geoff Doyle, Senior Business Analyst, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 5417, email geoff.doyle@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Maintenance Services Trainee Technical Officer (371913).

Applications Close:—Friday, 11 June 2010.

Salary:—\$36,450 – \$52,087 p.a.

Tasmanian State Service Award, Technical Trainee, Advanced Diploma.

Permanent full-time.

Location:—Hobart.

Provide technical and administrative assistance in road and bridge maintenance and construction matters.

Undertake technical analysis and tasks to assist with the monitoring and review of road and bridge maintenance and construction strategies, policies and plans.

Undertake site investigations on road and bridge maintenance and construction matters.

Provide verbal and written reports on activities undertaken.

Desirable Requirements:—Current drivers licence. Eligible for admission to the relevant course of study at a recognised TAFE/Polytechnic Institution.

Relevant Course Of Study:—For the purpose of the previous section, 'the relevant course of study' is an Advanced Diploma of Civil Engineering Design from a recognised TAFE/Polytechnic Institution.

Enquiries to Daryl Watson, Manager Maintenance Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 3011.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Operations****Maintenance Services Trainee Technical Officer (371508).***

Applications Close:—Friday, 11 June 2010.

Salary:—\$36,450 – \$52,087 p.a.

Tasmanian State Service Award, Technical Trainee, Advanced Diploma.

Permanent full-time.

Location:—Launceston.

Undertake technical analysis and tasks to assist with the monitoring and review of road and bridge maintenance and construction strategies, policies and plans.

Undertake site investigations on road and bridge maintenance and construction matters.

Provide verbal and written reports on activities undertaken.

Provide technical and administrative assistance in road and bridge maintenance and construction matters.

Desirable Requirements:—Current drivers licence.

Eligible for admission to the relevant course of study at a recognised TAFE/Polytechnic Institution.

Relevant Course Of Study:—For the purpose of the previous section, 'the relevant course of study' is an Advanced Diploma of Civil Engineering Design from a recognised TAFE/ Polytechnic Institution.

Enquiries to David Sondergeld, Manager Northern Operations, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 6336 2104, email david.sondergeld@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Operations****Manager Bridges and Southern Maintenance (371762).***

Applications Close:—Friday, 11 June 2010.

Salary:—\$77,268 – \$91,722 p.a.

DIER Roads and Traffic Engineers Industrial Agreement 2008, Band B.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the procurement and administration of professional services (internal and external) and maintenance and works contracts including key stakeholder group briefings, acting in the capacity of Principals Agent as required and undertaking the role of Superintendent or Superintendents Representative on assigned contracts when required in accordance with delegated authorities.

Provide leadership and direction to internal staff and external consultants and apply technical knowledge and strategic judgement to effectively manage projects/contracts in order to identify and proactively manage all critical interfaces.

Manage project risk and public contact strategies to ensure effective community and stakeholder consultation (i.e. Council, State and Australian Government Agencies, other key representatives and the media) together with issue management and project promotion.

Contribute to the development and documentation of project and programme management policies, procedures, databases and systems within the Branch.

Assist in developing plans for and participate in emergency management.

Develop, maintain and implement Project and Maintenance Delivery Plans, together with documented management systems for control of scope, time, costs (fees and direct costs), funding, cashflow, quality, resources, stakeholder management, risk management, issue management and public communications.

Essential Requirements:—Satisfactory completion of a relevant 4 year (minimum) university degree in engineering that is accredited by Engineers Australia; or satisfactory completion of academic qualifications in Engineering that are recognised by Engineers Australia as being an equivalent qualification.

Current Driver's Licence.

Desirable Requirements:—Experienced engineering level and work may include that of a technical specialist, project manager, contract manager and/or supervisor/manager, preferably in the field of road and/or bridge maintenance.

Enquiries to Ben Moloney, Engineer Manager Maintenance Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 2539, email ben.moloney@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Operations****Traffic Systems Trainee Technical Officer (371706).***

Applications Close:—Friday, 11 June 2010.

Salary:—\$36,450 – \$50,098 p.a.

Tasmanian State Service Award, Technical Trainee, Diploma.

Permanent full-time.

Location:—Hobart.

Duties:—Assist the Statewide Services Team repair and test electronic and communications equipment used to manage the state's transport management systems.

Undertake technical analysis and tasks to assist with monitoring the performance of state's traffic signal and other related transport systems.

Undertake site investigations of traffic signals and other transport systems.

Provide verbal and written reports on activities undertaken.

Desirable Requirements:—• Current drivers licence.

Eligible for admission to the relevant course of study at a recognised TAFE/Polytechnic Institution.

Relevant Course Of Study:—For the purpose of the previous section, 'the relevant course of study' is a Diploma of Electronics and Communications Engineering from a recognised TAFE/ Polytechnic Institution.

Enquiries to Peter Clark, Engineering Assistant, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 2815, email peter.clark@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Operations***Utility Officer (373262).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 36.75 hours per week.

Location:—Launceston.

Duties:—Assist with and support the installation and maintenance of traffic control equipment.

Essential Requirements:—A current driver's licence.

Enquiries to Tony Bannister, Senior Electrical Technician, Department of Infrastructure, Energy and Resources, phone (03) 6336 2694, email Tony.Bannister@dier.tas.gov.au.

Applications to Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6233 5004, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Traffic and Infrastructure***Asset Management Trainee Technical Officer (372357).**

Applications Close:—Friday, 11 June 2010.

Salary:—\$36,450 – \$52,087 p.a.

Tasmanian State Service Award, Technical Trainee, Advanced Diploma.

Permanent full-time.

Location:—Hobart.

Undertake technical analysis and tasks to assist with monitoring and review of road asset management strategies, policies, plans and procedures.

Assist with technical assessments relating to road corridor management.

Provide verbal and written reports on activities undertaken.

Provide technical assistance in the management of the Department's road and bridge planning, design, construction and maintenance technical standards and specifications.

Desirable Requirements:—• Current drivers licence.

Eligible for admission to the relevant course of study at a recognised TAFE/Polytechnic Institution.

Relevant Course Of Study:—For the purpose of the previous section, 'the relevant course of study' is an Advanced Diploma of Civil Engineering Design from a recognised TAFE/Polytechnic Institution.

Enquiries to Barry Walker, Manager Asset Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 8682, email barry.walker@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Traffic and Infrastructure***Traffic Management Trainee Technical Officer (372358).**

Applications Close:—Friday, 11 June 2010.

Salary:—\$36,450 – \$52,087 p.a.

Tasmanian State Service Award, Technical Trainee, Advanced Diploma.

Permanent full-time.

Location:—Launceston.

Undertake technical analysis and tasks to assist with monitoring and review of traffic management strategies, policies and plans.

Undertake site investigations on traffic management matters.

Provide verbal and written reports on activities undertaken.

Provide technical assistance in the investigation of traffic management matters on state and local roads.

Desirable Requirements:—Current drivers licence.

Eligible for admission to the relevant course of study at a recognised TAFE/Polytechnic Institution.

Relevant Course Of Study:—For the purpose of the previous section, 'the relevant course of study' is an Advanced Diploma of Civil Engineering Design from a recognised TAFE/Polytechnic Institution.

Enquiries to Richard Burk, Manager Traffic Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 63 36 2125, email richard.burk@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

OFFICE OF ENERGY PLANNING AND CONSERVATION

Executive Officer (371941).

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Compile agenda papers and briefing material for meetings attended by the Director, staff or the Minister, including meetings of the Ministerial Council on Energy (MCE) and the (MCE) Standing Committee of Officials.

Ensure the effective management of responses to the flow of Ministerial requests for briefings, correspondence and information from the Office and help ensure those responses meet nominated deadlines and department's standards of quality.

Provide a first point of contact for general telephone and email enquiries from the public including dealing with Right to Information requests to the Office.

Assist the information flow within the Office through the preparation and dissemination of corporate information, and the correct filing of information and outputs including migration of the records of the Office to TRIM and establish new document handling processes.

Process administrative financial transactions and help achieve operational cost savings, authorise and monitor office expenditure as delegated and liaise with the Finance Branch on operational financial management issues. Draft budgets and revisions to budgets.

Assist the Director and staff of the Office in the preparation of management reports, including those relating to operational and project budgets, and staff matters.

Procure office supplies and equipment maintenance, and ensure the smooth operation of the office generally.

Provide specialist administrative support to the Director and staff of the Office (as appropriate), including diary management, travel arrangements, meeting arrangements and general co-ordination.

Enquiries to Tony Van De Vusse, Director Energy Planning and Conservation, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 6307, email Tony.vandeVusse@dier.tas.gov.au.

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

JUSTICE

OFFICE OF THE OMBUDSMAN AND HEALTH COMPLAINTS
COMMISSIONER

Office of the Health Complaints Commissioner

Investigation Officer (354959).

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-Term full-time working 73.50 hours per fortnight from As soon as possible until 20 August 2010.

Location:—Hobart.

Duties:—Assist the Ombudsman in the fulfilment of the Ombudsman's responsibilities. Handle complaint enquiries, including dealing directly with members of the public and agency contacts. Assess and investigate complaints, and identify and negotiate appropriate solutions and strategies for resolution. Prepare concise, factual reports and correspondence related to investigations.

Desirable Requirements:—Current Drivers Licence.

Enquiries to Richard Connock, Principal Officer, Ombudsman, Department of Justice, phone (03) 6233 6217, email Richard.Connock@ombudsman.tas.gov.au.

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

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

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

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

JUSTICE

SUPREME COURT

Hobart

Business Systems Project Officer (355981).

Applications Close:—Friday, 4 June 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-Term full-time 73.5 hours per fortnight for a period of 2 years.

Location:—Hobart.

Duties:—Analyse registry procedures and information flows into and from the Court, identify improvements and develop and implement the improvements. In consultation with Supreme Court staff and affected stakeholders identify and manage the implementation of enhancements to the Court's computer based systems including documenting the improvements in a requirement specification, liaising with the relevant developer and managing the user acceptance testing process.

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

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Ian Roberts, Manager Supreme Court, Department of Justice, phone (03) 6233 7158, email ian.roberts@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Ian Roberts on (03) 6233 7158.

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

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

JUSTICE

SUPREME COURT

Hobart

Senior Registry Administration Officer (356247).

Applications Close:—Friday, 4 June 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—In consultation with the Registrar and/or Deputy Registrar co-ordinate appeals to the Full Court and Court of Criminal Appeal. Undertake the more complex registry functions including; dealing with High Court and Appeal costs fund matters, settling orders including complex orders, co-ordinating admissions and examining lodged documents for compliance with the relevant legislation and rules.

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

Desirable Requirements:—Relevant tertiary legal qualifications. Appointment as a Justice of the Peace or willingness to apply for appointment.

Enquiries to Elizabeth Knight, Registrar, Supreme Court, Department of Justice, phone (03) 6233 3427, email elizabeth.knight@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Vicki Guinane on (03) 6233 3427.

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

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

JUSTICE

SUPREME COURT

Launceston

Registry Administrative Assistant (356245).

Applications Close:—Friday, 4 June 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time working 40 hours per fortnight, Monday to Friday 9.00am to 1.00pm.

Location:—Launceston.

Duties:—Assist the Registry Administration Officer with general administrative and clerical functions associated with the day-to-day operations of the District Registry of the Supreme Court Launceston. Provide a professional reception service including directing and assisting members of the public. Provide administrative support to the District Registrar and Deputy Sheriff including the preparation of correspondence and circulars to practitioners, preparation of juror summonses and processing of applications for exemption or deferral of jury service.

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

Desirable Requirements:—Appointment as a Justice of the Peace or willingness to apply for appointment.

Enquiries to Chris Nason, District Registrar, Department of Justice, phone (03) 6336 2398, email Chris.nason@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, phone (03) 6336 6809, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Chris Nason on (03) 6336 2398.

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

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Financial Management Services

Manager (002373).

Applications Close:—Friday, 4 June 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—To provide efficient and effective management in relation to financial management, financial operations, budgets, reporting and financial reform. Develop and implement policies within the Department and provide high-level advice to senior management on policy and technical matters relating to Financial Services and the operation and performance of Departmental programmes.

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.

Qualifications and Experience:—The completion or progress towards the completion of Tertiary or Post-Tertiary qualifications and membership of a recognised professional organisation are highly desirable.

Enquiries to Mr Scott Wilson-Haffenden, Director Corporate Services, Department of Police and Emergency Management, phone (03) 6230 2390, email scott.wilson-haffenden@police.tas.gov.au.

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

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

POLICE AND EMERGENCY MANAGEMENT

EXECUTIVE SUPPORT

Corporate Reporting Services

Data Systems Officer (002777).

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake a range of tasks associated with the development and implementation of systems and processes relating to the extraction and analysis of corporate performance data.

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.

Qualifications and Experience:—Tertiary qualifications relative to Information Systems or related Computer Technology. A demonstrated knowledge and experience with SQL, JavaScript and HTML programming languages is essential.

Experience with SQL Server and Microsoft Excel and PowerPoint would be advantageous.

Enquiries to Ms Sandra Lovell, Manager Secretariat and Research Services, Department of Police and Emergency Management, phone (03) 6230 2461, email sandra.lovell@police.tas.gov.au.

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

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

POLICE AND EMERGENCY MANAGEMENT

FORENSIC SCIENCE SERVICE TASMANIA

Biological Examination

Forensic Scientist (003082).

Applications Close:—Friday, 4 June 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.

Location:—New Town.

Duties:—To provide general forensic biology services to the State of Tasmania.

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

A degree in science or equivalent qualifications from a tertiary institution. Qualifications and Experience:—A current drivers licence. Minimum of 5 years relevant post graduate forensic biology experience.

Previous acceptance in an appropriate court as an expert in forensic biology.

Enquiries to Ms Pam Scott, Forensic Scientist, Forensic Science Service Tasmania, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6278 5611, email Pam.Scott@fsst.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).

POLICE AND EMERGENCY MANAGEMENT

OPERATIONS SUPPORT

State Intelligence Services

Clerical Support Officer (001301).

Applications Close:—Friday, 4 June 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

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.

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

Enquiries to Inspector Phil Ling, State Intelligence Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2644, email Phillip.Ling@police.tas.gov.au.

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

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

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

TOURISM OPERATIONS

Senior Food and Beverage Assistant (FandB05/10).

Applications Close:—Monday, 7 June 2010.

Salary:—\$54,258 – \$59,176 pro rata.

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

Permanent part-time.

Location:—Port Arthur Historic Site.

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

To provide support to the Food and Beverage Co-ordinator as required with the various functions of the business unit such as balancing and securing floats, administrative duties, ordering supplies and stocktaking.

Desirable Requirements:—Certificate III in Retail or Hospitality.

Workplace 2 First Aid Certificate.

Enquiries to Sarah Morse, Food and Beverage Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2314, fax (03) 6250 2764, email sarah.morse@portarthur.org.au.

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

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Advisers (Various)

Applications Close:—Friday, 21 May 2010.

Classification:—See Below.

Contract Position for the term of the current Tasmanian State Government.

Location:—Hobart.

Duties:—Responsible for researching and formulating policy initiatives, briefing and advising on media issues, preparation of media releases, political research and speech preparation for the Tasmanian Liberal Leader and Liberal Members of the House of Assembly.

Provide relevant advice, information and research for members relating to current affairs, policy development and electorate issues.

Desirable Requirements:—A degree in politics, law or business-related disciplines. Minimum of 3 years' experience in a similar position within a political office at either state or federal level. Current driver's licence.

Enquiries to Don Morris, phone (03) 6233 6295, email Don.Morris@parliament.tas.gov.au.

Applications to Don Morris, Employment Application, email Don.Morris@parliament.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ENVIRONMENT PROTECTION AUTHORITY

Financial Support Officer (706273).

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time (0.6FTE).

Location:—Hobart.

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

Duties:—Provide high level support to the Business Services Manager in relation to budget and financial management including performance of high level functions within the Department's financial management system (Finance One), such as journal processing, providing reports, enquiries and procurement.

Desirable Requirements:—Current motor vehicle drivers licence.

Enquiries to Diana Williams, Administrative Assistant, phone (03) 6233 4028, email Diana.Williams@environment.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.

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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ENVIRONMENT PROTECTION AUTHORITY

Environmental Operations

Wastewater Management

Environmental Officer (Wastewater Management) (702104 and 706348).

Applications Close:—Friday, 4 June 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Permanent full-time (702104) Fixed Term, full-time for 12 months (706348).

Location:—Hobart.

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

Duties:—Undertake and co-ordinate the inspection and/or auditing of environmentally relevant activities particularly in relation to wastewater management, effluent reuse and bio-solids reuse. Assess compliance of environmentally relevant activities with permit conditions and/or commitments for which the Division has management responsibility. Prepare inspection reports and make recommendations, including draft environment protection notices, to Senior Officers, Managers and/or the Director for action on environmental performance, as required. Negotiate and prepare permit conditions.

Desirable Requirements:—Several years relevant post qualification experience.

Enquiries to Steve Gallagher, phone (03) 6233 3601, email stephen.gallagher@environment.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.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Commercial Visitor Services Officer (706448).

Applications Close:—Friday, 4 June 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

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:—Provide advice and support to Regional Officers with the administration of licences and leases.

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

Enquiries to Tim Turner, phone (03) 6233 4543, email tim.turner@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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Regional Manager North West Region (705339).

Applications Close:—Friday, 4 June 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Ulverstone.

Salary Information:—Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Applicable allowances and overtime also apply.

Duties:—Manage PWS Regional operations to ensure the best use and development of financial, human, and other resources to achieve strategic objectives and operational excellence consistent with a range of legislative and policy requirements and standards. Improve organisational performance, capability and service delivery through a collaborative, strategic and planned approach to change whilst fostering strong inclusive community and stakeholder relationships, cross regional linkages and partnerships. Lead the implementation of key projects, programmes and initiatives that have significant strategic impact and benefit to the PWS and the Department.

Desirable Requirements:—A current motor vehicle driver's licence, and tertiary qualifications in a relevant discipline together with demonstrable experience in a senior management role would be well regarded.

Enquiries to Mark Bryce, Manager Operations and Performance, phone (03) 6233 3981, mobile 0408 126 733, email Mark.Bryce@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.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Regional Administrative Assistant (340837).

Applications Close:—Friday, 4 June 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-Term full-time upto 11 months.

Location:—Prospect.

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

Duties:—To provide clerical, keyboard, financial and reception services for the Northern Region, Prospect Office.

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

Enquiries to Anne-Maree Smith, Regional Administration Officer, phone (03) 6336 5308, email anne-maree.smith@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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Regional Asset Co-ordinator (706247).

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-Term full-time until 30 June 2011.

Location:—Prospect.

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

Duties:—Plan, co-ordinate and implement within the region, asset (built infrastructure) related programmes and projects in accordance with statutory, best practice and Parks and Wildlife Service state-wide organisational requirements.

Desirable Requirements:—Qualifications in a building of asset management related field and/or accreditation in the building or project streams i.e. Accredited Building Practitioner under the Tasmanian Building Act 2000. A current motor vehicle driver's licence. Several years experience in reserve management and /or an asset management related fields.

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 Anne-Maree Smith, Regional Administration Officer, phone (03) 6336 5308 or 0439 036 745, email Anne-Maree.Smith@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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Regional Volunteer Co-ordinator (705699).

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Prospect.

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

Duties:—Co-ordinate the Regional Volunteer Programme, including facilitating community conservation groups and co-ordinating volunteers to assist the Parks and Wildlife Service achieve corporate goals, whilst providing rewarding experiences for volunteers.

Essential Requirements:—A current motor vehicle drivers licence.

Desirable Requirements:—A workplace Level 2 First Aid Certificate, or equivalent or the ability to acquire prior to appointment.

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 Anthony Ross, phone (03) 6336 5326, email Anthony.Ross@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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

Wildlife Management

Save The Tasmanian Devil Programme

Field Officer (up to 6 vacancies) (703107).

Applications Close:—Friday, 4 June 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-Term part-time for a period of two years. Hours will vary, upto 36.75hrs per week.

Location:—Vacancies are located at Launceston and focus on captive facilities at Cressy, but are required to undertake husbandry research activities throughout the State, in particular Free Range Enclosures.

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:—To undertake husbandry activities of Tasmanian Devils held in captivity and assist with fieldwork under the Save the Tasmanian Devil Programme.

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

Desirable Requirements:—Workplace Level 2 First Aid Certificate or equivalent. 4WD competency.

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 Sara Robinson, phone (03) 6233 2006, email

Sara.Robinson@dpiwpe.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@dpiwpe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

Wildlife Management

Save The Tasmanian Devil Programme

Senior Keeper (703108).

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Launceston.

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

Duties:—Manage the day to day activities and supervise the efficient and effective application of animal husbandry practices to captive management programmes, in particular the operation of Tasmanian Devils held at the department's Cressy facility and Free Range Enclosures across the State.

Desirable Requirements:—Certificate III in Zoo Keeping/ Captive Animals or an equivalent qualification. Several years experience in captive management programmes. A current motor vehicle driver's licence. Work Place Level 2 First Aid certificate.

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

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

Enquiries to Sara Robinson, phone (03) 6233 2006, email Sara.Robinson@dpiwpe.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@dpiwpe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

INLAND FISHERIES SERVICE

Technical Officer (Carp Management) (703053).

Applications Close:—Friday, 4 June 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-Term full-time for 2 years.

Location:—New Norfolk.

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

Duties:—Assist in the day to day operations of the Inland Fisheries Service's Carp Management Programme and support other fisheries management activities.

Desirable Requirements:—A current motor vehicle driver's licence. A restricted coxswains certificate.

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

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

Enquiries to Chris Wisniewski, phone (03) 6261 8055, email Chris.Wisniewski@ifs.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@dpiwpe.tas.gov.au.

PUBLIC TRUSTEE

ADMINISTRATION

Learning and Development Officer (791202).

Applications Close:—Friday, 4 June 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-Term part-time (0.4 FTE, Up to 12 months).

Location:—Hobart.

Duties:—The learning and development officer will assist in the development and provision of a structured learning and development programme for all employees, including induction. The successful applicant will also contribute to continuous improvement strategies and assist with HR activities.

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

Desirable Requirements:—Sound knowledge and experience in contemporary human resource development including the ability to co-ordinate learning and development activities and induction programmes. Well-developed written and oral communication skills including presentation, liaison and negotiation skills.

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

Enquiries to Beth Chapman, Human Resource Manager, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7589, email bchapman@publictrustee.tas.gov.au.

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

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

TASMANIAN ACADEMY

OFFICE OF THE CEO

Business Manager (001403).

Applications Close:—Friday, 4 June 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—North West.

Duties:—Provide a high quality advisory service and practical support to the Academy Board and other members of the Academy senior leadership (ASL) team on financial and business management matters relating to the Tasmanian Academy.

Essential Requirements:—Drivers Licence.

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:— Recognised qualifications in financial resource management or progress towards them.

Enquiries to Michael Brakey, Chief Executive Officer, Tasmanian Academy, phone (03) 6435 5101, email michael.brakey@academy.tas.edu.au.

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

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

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

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

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

TASMANIAN POLYTECHNIC

SHARED SERVICES

Information Communication Technology

Manager Operations (000783).

Applications Close:—Friday, 4 June 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—South.

Duties:—Responsible for management and co-ordination of the operational functions within ICT Services within Shared Services. Ensure the provision of effective and reliable information communication technology services and support to the PY10 entities' staff, student

Essential Requirements:—.

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

Desirable Requirements:—Possession of an appropriate post secondary qualification and/or industry experience relevant to the position.

Enquiries to Owain Williams, Manager, ICT Services, Tasmanian Polytechnic, mobile 0419 325 635, email owain.williams@polytechnic.tas.edu.au.

Please note: to be considered for an interview an applicant

must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from www.jobs.tas.gov.au.

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

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TASMANIAN POLYTECHNIC

SHARED SERVICES

Information Communication Technology

Manager, Desktop Support and Development (001785).

Applications Close:—Friday, 4 June 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—South.

Duties:—Provide day to day management of the ICT Services helpdesk and helpdesk support staff including providing high level advice, strategy and planning around the management of the Standard Desktop environments.

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

Desirable Requirements:—Possession of an appropriate post secondary qualification and/or industry experience relevant to the position. At least five years' experience in the delivery of IT Infrastructure services. Drivers licence.

Enquiries to Marg Carr, ICT Services, Tasmanian Polytechnic, phone (03) 6238 4734, mobile 0447 303 349, email marg.carr@polytechnic.tas.edu.au.

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

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

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

TASMANIAN POLYTECHNIC

SHARED SERVICES

*Information Communication Technology***Team Leader IT Customer Support (330710).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, ICT Level 3.

Permanent full-time.

Location:—North.

Duties:—To undertake and/or manage tasks associated with Shared Services information technology infrastructure, systems and their support ensuring the architecture, technology and level of service of infrastructure including desktop, network equipment, LAN and WAN systems together with associated operating systems and applications meet the evolving needs of the business. Provide high level consultancy services to Shared Services Managers on information technology infrastructure, systems and their support. The functions of this position may involve working outside of normal office hours.

Essential Requirements:-

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

Desirable Requirements:—Possession of an appropriate post secondary qualification and/or industry experience relevant to the position. Accreditation in support and administration of Microsoft Technologies and at least four years experience in management and support of that environment. At least four years experience in the delivery of IT support and infrastructure services. rivers licence.

Enquiries to Tim Jackson, Team Leader IT Customer Support NW, Tasmanian Polytechnic, phone (03) 6238 4745, mobile 0417 144 134, email tim.jackson@polytechnic.tas.edu.au.

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

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

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TASMANIAN POLYTECHNIC

STUDENT SUPPORT AND DEVELOPMENT

Administrative Assistant, School Based Apprenticeships—3 Vacancies.

Applications Close:—Friday, 4 June 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 001845.

Permanent part-time 0.5 FTE, 36.75 hours per fortnight.

Location:—North.

Vacancy No. 001846.

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

Location:—South.

Vacancy No. 001681.

Permanent part-time 0.4 FTE, 29.4 hours per fortnight.

Location:—North West.

Duties:—To undertake various administrative and clerical duties that support the function of a campus, team or business unit, including providing a customer focussed reception service. Assist with operational processes including the maintenance of databases and related matters.

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:— Knowledge and understanding of vocational education and training, and/or education, particularly in relation to School-Based apprenticeships.

Driver's Licence.

Enquiries to Lesley Richardson, School Based Apprenticeships Senior Manager, Tasmanian Polytechnic, phone (03) 6332 3232, mobile 0457 879 206, email lesley.richardson@polytechnic.tas.edu.au.

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

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

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

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TASMANIAN POLYTECHNIC

WORKFORCE FUTURES

*Foundation Programmes***VET Student Assistant (001852).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—North West.

Duties:—To assist students with additional learning needs to fully participate in the Work Education programme.

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

Enquiries to Jacqueline Bourke, Foundations Programme, Tasmanian Polytechnic, phone (03) 6421 5106, mobile 0458 063 412, email jacqueline.bourke@polytechnic.tas.edu.au.

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

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

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TASMANIAN POLYTECHNIC

WORKFORCE FUTURES

Creative Arts

Workforce Learning Leader (Creative Arts) (330086).

Applications Close:—Friday, 18 June 2010.

Salary:—\$85,035 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—North West.

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

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

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

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

Desirable Requirements:—Current Drivers licence. Management experience in an education/training environment.

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

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

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

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

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

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

TASMANIAN POLYTECHNIC

WORKFORCE FUTURES

Health and Wellbeing

Teacher (Health Services)—2 Vacancies.

Applications Close:—Friday, 4 June 2010.

Salary:—\$50,632 – \$78,509 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Vacancy No. 001377.

Permanent full-time.

Location:—North West.

Vacancy No. 330867.

Permanent part-time 0.6 FTE, 42 hours per fortnight.

Location:—North West.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified area of Enrolled Nursing and other related Health Programmes.

Essential Requirements:—Hold a current Practising Certificate issued by the Nursing Board of Tasmania.

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

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

Enquiries to Elly Webster, A/Workforce Learning Leader, Tasmanian Polytechnic, phone (03) 6421 5526, mobile 0400 108 997, email elly.webster@polytechnic.tas.edu.au.

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

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

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Procurement and Property Branch***Assistant Director (723746).**

Applications Close:—Friday, 11 June 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—The Assistant Director, as a senior member of the Procurement and Property Branch, will:

identify strategic whole-of-government procurement, contract management and risk management issues and emerging trends which contribute to, and support the achievement of, the corporate objectives of the Department;

contribute to the achievement of corporate objectives through the provision of authoritative advice to the Government and agencies on whole-of-government standards, policies and procedures; and

assist with the management of the Branch to deliver effective and efficient procurement, contract management and risk management services, including the development of whole-of-government procurement policy guidelines, standards and instructions, the review of compliance with Government policies, the management of whole-of-government contracts and the oversight of the operations of the Tasmanian Risk Management Fund.

In the context of the selection criteria, to be successful in the position applicants will:—have excellent communication, negotiation and relationship management skills; have the ability to identify and understand complex problems and develop and implement appropriate solutions, both in a policy development and operational environment and demonstrate leadership and management skills with a strong people focus and the ability to achieve high standards of performance.

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

Enquiries to Paul Kingston, Director, Procurement and Property, Department of Treasury and Finance, phone (03) 6233 8789, email paul.kingston@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Corporate Information Support Branch***Information Management Co-ordinator (724109).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Work as a member of a team to deliver best practice records and information management services to clients and provide on the job training to team members and Treasury staff.

In the context of the selection criteria, to be successful in the position applicants will have:—sound knowledge and experience in ministerial and correspondence management and the ability to co-ordinate and process operations to meet relevant deadlines; a track record of excellent client relationships and be able to respond effectively to client's needs and familiarity with electronic document management systems, including quality assurance processes and help desk support.

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

Enquiries to Susan Hill, Manager Information Systems, Corporate Information Support Branch, Department of Treasury and Finance, phone (03) 6233 3261, email susan.hill@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Corporate Information Support Branch***Senior TRIM Administrator (Workflow) (724221).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-Term full-time until 23 December 2011.

Location:—Hobart.

Duties:—This position is responsible for the system administration of TRIM and will be responsible for the conversion of existing Lotus Notes databases to TRIM as well as the provision of support services and liaison with the Information Systems Branch for technical support.

In the context of the selection criteria, to be successful in the position applicants will have:—the ability to liaise with the Information Systems Branch regarding technical issues, database performance, upgrades and report management and development; the ability to provide input into the operation, technical and strategic direction in the management and use of an Electronic Document and Records Management System; and experience in the provision of support services including training and documentation and help desk.

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

Enquiries to Susan Hill, Manager Information Systems, Corporate Information Support Branch, Department of Treasury and Finance, phone (03) 6233 3261, email susan.hill@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Human Resources Branch***Administrative Officer (724204).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Hobart.

Duties:—To provide administrative support to the Human Resources Branch, particularly in relation to our occupational health and safety programmes, payroll and recruitment activities, and our values.

In the context of the selection criteria, to be successful in the position applicants will have:—an aptitude for administration and a flexible approach with the ability to prioritise and plan work tasks; the ability to deal with a wide range of people and respond effectively to client needs and an interest in human resources.

Desirable Requirements:—working towards a certificate II in a relevant area or equivalent level or other relevant HR study.

Enquiries to Sarah Whitehouse, Principal Human Resource Officer, Department of Treasury and Finance, phone (03) 6233 3537, email sarah.whitehouse@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Information Systems Branch***Information Systems Project Manager (724223).**

Applications Close:—Friday, 11 June 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-Term full-time For a period of up to 22 months.

Location:—Hobart.

Duties:—The objective of the position is to lead the delivery of Information Systems projects, including business case development, project planning, system implementation, project time, cost and quality management, issue management, and project tracking and reporting.

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

demonstrated high-level skills and experience in information systems project management and project delivery. This will include the demonstrated ability to develop, build and manage suitable project teams, including, but not limited to, the commissioning and supervision of consultants and contractors.

demonstrated high-level experience and skills in the use of a well-defined project management methodology or framework and demonstrated high-level skills in project management activities. This will include, but will not be limited to, project governance, business case preparation, project planning, change management, stakeholder and vendor management,

benefits realisation and project issue identification, tracking, and resolution.

demonstrated high-level interpersonal communication skills, including the demonstrated ability to liaise and negotiate effectively with senior management and stakeholders.

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

Enquiries to Glenn Lewis, Director, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6123, email glenn.lewis@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Information Systems Branch***Senior Application Developer (724224).**

Applications Close:—Friday, 11 June 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, ICT Level 3.

Fixed-Term full-time For a period of up to 22 months.

Location:—Hobart.

Duties:—This position is a senior role in a small application development and support team that develops and supports software systems for the Department.

The role is hands on and the occupant will be required to undertake high level analysis, develop applications and provide advice on the Agency's information systems.

The role will provide assistance to the Manager to define the development framework and standards within the unit and work with stakeholders to create technical specifications from business requirements.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated high level skills and experience in application design and development using contemporary technologies such as .Net or Java; demonstrated strong analytical and problem solving skills including but not limited to the ability to resolve complex technical or business related issues and demonstrated excellent communication skills that enable clear and effective communication with internal and external stakeholders.

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

Enquiries to Glenn Lewis, Director, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6123, email glenn.lewis@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE
ECONOMIC AND FINANCIAL POLICY DIVISION
Economic Policy Branch

Senior Policy Analyst (724219).

Applications Close:—Friday, 11 June 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—The employee, as a member of the Economic and Financial Policy Division, will be required, both individually and as a member of a team, to assist in the provision of economic policy advice to the Government and to undertake economic, financial and public policy research and investigations and prepare correspondence, reports and submissions.

In the context of the selection criteria, to be successful in the position applicants will have:—a demonstrated ability to understand complex issues by drawing on a range of factual information; the ability to communicate precisely and succinctly to internal and external stakeholders and 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 Andrew Rayner, Assistant Director, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6233 6732, email andrew.rayner@treasury.tas.gov.au.

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

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

**Tasmanian State Service
Senior Executive**

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Director, Procurement and Property (724222).

Applications Close:—Friday, 4 June 2010.

Salary:—\$119,876 – \$131,864 p.a.

Senior Executive, Level 2.

Senior Executive contract for a period of up to 5 years.

Location:—Hobart.

Duties:—Provide strategic direction and high level policy advice in relation to risk management, whole of Government procurement and contract management, office accommodation matters, sale of surplus Crown property and development of strategic Crown property. To also lead and deliver on major Government property and resource related projects.

Formulate and provide high level policy advice on proposals to improve the procurement activities of inner-Budget agencies, the disposal of surplus Crown property and the management of Crown owned office accommodation.

Co-ordinate the development of authoritative advice on policy relating to procurement and property management in the general government sector.

Lead and manage the divestment of the Crown owned office accommodation portfolio and the development of selected strategic Crown property.

Lead and manage the human, physical and financial resources of the Procurement and Property Branch, and provide high level input to the development and implementation of the corporate objectives of the Department of Treasury and Finance and the strategic objectives of the Government.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated ability to operate with considerable autonomy in managing significant resources and projects; relevant skills in leading large scale change programmes with community impact and high level negotiation and problem solving skills in order to resolve operational, technical and managerial problems in relation to complex programmes/projects with a whole-of-service impact.

Desirable Requirements:—relevant tertiary, or industry recognised, qualifications and affiliations are highly desirable.

Enquiries to Tony Ferrall, Deputy Secretary, Budget and Finance Division, Department of Treasury and Finance, phone (03) 6233 2132, email tony.ferrall@treasury.tas.gov.au.

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

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

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 - Aboriginal Sport and Recreation	T. Rimmer	6 months	31.05.10
Health & Human Services	Medical Scientist	C. Gorringer	6 months	18.05.10
Health & Human Services	Client Support Officer	S. Cole	6 months	31.05.10
Health & Human Services	Registered Nurse	W. Chiau	6 months	13.06.10
Health & Human Services	Senior Orthoptist	J. Miller	6 months	05.05.10
Health & Human Services	Policy and Program Officer (GHTS)	P. Nettlefold	6 months	31.05.10
Health & Human Services	Registered Nurse	S. Freeman	6 months	18.05.10
Health & Human Services	Project Officer	D. Yacopetti	6 months	05.05.10
Health & Human Services	Registered Nurse	Z. James	6 months	17.05.10
Health & Human Services	Registered Nurse	I. Cox	6 months	17.05.10
Health & Human Services	Pay Personnel Officer	T. Carnes	6 months	14.05.10
Health & Human Services	Registered Nurse	M. Martin	6 months	17.05.10
Health & Human Services	Registered Nurse	J. Kieliszek	6 months	17.05.10
Health & Human Services	Physiotherapist	C. Long	6 months	21.05.10
Health & Human Services	Pay Personnel Officer	M. Harris	6 months	14.05.10
Health & Human Services	Enrolled Nurse	N. Hutchison	6 months	24.05.10
Health & Human Services	Registered Nurse	K. Jacobs	6 months	19.05.10
Health & Human Services	Pharmacist	R. Wyatt	6 months	24.05.10
Health & Human Services	Physiotherapist	B. McBain	6 months	15.05.10
Health & Human Services	Client Support Officer	N. Lowe	6 months	24.05.10
Health & Human Services	Admissions Officer	R. Balzer	6 months	17.05.10
Health & Human Services	Child Protection Worker	J. Chalmers	6 months	28.04.10
Health & Human Services	Registered Nurse	T. O'Dell Clark	6 months	11.04.10
Health & Human Services	Physiotherapist	A. Glaubitz	6 months	08.05.10
Health & Human Services	Registered Nurse	J. Wright	6 months	13.06.10
Health & Human Services	Admissions Officer	K. McCance	6 months	19.05.10
Police & Emergency Management	Clerical Support Officer	M. Latham	6 months	05.05.10
Primary Industries, Parks, Water & Environment	Client Service Officer	S. Currant	6 months	24.05.10
Tasmanian Academy	Teacher	T. Campton	6 months	14.05.10
Tasmanian Polytechnic	IT Customer Support Officer	L. Snare	6 months	24.05.10
The Skills Institute	Technical Employee	J. van Tuil	6 months	20.05.10

Extension or Renewal of Fixed-term Appointments Beyond 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Assistant Water Monitoring Officer	K. Holland	2 years	01.07.10
Primary Industries, Parks, Water & Environment	Assistant Water Monitoring Officer	S. Walker	2 years	01.07.10

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	G. Joyce	Clinical Nurse	13.06.10
Health & Human Services	C. Banks	Nurse Unit Manager	27.04.10
Health & Human Services	D. Mitchell	Manager Disability Services North West	12.05.10
Health & Human Services	B. Moroney	Child Protection Worker	28.04.10
Health & Human Services	K. Thomas	Clinical Nurse Educator	16.05.10
Health & Human Services	A. Short	Pay/Personnel Officer	14.05.10
Infrastructure, Energy & Resources	L. Wood	Web Systems Administrator	13.05.10
Primary Industries, Parks, Water & Environment	S. Wilson	Senior Analyst, Legislation and Policy Development	24.05.10

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Enrolled Nurse	L. Keeler	21.05.10
Health & Human Services	Maintenance/Grounds Officer	K. Lord	18.05.10
Health & Human Services	Client Support Officer	K. Edwards	21.05.10
Health & Human Services	Disability Officer	W. Marten	26.04.10
Health & Human Services	Clinical Nurse	J. Gadsden	21.05.10
Infrastructure, Energy & Resources	Technical Officer	B. Chandler	14.05.10
Justice	Correctional Officer	S. Smith	12.05.10
Justice	Assistant Manager (Deputy District Registrar)	L. Gillon	21.05.10
Justice	Correctional Officer	C. Cranfield	12.05.10

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Program Manager (Investigations)	P. Boland	17.05.10

Termination of Officers

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Infrastructure, Energy & Resources	M. Addis	Consultant	01.05.10

Transfer of Officers

<i>Agency</i>	<i>Officer's Name</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	N. Evans	Premier & Cabinet	Director Community Development	24.05.10



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